

## Parte, Maura PSA:EX

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**From:** Wood, Susan D PSA:EX  
**Sent:** November 8, 2017 9:10 AM  
**To:** Mayhew, Marnie PSA:EX  
**Cc:** Parte, Maura PSA:EX  
**Subject:** Introduction: Manager, HR

Hi Marnie. I would like to introduce Maura Parte. Maura has just joined the Agency, reporting to Lori, in the role of HR Manager for the Premier's Office and Ministerial offices. She will be provided a full suite of HR services to this client group, so it is important that she begin to connect with different lines of business in the Agency. She will need our support in providing services and/or building new frameworks such as performance management to her clients.

Performance management, in particular, is a priority for her so I know you will have a lot to discuss.

Maura, Marnie Mayhew is Director, Performance Coaching, Conflict Management and Diversity. I will leave it to you the two of you to connect.

Sincerely,  
Susan

**Susan Wood Director, Employment Programs and Corporate Initiatives**

Hiring and Service Operations Division | BC Public Service Agency | 4<sup>th</sup> Floor, 810 Blanshard Street  
Victoria BC | V8W 2H2 | Office: 250-356-2655 Cell: 250-216-4008

[AskMyHR](#) | 250.952.6000 | Toll Free 1.877.277.0772



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## Parte, Maura PSA:EX

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**From:** Wood, Susan D PSA:EX  
**Sent:** November 8, 2017 9:14 AM  
**To:** Bachop, Steve PSA:EX  
**Cc:** Parte, Maura PSA:EX  
**Subject:** Introduction: Manager, HR

Hi Steve. I would like to introduce Maura Parte. Maura has just joined the Agency, reporting to Lori, in the role of HR Manager for the Premier's Office and Ministerial offices. She will be provided a full suite of HR services to this client group, so it is important that she begin to connect with different lines of business in the Agency. She will need our support in providing services and/or building new frameworks such as learning and development to her clients.

Learning and Training, in particular, will be a priority for her so I know you will have a lot to discuss.

Maura, Steve Bachop, Executive Director, Learning Centre. I will leave it to you the two of you to connect.

Sincerely,  
Susan

**Susan Wood** Director, Employment Programs and Corporate Initiatives  
Hiring and Service Operations Division | BC Public Service Agency | 4<sup>th</sup> Floor, 810 Blanshard Street  
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## Parte, Maura PSA:EX

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**From:** Wood, Susan D PSA:EX  
**Sent:** November 8, 2017 9:24 AM  
**To:** Sundhu, Sandra PSA:EX; Berry, Nicholas PSA:EX; Phillips, Dawn-Lynn PSA:EX  
**Cc:** Parte, Maura PSA:EX  
**Subject:** Introduction: Manager, HR

Hi Sandra, Nick and Dawn-Lynn. I would like to introduce Maura Parte. Maura has just joined the Agency, reporting to Lori, in the role of HR Manager for the Premier's Office and Ministerial offices. She will be provided a full suite of HR services to this client group, so it is important that she begin to connect with different lines of business in the Agency. She will need our support in providing services such as hiring/onboarding to her clients.

I know she has been working directly with Dawn-Lynn Phillips to date, but I thought it would be helpful to introduce her once again now that she is in her new role with the Agency.

Maura, you may have met Sandra already, also. She is the Executive Director, Service and Technology Integration. Nick Berry, also included here, is the Manager, Payroll Services, so he is a good contact for you to have.

I will leave it to you to reach out accordingly.

Sincerely,  
Susan

**Susan Wood** Director, Employment Programs and Corporate Initiatives  
Hiring and Service Operations Division | BC Public Service Agency | 4<sup>th</sup> Floor, 810 Blanshard Street  
Victoria BC | V8W 2H2 | Office: 250-356-2655 Cell: 250-216-4008

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## Parte, Maura PSA:EX

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**From:** Quelch, Barbara PSA:EX  
**Sent:** November 21, 2017 10:20 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** recruiting resources  
**Attachments:** Query re sites

Hi Maura,

As per our discussion today, I have included Bradley Dick's contact information as well as an email from Sheila Mitchell regarding posting sites that might be useful to you. Both Bradley and Sheila would be pleased to speak with you about your vacancy.

