



Where ideas work

June 11, 2015

File:1385-20/GRAC

RIANNE GRACIA
S.22

Dear Rianne:

Re: ACCOUNTS ANALYST, Clerk R9
00090719, 031-7152
Ministry of Social Development and Social Innovation, Financial and Administrative Services
Branch, 3rd Floor - 614 Humboldt Street, Victoria BC

I am pleased to offer you the above noted appointment.

Your salary upon appointment will be \$1470.85 bi-weekly or \$ 21.01 hourly.

You will receive compensation in lieu of health and welfare benefits as per the BCGEU collective agreement. You will receive vacation pay at the rate of six (6) percent of your regular earnings on a biweekly basis. You will begin to contribute to the Public Service Pension Plan if and when your pensionable earnings exceed half of the year's maximum pensionable earnings. This normally requires full time employment for approximately six months. Enrolment is automatic.

This appointment is effective on JUNE 22, 2015.

Your status is that of an auxiliary employee and the term of your employment is limited to SEPTEMBER 11, 2015 however as employment is dependent on work requirements, salary funds being available and the current workforce adjustment policy, this date may change. If the date of your layoff is changed, you will be notified as soon as possible.

You will be subject to a probationary period of 913 hours at straight time.

Your supervisor will be Tara Mossey, Team Lead, Financial Services

You are required to join the BC GOVERNMENT AND SERVICE EMPLOYEES' UNION. The collective agreement negotiated between the BCGEU and the Province of British Columbia is available on MyHR at http://www2.gov.bc.ca/myhr/content_hub.page?ContentID=bb0bd9ec-e423-57d8-80bc-39b1aac8d97, so that you will be familiar with the terms of your employment. If you have any questions, please let me know.

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. Please go to http://www2.gov.bc.ca/local/myhr/documents/jobs_hiring/consent_for_disclosure_of_criminal_record_information.pdf for the Consent for Disclosure of Criminal Record Information Form. Complete this form and return it to this office as soon as possible. This offer of employment is subject to a satisfactory outcome of this search.

During your employment with the BC Public Service, you will be required to notify the Personnel Security Screening Office (Call 1-855-587-0185 and select the menu option for self-reporting an incident) in the event that you are arrested, charged or convicted of any criminal offence.

Resources for new employees are located on MyHR at http://www2.gov.bc.ca/myhr/content_hub.page?ContentID=3a75ae8c-0c72-4d23-ea4b-52606fb4db1e. In addition, information about our Welcome to the BC Public Service Program is located on MyHR at http://www2.gov.bc.ca/myhr/article.page?ContentID=8e04b220-00c0-3ee3-1970-591d5cfff72&dc=/templatedata/sitepublisher/articles/data/myhr/jobs_hiring/New_employee_four_months_welcome_session.xml.

As a new employee, there are certain documents necessary to commence payroll and others that are required as a condition of employment. The documents and instructions for completing and submitting them are available through the following website: <http://www2.gov.bc.ca/myhr/article.page?ContentID=3f0068d1-dcc3-ef82-dde3-61abd3d5e082>. Please complete and submit these documents as directed as quickly as possible after your start date to ensure timely payroll processing.

The *Public Service Act* requires that you swear or affirm an oath of employment. Details on how and where to complete the oath of employment are located on MyHR at <http://www2.gov.bc.ca/myhr/article.page?ContentID=79d4bcff-e4fd-5fc6-7bd6-dd37959ad430>.

Your acceptance of this offer confirms your understanding of and agreement to comply with the Standards of Conduct for Public Service Employees. The Standards of Conduct documents are available on MyHR at <http://www2.gov.bc.ca/myhr/article.page?ContentID=45bf7662-adf9-8a5f-74f1-657fedd69edf>.


Please call me to confirm your acceptance of this offer, discuss further actions or if you have any questions.

I wish you success and look forward to working with you.