### **Dick, Bradley PSA:EX**

BC Public Service Agency  
Program Coordinator, Aboriginal Youth L...  
The Learning Centre  
250 507-7405 Work  
Bradley.Dick@gov.bc.ca  
4th Floor - 716 Courtney Street  
Victoria BC V8W 1C2  
Bradley.Dick@gov.bc.ca IM

All the best,

Barbara Quelch, Practice Advisor  
Hiring Centre | Hiring and Service Operations Division | BC Public Service Agency  
100 - 940 Blanshard St. | Victoria, BC | V8W9V1 cel 250 812-1049 |  
**AskMyHR ([www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact))**

*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from. Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.*

## Parte, Maura PSA:EX

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**From:** Motz, Shelley PSA:EX  
**Sent:** November 21, 2017 12:25 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** FYI - Info on ICCS training

Hi Maura,

It was good to catch up earlier today. As promised, I am sending some info on the ICCS training for citizen-centred service delivery. ServiceBC has a license to deliver this training to BCPS employees and there are staff in at least three ministries who are certified to deliver the training. It can be delivered in-house or virtually and it can be adapted to meet the specific needs of participants. I am working with the Learning Centre to get a pilot off the ground. The plan (still to be confirmed) is to offer two of the courses to BCPS employees through the Learning Centre next fiscal.

Based on the information you shared with me, I think the ICCS courses could address the need you have to increase the capacity/capability of ministerial assistants to respond to and serve citizens.

Here is the link to the website: <https://iccs-isac.org/certification-and-learning>

Let me know if you have any questions,

Shelley

Shelley Motz, Manager, Web Strategy/ Acting Manager, Business Design & Technical Development  
Service Delivery & Technology Integration Branch  
Hiring and Service Operations | BC Public Service Agency  
810 Blanshard Street | Victoria, BC | V8W 2H2 | 778-698-7997  
[www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact) | 250. 952.6000 | Toll Free 1.877.277.0772



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## Parte, Maura PSA:EX

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**From:** Quelch, Barbara PSA:EX  
**Sent:** November 27, 2017 2:36 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Indigenous Relations Competencies

Hi Maura,

The Indigenous Relations Behavioural Competencies would be ideal in this recruitment process. Hopefully you've also had a look at our tools for using the competencies in hiring.

<https://www2.gov.bc.ca/gov/content?id=456020ABDFA54C5593F13892C39135C1>

Someone from our hiring advising team will be in touch within the next few days to provide you with some guidance.

Barbara Quelch, Practice Advisor  
Hiring Centre | Hiring and Service Operations Division | BC Public Service Agency  
100 - 940 Blanshard St. | Victoria, BC | V8W9V1 cel 250 812-1049 |  
**AskMyHR** ([www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact))

*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from. Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.*

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**From:** Parte, Maura PSA:EX  
**Sent:** Monday, November 27, 2017 1:35 PM  
**To:** Quelch, Barbara PSA:EX  
**Subject:** Indigenous Relations Competencies

Hello Barbara,

As you know I'm moving forward on recruiting a new Administrative Assistant in the Office of the Minister of Indigenous Relations and Reconciliation.

I've received some feedback on including Indigenous Relations Behavioural Competencies in the job profile. I have spent some time reviewing the competencies and the implementation guide and have amended the job profile.

Is there someone on your team who can provide me with advice in this regard and who may have experience with their implementation through the hiring process?