Yours truly,

Ted Wallbridge
Manager, Financial Services
250-507-5617

CC: Scan and submit a completed and signed copy via AskMyHR for PeopleSoft entry

I accept  Date: June 11, 2015.

I decline _____ Date: _____

June 19, 2015

Rianne Gracia

S.22

Dear Rianne:

Re: AUXILIARY APPOINTMENT

Position #: 00110190; Paylist: 022-3012

CLK ST 09R - Program Assistant

Victoria, BC, Ministry of Finance

I am pleased to offer you the above noted auxiliary appointment effective June 22 – September 25, 2015.

Your salary upon appointment will be \$1,470.85 bi-weekly, \$21.01 hourly. Please confirm the salary rate reflected in your first full pay with the rate quoted in this letter. Any discrepancy should immediately be reported to Payroll Services (1-877-277-0772).

You will receive compensation in lieu of health and welfare benefits as per the B.C. Government and Service Employees' (BCGEU) collective agreement. You will receive vacation pay at the rate of six (6) percent of your regular earnings on a biweekly basis. You will begin to contribute to the Public Service Pension Plan if and when your pensionable earnings exceed half of the year's maximum pensionable earnings. This normally requires full time employment for approximately six months. Enrolment is automatic.

Your status is that of an auxiliary employee and the term of your employment is limited to September 22, 2015; however, as employment is dependent on work requirements, salary funds being available and the current workforce adjustment policy, this date may change. If the date of your layoff is changed, you will be notified as soon as possible.

David Horricks, Director, Responsible Gambling Strategy, will be your supervisor upon appointment.

You are required to join the B.C. Government and Service Employees' Union (BCGEU). The collective agreement negotiated between the BCGEU and the Province of British Columbia is available on MyHR at: http://www2.gov.bc.ca/myhr/content_hub.page?ContentID=bb0bd9ec-e423-57d8-80bc-39b1aaac8d97, so that you will be familiar with the terms of your employment. If you have any questions, please let me know.

This position has been designated as requiring enhanced security

screening as a condition of employment. You will be provided with further instructions and the details of the types of screening required from the Ministry of Justice, Personnel Security Screening Office. Complete the screening requirements as soon as possible. This offer of employment is subject to a satisfactory outcome of the screening checks. Enhanced security screening will be conducted at least every 5 years.

During your employment with the BC Public Service, you will be required to notify the Personnel Security Screening Office (Call 1-855-587-0185 and select the menu option for self-reporting an incident) in the event that you are arrested, charged or convicted of any criminal offence.

Resources for new employees are located on MyHR at http://www2.gov.bc.ca/myhr/content_hub.page?ContentID=3a75ae8c-0c72-4d23-ea4b-52606fb4db1e. In addition, information about our Welcome to the BC Public Service Program is located on MyHR at: http://www2.gov.bc.ca/myhr/article.page?ContentID=8e04b220-00c0-3ee3-1970-591d5cfff72&dcr=/templatedata/sitepublisher/articles/data/myhr/jobs_hiring/New_employee_four_months_welcome_session.xml.

As a new employee, there are certain documents necessary to commence payroll and others that are required as a condition of employment. The documents and instructions for completing and submitting them are available through the following website: <http://www2.gov.bc.ca/myhr/article.page?ContentID=3f0068d1-dcc3-ef82-dde3-61abd3d5e082>. Please complete and submit these documents as directed as quickly as possible after your start date to ensure timely payroll processing.

The *Public Service Act* requires that you swear or affirm an oath of employment. Details on how and where to complete the oath of employment are located on MyHR at

<http://www2.gov.bc.ca/myhr/article.page?ContentID=79d4bcff-e4fd-5fc6-7bd6-dd37959ad430> .

Your acceptance of this offer confirms your understanding of and agreement to comply with the Standards of Conduct for Public Service Employees. The Standards of Conduct documents are available on MyHR at <http://www2.gov.bc.ca/myhr/article.page?ContentID=45bf7662-adf9-8a5f-74f1-657fedd69edf>.