Thank you,  
Maura

Maura Parte, Manager, Human Resources  
Office of the Deputy Minister | BC Public Service Agency  
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377  
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## Parte, Maura PSA:EX

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**From:** Wood, Susan D PSA:EX  
**Sent:** November 29, 2017 2:48 PM  
**To:** Dunkley, Brian PSA:EX  
**Cc:** Parte, Maura PSA:EX  
**Subject:** Follow up: Introduction, Manager, HR

Hi Brian. As a follow up to Lori's introduction of Maura to Senior Leaders on Monday, Maura is the new Manager, HR for Ministerial Office and Premier's Office. She has been working with Barbara Quelch in Hiring to date, but she is really needing a Hiring Advisor contact to assist her with hiring needs as they come up. Maura will have a number of high priority hiring requests - she is providing service to her clients but will need support such as posting behind the scenes.

I will let the two of you connect to work out the best way to work together.

Sincerely,  
Susan

**Susan Wood** Director, Employment Programs and Corporate Initiatives  
Hiring and Service Operations Division | BC Public Service Agency | 4th Floor, 810 Blanshard Street  
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## Parte, Maura PSA:EX

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**From:** Crowe, Kathy PSA:EX  
**Sent:** November 30, 2017 2:19 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Dedicated Hiring Advisor

Hello Maura.

Let me introduce myself, my name is Kathy Crowe and I'm a hiring advisor in Kamloops office. <sup>s.22</sup>  
s.22

I am looking forward to working with you.

**Kathy Crowe, Hiring Advisor**  
Hiring & Service Operations | BC Public Service Agency  
167 Lorne Street | Kamloops BC | V2C 1V9 | Office 250.371.4347  
Website: [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)  
Phone: 250.952.6000 Toll free: 1-877-277-0772



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Withheld pursuant to/removal as

s.22

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** November 6, 2017 3:30 PM  
**To:** LP Ministerial Assistants; LP Senior Ministerial Assistants; LP Executive Assistants; LP Support Staff; Brown, Evan PREM:EX  
**Cc:** Clark, Layne PREM:EX  
**Subject:** OATH Administration Thursday, November 9

Hi Everyone,

There will be one last Oath administration session for all staff who haven't taken it yet.  
Please share with anyone in your office who is new and may not have been added to lists yet.

Thursday, November 9  
Birch Room 339

Political Staff (Senior MAs, MAs, EAs)  
3:00PM-3:30PM

Administrative Support Staff (ACs, AAs)  
3:30PM-4:00PM

Please bring a piece of government issued photo identification.

Please make sure you have fully comprehended the Standards of Conduct before taking the Oath.

For political staff, the Oath and the Standards of Conduct are here: <http://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/new-employees/first-four-months/oath/political-oath>

For administrative staff there is a different Oath, the Public Service Oath, it can be found here:  
<http://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/new-employees/first-four-months/oath>

Please let me know if there are any questions.

Thank you,  
Maura

Maura Parte, Manager, Human Resources  
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810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772



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## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** November 9, 2017 8:56 AM  
**To:** Van Meer-Mass, Kate PREM:EX; Oliver, Chrissy PSA:EX  
**Subject:** RE: Scheduling Clerk Postion

Hi Kate,

Do you have time this morning for a conversation about the hiring process?

I will also connect with the recruitment team here to see if there is anyone suitable.

I'm over in the buildings this afternoon if that is helpful.

Maura  
250-213-6377

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**From:** Van Meer-Mass, Kate PREM:EX  
**Sent:** Wednesday, November 8, 2017 11:09 AM  
**To:** Oliver, Chrissy PSA:EX; Parte, Maura PSA:EX  
**Subject:** Scheduling Clerk Postion

Morning,

We would like to start moving forward with this asap as Bev<sup>s.22</sup> Below is a job description as well as classification. This is my first time doing this so please let me know if you need more information.