Rianne, I wish you every success in your new position. Please contact me at Kim.Dunn@gov.bc.ca if you have any questions or concerns.

Yours truly,

Kim Dunn

CC: Scan and submit a completed and signed copy via [AskMyHR](#) for PeopleSoft entry

I accept

RM Jeacual

Date:

June 19/15

I decline

Date:

June 23, 2015

Rianne Gracia
s.22

Dear Rianne:

Re: Requisition #27007, Position #00110190
CLK ST 09R - Program Assistant
Victoria, BC
Ministry of Finance

Thank you for your interest in working for the BC Public Service. You were previously placed on an eligibility list for future opportunities, and due to a recent vacancy we would like to offer you the above noted opportunity.

The current salary range for this appointment is \$38,373.45 to \$43,417.29 annually. Your salary upon appointment will be \$38,373.45 annually (\$1,470.85 bi-weekly), which represents Grid 09, Step 1 of the salary range. Please confirm the salary rate reflected in your first full pay with the rate quoted in this letter. Any discrepancy should immediately be reported to Payroll Services (1-877-277-0772).

David Horricks, Director, Responsible Gambling Strategy, will be your supervisor upon appointment.

This position has been designated as requiring enhanced security screening as a condition of employment. You will be provided with further instructions and the details of the types of screening required from the Ministry of Justice, Personnel Security Screening Office. Complete the screening requirements as soon as possible. This offer of employment is subject to a satisfactory outcome of the screening checks. Enhanced security screening will be conducted at least every 5 years.

During your employment with the BC Public Service, you will be required to notify the Personnel Security Screening Office (Call 1-855-587-0185 and select the menu option for self-reporting an incident) in the event that you are arrested, charged or convicted of any criminal offence.

This position is a part of the BC Government and Service Employees Union (BCGEU). If you are not already a member, you will be required to join the BCGEU. The collective agreement negotiated between the BCGEU and the Province of British Columbia is available on the employee Intranet and available to you when you start work, so that you will be familiar with the terms of your employment.

Consistent with normal practice, you will be subject to a probationary period of 913 hours, which is equivalent to six (6) months of full-time employment, following which you will be recommended for confirmation provided that your performance is satisfactory.

As a new employee, there are certain documents necessary to commence payroll and others that are required as a condition of employment. The documents and instructions for completing and submitting them will be available to you following your confirmation offer letter. Once received, please complete and submit these documents as directed as quickly as possible to ensure timely payroll processing.

The Public Service Act requires that you swear or affirm an oath of employment. Your acceptance of this offer confirms your understanding of and agreement to comply with the Standards of Conduct for Public Service Employees.

Rianne, I wish you every success in your new position. Please contact me at Kim.Dunn@gov.bc.ca if you have any questions or concerns.

Yours truly,

Kim Dunn

June 25, 2015

Rianne Gracia
s.22

Dear Rianne:

Re: Requisition #27007, Position #00110190
CLK ST 09R - Program Assistant
Victoria, BC
Ministry of Finance

Once again, I would like to congratulate you on your new appointment in the BC Public Service. My earlier offer can now be confirmed as all required information has been received.

Please access the Career Centre by logging on to the BC Public Service recruitment system via [MyHR](#) and click the 'My On-boarding' link to obtain more information regarding your on-boarding documents, including where to send completed forms.

Rianne, thank you for starting on June 24, 2015. I wish you every success in your new position. Please contact me at Kim.Dunn@gov.bc.ca if you have any questions or concerns.

Yours truly,

Kim Dunn

Page 10 to/à Page 12

Withheld pursuant to/removed as

s.22



February 2, 2017

File: 1385-20/GRAC

Rianne Gracia
c/o Government Records Service
546 Yates Street, Victoria

Dear Rianne:

Re: TEMPORARY APPOINTMENT
Records Technician, Clerk 11
Position #00092598, PAYLIST #022-520
Ministry of Finance, Government Records Service

I am very pleased to offer you a temporary appointment to the above noted position for the period of January 3rd, 2017 to March 31, 2017. This appointment may be extended upon mutual agreement. The temporary appointment or any extension of the temporary appointment may be terminated at any time for operational or budget requirements and is conditional on the basis of satisfactory performance. Upon completion of this appointment, you will revert to your former or a comparable position and status.

Your salary upon appointment will be \$1,685.09 which reflects Grid 11, step 3.

I will be your supervisor.

You are required to join the BC Government Employees Union, (BCGEU). The collective agreement negotiated between the BCGEU and the Province of British Columbia is available on MyHR at <http://www2.gov.bc.ca/gov/content?id=5A3775FE597F4C8FB366C09E9BE6DFD6>, so that you will be familiar with the terms of your employment. If you have any questions, please let me know.

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. Please go to <https://www2.gov.bc.ca/assets/download/AC3F641011584F8690833C3F18EB1C61> for the Consent for Disclosure of Criminal Record Information Form. Complete this form and return it to this office as soon as possible. This offer of employment is subject to a satisfactory outcome of this search.

During your employment with the BC Public Service, you will be required to notify the Personnel Security Screening Office (Call 1-855-587-0185 and select the menu option for self-reporting an incident) in the event that you are arrested, charged or convicted of any criminal offence.

Please call me to confirm your acceptance of this offer, discuss further actions or if you have any questions.

I wish you success and look forward to working with you.

Yours truly,

A handwritten signature in cursive script, appearing to read "Elizabeth Vander Beesen".

Elizabeth Vander Beesen
Director, Divisional Operations, CIRMO

CC: AskMyHR

TEMPORARY APPOINTMENT

January 4, 2016

File: 1385-20/GRAC

Rianne Gracia
s.22

Dear Rianne Gracia:

Re: TEMPORARY APPOINTMENT,
COMPLIANCE CLERK, CLERK 9
POSITION NUMBER 59011, MINISTRY NUMBER 022, PAYLIST NUMBER-3020
MINISTRY OF FINANCE, GPEB, VICTORIA

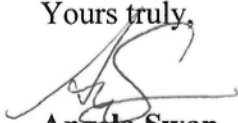
I am very pleased to offer you a temporary appointment to the above noted position for the period January 15, 2016 to July 15, 2016. This appointment may be extended upon mutual agreement. The temporary appointment or any extension of the temporary appointment may be terminated at any time for operational or budget requirements and is conditional on the basis of satisfactory performance. Upon completion of this appointment, you will revert to your former or a comparable position and status.

Compensation for this position will be \$21.0121 per hour.

Please indicate your acceptance or declining of this offer by signing in the applicable area below.
Please feel free to call me if you have any questions.

I wish you success and look forward to working with you.

Yours truly,



Angela Swan
Executive Director
Licensing, Registration, and Certification Division
250-356-2980

I accept



Date:

2015-01-05

I decline

Date:



March 2, 2017

File:1385-20/GRAC

Rianne Gracia
c/o Government Records Service
546 Yates Street, Victoria

Dear Rianne:

Re: TEMPORARY APPOINTMENT
Records Technician, Clerk 11
Position #00092598, PAYLIST #022-5206
Ministry of Finance, Government Records Service

I am very pleased to advise you the above noted appointment has been extended until September 4, 2017.

Your salary, duties and hours remain the same.

Yours truly,

Elizabeth Vander Beesen
Director, Divisional Operations, CIRMO

CC: Scan and submit a copy via [AskMyHR](#) for PeopleSoft entry

Page 1 to/à Page 5

Withheld pursuant to/removed as

s.22

Page 001 to/à Page 018

Withheld pursuant to/removed as

s.22

ASSIGNMENT OF UNION DUES

Until this authority is revoked by me in writing, I HEREBY AUTHORIZE the Government of the Province of British Columbia to deduct from my wages and to pay to the BCGEU the amount of the regular dues payable to the union as a member of the union.