Kate

Classification: Admin Officer 18R, Scheduling Clerk, Step 1

### Accountabilities and Responsibilities:

- Manages the Premier's invitations, correspondence and information technology tools.
- Manages the flow of information such as confirmation of events, regrets and correspondence to the Premier
- Develops and maintains a tracking system to ensure correspondence, reports, submissions, assignments etc. are completed within critical timelines.
- Coordinates and ensures an integrated approach to records management and freedom of information.
- Ensures appropriate follow-up on Premier's meetings, including providing information to the correspondence unit for necessary follow-up and thank you
- General administration support for the Premier's Victoria office
- Responsible for special projects as assigned

## Qualifications:

- Analytical problem solving and strategic planning
- Ability to comprehend complex regulations and procedures
- Thorough attention to detail and adherence to timelines
- Excellent oral and written communication skills
- Ability to lead and learn through inquiry, respect and openness
- Ability to balance multiple competing demands on resources and time
- Ability to maintain the integrity of confidential information
- Ability to work both collaboratively and independently
- Ability to establish positive, productive working relationships

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** November 9, 2017 9:02 AM  
**To:** Bachop, Steve PSA:EX  
**Cc:** Wood, Susan D PSA:EX  
**Subject:** RE: Introduction: Manager, HR

Hi Steve,

Thanks for reaching out, I am very keen to connect about the Learning Centre. Providing training opportunities for the MO and PO staff will be a priority going forward.

I unfortunately can't do 3:30PM tomorrow and can only do next Wednesday between 8:30-9:30AM so perhaps we can try for another time?

Usually Friday mornings and afternoons work well but I have a project deadline this week.

Thanks again. I look forward to connecting with you soon.

Maura

**Maura Parte, Manager, Human Resources**  
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810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772



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**From:** Bachop, Steve PSA:EX  
**Sent:** Wednesday, November 8, 2017 10:43 AM  
**To:** Parte, Maura PSA:EX  
**Cc:** Wood, Susan D PSA:EX  
**Subject:** RE: Introduction: Manager, HR

Hi Maura – I'd be happy to connect for coffee on Friday (3:30?) or next week (open anytime Wed AM) to share info/context re: the Learning Center's mandate and current priorities etc. Let me know what works for you and looking forward to meeting!

**SB**  
**Steve Bachop, Executive Director**  
Learning Centre | Talent Management Division | BC Public Service Agency  
4th Floor, 716 Courtney St | Victoria, BC | V8W 9N7 | p. 778-698-4336 | f. 250-387-0749  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772



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**From:** Wood, Susan D PSA:EX  
**Sent:** Wednesday, November 8, 2017 9:14 AM  
**To:** Bachop, Steve PSA:EX

**Cc:** Parte, Maura PSA:EX  
**Subject:** Introduction: Manager, HR

Hi Steve. I would like to introduce Maura Parte. Maura has just joined the Agency, reporting to Lori, in the role of HR Manager for the Premier's Office and Ministerial offices. She will be provided a full suite of HR services to this client group, so it is important that she begin to connect with different lines of business in the Agency. She will need our support in providing services and/or building new frameworks such as learning and development to her clients.

Learning and Training, in particular, will be a priority for her so I know you will have a lot to discuss.

Maura, Steve Bachop, Executive Director, Learning Centre. I will leave it to you the two of you to connect.

Sincerely,  
Susan

**Susan Wood** Director, Employment Programs and Corporate Initiatives  
Hiring and Service Operations Division | BC Public Service Agency | 4<sup>th</sup> Floor, 810 Blanshard Street  
Victoria BC | V8W 2H2 | Office: 250-356-2655 Cell: 250-216-4008

**AskMyHR** | 250.952.6000 | Toll Free 1.877.277.0772



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## Parte, Maura PSA:EX

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**Subject:** Records Management Training  
**Location:** Government Caucus Room 223  
  
**Start:** Thu 2017-11-16 2:00 PM  
**End:** Thu 2017-11-16 3:30 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Parte, Maura PSA:EX  
**Required Attendees:** LP Support Staff

Hello Everyone,

I am writing to confirm that we have set up a session for the mandatory records management training next Thursday, November 16.

Records Management Training (records management, privacy, FOI)  
Thursday, November 16  
2:00PM-3:30PM  
Government Caucus Room 223

I realize it is not ideal to have all support staff potentially out of the office for 1 and ½ hours so I am hoping you can coordinate with your DMO to have phone coverage during this time.

I will be sending a calendar invite shortly.

Thank you,  
Maura

Maura Parte, Manager, Human Resources  
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[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772



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## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** November 9, 2017 11:19 AM  
**To:** LP Support Staff  
**Cc:** Clark, Layne PREM:EX  
**Subject:** IMM 117 Records Management Training

Hello Everyone,

I am writing to confirm that we have set up a session for the mandatory records management training next Thursday, November 16.

Records Management Training (records management, privacy, FOI)  
Thursday, November 16  
2:00PM-3:30PM  
Government Caucus Room 223

I realize it is not ideal to have all support staff potentially out of the office for 1 and ½ hours so I am hoping you can coordinate with your DMO to have phone coverage during this time.

I will be sending a calendar invite shortly.

Thank you,  
Maura

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## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** November 14, 2017 4:40 PM  
**To:** Van Meer-Mass, Kate PREM:EX  
**Subject:** Job Profile  
**Attachments:** Scheduling Officer OOP Job Profile Nov 2017.docx

Hi Kate,

The profile is attached and will go live tomorrow mid-morning, pending any changes from you.

I've been thinking about the posting length and I think we should go a week, until next Wednesday.

I've been told we can get resumes before the posting closes so interviews could start right away.

The position salary is \$50,604-\$57,493.

Please call if you have any questions.

Thank you,  
Maura

Maura Parte, Manager, Human Resources  
Office of the Deputy Minister | BC Public Service Agency  
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772



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**Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** November 15, 2017 12:27 PM  
**To:** Quelch, Barbara PSA:EX  
**Subject:** PO Job Profile  
**Attachments:** image002.png; ATT00001.htm; ATT00002.htm

Hello Barb,

Please find attached the job profile for the AO18 posting in the Premier's office.

The salary range for this position is \$50,604-\$57,493 but the budget can only support hiring someone at the entry level Step. Also, we have changed the title from "Clerk" to "Officer."

Can you please let me know if this poses any problems?

The closing date for submitting resumes is Wednesday, November 22, although given the lateness in sending we could stretch it to end of day Friday, November 24.

Please let me know if there are other details you require.

Thank you,  
Maura  
250-213-6377

**Maura Parte, Manager, Human Resources**

Office of the Deputy Minister | BC Public Service Agency

810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377

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## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** November 16, 2017 8:08 AM  
**To:** LP Ministerial Assistants; LP Support Staff; LP Senior Ministerial Assistants; Clark, Layne  
PREM:EX  
**Subject:** Records Management Training today

Hi Everyone,

A reminder of another records management training session this afternoon at 2pm in the Government Caucus Room 223.

Maura

Hello Everyone,

I am writing to confirm that we have set up a session for the mandatory records management training next Thursday, November 16.

Records Management Training (records management, privacy, FOI)

Thursday, November 16

2:00PM-3:30PM

Government Caucus Room 223

Thank you,

Maura

Maura Parte, Manager, Human Resources

Office of the Deputy Minister | BC Public Service Agency

810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377

MyHR@gov.bc.ca<<mailto:MyHR@gov.bc.ca>> | 250.952.6000 | Toll Free 1.877.277.0772

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** November 20, 2017 2:21 PM  
**To:** Blackstock, Alyson PSA:EX  
**Subject:** Amending Salary Range Regulation OIC 219/2017

Hello Alyson,

I've requested an OIC to amend the Salary Range Regulation OIC 219/2017 and have just realized I should have involved you in this process.

A new position has been created that requires it to be amended: Manager, Stakeholder Relations, Office of the Premier, under Band 3.

DM Lori Halls is aware this is going forward. Please let me know if there is anything else required at my end.

Kind regards,  
Maura

Maura Parte, Manager, Human Resources  
Office of the Deputy Minister | BC Public Service Agency  
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772



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## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** November 21, 2017 2:57 PM  
**To:** Dick, Bradley PSA:EX  
**Subject:** Recruitment for IRR Minister's Office  
**Attachments:** Administrative Assistant IRR Job Profile Nov 2017.docx

Hello Bradley,

Please let me introduce myself. My name is Maura and I am the HR Manager for the Office of the Premier and the Minister's Offices.

Barbara Quelch from the PSA suggested I get in touch regarding job opportunities in Ministers' Offices.

Right now, we have an Administrative Assistant (Clerk 9) position open in the Office of the Minister of Indigenous Relations and Reconciliation.

I have attached the job profile. Interested candidates should email their resume and cover letter to Maura Parte at [maura.parte@gov.bc.ca](mailto:maura.parte@gov.bc.ca) by next Tuesday, November 28.

I'm happy to take calls if anyone has questions about working in a Minister's Office.

We have other opportunities in all Ministers' Offices that come up occasionally that I can share with you as well.

The person currently in the position is leaving on November 30 but we are open to taking time for the right fit.

Please call me with any questions.

Thank you very much for your assistance.

Maura

**Maura Parte, Manager, Human Resources**

Office of the Deputy Minister | BC Public Service Agency

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## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** November 24, 2017 2:57 PM  
**To:** Van Meer-Mass, Kate PREM:EX  
**Subject:** FW: Scheduling Officer posting  
**Attachments:** QST\_REQ46209.xlsx; printable\_batch-1.pdf; printable\_batch-2.pdf; printable\_batch-3.pdf; printable\_batch-4.pdf

Hi Kate,

Please find attached the applicant reports for the Scheduling Officer position. There were 110 applicants in total. I have had a couple come through my email as well, I will cross check with this list and send on any additional applications on Monday.

Talk to you soon,  
Maura

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**From:** Carmichael, Kate PSA:EX  
**Sent:** Friday, November 24, 2017 11:17 AM  
**To:** Parte, Maura PSA:EX  
**Cc:** Quelch, Barbara PSA:EX  
**Subject:** RE: Scheduling Officer posting

Good morning Maura,

Now that your posting has closed, we have created an applicant summary spreadsheet or "Closing Report" to help with your initial screening. A copy of the spreadsheet is attached.

This Closing Report includes two tabs:

The Questionnaire tab includes:

- **Summary of Applicants List**
- Standard questions asked of applicants on all postings
- If applicable, answers to the additional questions

The Screening Table tab:

- Includes applicant's names, and the education and experience statements from the job profile
- Use the table to document your screening decisions

I have also attached 4 PDF's "Printable batch" 1-4 these contain the resume's for the 110 applicants.

Should you have any questions or would like any support with the screening, interviews please let me know. You can reach me via email or phone on <sup>s.17</sup>

Kate

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** November 24, 2017 4:30 PM  
**To:** Cavanagh, Judy PREM:EX  
**Subject:** Amendment to the Salary Range Regulation  
**Attachments:** Salary Range Regulation OIC 219 2017.pdf

Hi Judy,

I have submitted a request to amend Salary Range Regulation 219/2017 to include the new position of Manager, Stakeholder Relations in the Office of the Premier under Band 3 (\$72,000-\$100,000).

It has to be amended in order to appoint Charlotte Kingston.

In July 2017 the salary range for Ministers' Offices staff was changed to be consistent with the Management Compensation and Classification Framework (MCCF) for the public service.  
The position was not included in the list of positions included in the original attached regulation.

Maura

**Maura Parte, Manager, Human Resources**  
Office of the Deputy Minister | BC Public Service Agency  
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[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772



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## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** November 28, 2017 11:51 AM  
**To:** LP Ministerial Assistants; LP Senior Ministerial Assistants  
**Cc:** Clark, Layne PREM:EX  
**Subject:** Workshop - Parliamentary Procedure Cabinet and Treasury Board

Hi Everyone,

The Legislative Assembly's Parliamentary Education Office offers day-long Parliamentary Procedure workshops for the public service.

These sessions are hugely popular and oversubscribed with a 3 month waiting list. Please see the agenda below.

They have offered to hold a session for Minister's Office and Premier's Office staff on Tuesday, December 12, subject to enough interest.

I appreciate how familiar you may already be with how the Legislative Assembly, Cabinet and Treasury Board function but please consider how a dedicated session will allow for more in-depth exploration of the topics being covered.

I'm going to send a calendar invite shortly to measure interest and availability. Please respond as soon as you can. For now it is not open to administrative staff but we may be able to open it up subject to interest.

Thank you,  
Maura

### Sample Agenda for the Parliamentary Procedure Workshop:

9:00 – 10:00 am	<b>Parliamentary Traditions and the Role of the Speaker and the Clerk</b> Office of the Clerk
10:00 – 10:30 am	Break
10:30 – 11:15 am	<b>Parliamentary Procedure</b> Office of the Clerk
11:15 - 11:45 am	<b>Parliamentary Committees</b> Parliamentary Committees
11:45 – 1:00 pm	Lunch
1:00 – 1:50 pm	<b>Ministry Drafting: The Role of Legislative Counsel</b> Legislative Counsel, Ministry of Justice
2:00 – 2:50 pm	<b>Cabinet, Committees and its Decision-Making Process</b> Cabinet Operations



2:50 – 3:15 pm	<b>Break</b>
	<b>Legislative Library Services</b>
	Reference Librarian, Legislative Library of BC
3:15 – 3:50 pm	<b>Treasury Board and Treasury Board Staff</b>
	Treasury Board Staff
3:50 – 4:00 pm	Wrap-Up

**Maura Parte, Manager, Human Resources**  
Office of the Deputy Minister | BC Public Service Agency  
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

**Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** November 29, 2017 4:04 PM  
**To:** Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Canitz, Shelley L PREM:EX  
**Subject:** Profiles  
**Attachments:** Executive Assistant Job Description October 2017.docx; Ministerial Assistant Job Description October 2017.docx; Senior MA Job Description October 2017.docx

I'm getting asked for job descriptions for MO staff and there may be previous draft versions being circulated. Can you please make sure the ones attached are in current use.

Thank you,  
Maura

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** November 30, 2017 9:55 AM  
**To:** Dunkley, Brian PSA:EX  
**Subject:** Re: Follow up: Introduction, Manager, HR

Thank you Brian. I look forward to meeting you, again. I have a couple of hirings on the go and have some questions about process so that would be most helpful.

Maura

On Nov 30, 2017, at 9:37 AM, Dunkley, Brian PSA:EX <[Brian.Dunkley@gov.bc.ca](mailto:Brian.Dunkley@gov.bc.ca)> wrote:

Hi Maura

I looking forward to meeting you in person, I think we have crossed paths in the hall. I will have a hiring support contact for you by the end of the day.

Brian

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**From:** Wood, Susan D PSA:EX  
**Sent:** Wednesday, November 29, 2017 2:48 PM  
**To:** Dunkley, Brian PSA:EX  
**Cc:** Parte, Maura PSA:EX  
**Subject:** Follow up: Introduction, Manager, HR

Hi Brian. As a follow up to Lori's introduction of Maura to Senior Leaders on Monday, Maura is the new Manager, HR for Ministerial Office and Premier's Office. She has been working with Barbara Quelch in Hiring to date, but she is really needing a Hiring Advisor contact to assist her with hiring needs as they come up. Maura will have a number of high priority hiring requests - she is providing service to her clients but will need support such as posting behind the scenes.

I will let the two of you connect to work out the best way to work together.

Sincerely,  
Susan

**Susan Wood** Director, Employment Programs and Corporate Initiatives  
Hiring and Service Operations Division | BC Public Service Agency | 4<sup>th</sup> Floor, 810 Blanshard Street  
Victoria BC | V8W 2H2 | Office: 250-356-2655 Cell: 250-216-4008  
[AskMyHR](http://askmyhr.ca) | 250.952.6000 | Toll Free 1.877.277.077 <image003.png>2