RMGracia

Signature of Employee

Rianne Maria Gracia

Name of Employee (Please Print)

June 11, 2015.

Date

Employee #

s.22

Page 020 to/à Page 025

Withheld pursuant to/removed as

s.22



Where ideas work

TEMPORARY APPOINTMENT

January 4, 2016

File: 1385-20/GRAC

Rianne Gracia
s.22

Dear Rianne Gracia:

Re: TEMPORARY APPOINTMENT,
COMPLIANCE CLERK, CLERK 9
POSITION NUMBER 59011, MINISTRY NUMBER 022, PAYLIST NUMBER-3020
MINISTRY OF FINANCE, GPEB, VICTORIA

I am very pleased to offer you a temporary appointment to the above noted position for the period January 15, 2016 to July 15, 2016. This appointment may be extended upon mutual agreement. The temporary appointment or any extension of the temporary appointment may be terminated at any time for operational or budget requirements and is conditional on the basis of satisfactory performance. Upon completion of this appointment, you will revert to your former or a comparable position and status.

Compensation for this position will be \$21.0121 per hour.

Please indicate your acceptance or declining of this offer by signing in the applicable area below. Please feel free to call me if you have any questions.

I wish you success and look forward to working with you.

Yours truly,

Angela Swan
Executive Director
Licensing, Registration, and Certification Division
250-356-2980

I accept

Date:

2015-01-05

I decline

Date:

Ministry of
Finance

Gaming Policy and
Enforcement Branch

Licensing, Registration and

Mailing Address:
PO BOX 9202 STN PROV GOVT
VICTORIA BC V8W 9J1

Location:
Third Floor, 910 Government Street
Victoria, BC V8W 1X3

Page 027 to/à Page 061

Withheld pursuant to/removed as

s.22



February 2, 2017

File: 1385-20/GRAC

Rianne Gracia
c/o Government Records Service
546 Yates Street, Victoria

Dear Rianne:

Re: TEMPORARY APPOINTMENT
Records Technician, Clerk 11
Position #00092598, PAYLIST #022-520
Ministry of Finance, Government Records Service

I am very pleased to offer you a temporary appointment to the above noted position for the period of January 3rd, 2017 to March 31, 2017. This appointment may be extended upon mutual agreement. The temporary appointment or any extension of the temporary appointment may be terminated at any time for operational or budget requirements and is conditional on the basis of satisfactory performance. Upon completion of this appointment, you will revert to your former or a comparable position and status.

Your salary upon appointment will be \$1,685.09 which reflects Grid 11, step 3.

I will be your supervisor.

You are required to join the BC Government Employees Union, (BCGEU). The collective agreement negotiated between the BCGEU and the Province of British Columbia is available on MyHR at <http://www2.gov.bc.ca/gov/content?id=5A3775FE597F4C8FB366C09E9BE6DFD6>, so that you will be familiar with the terms of your employment. If you have any questions, please let me know.

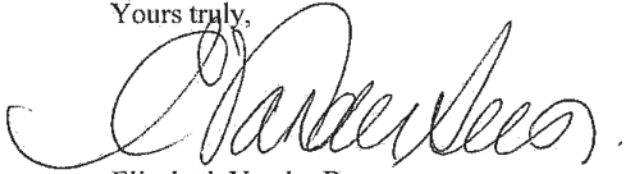
As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. Please go to <https://www2.gov.bc.ca/assets/download/AC3F641011584F8690833C3F18EB1C61> for the Consent for Disclosure of Criminal Record Information Form. Complete this form and return it to this office as soon as possible. This offer of employment is subject to a satisfactory outcome of this search.

During your employment with the BC Public Service, you will be required to notify the Personnel Security Screening Office (Call 1-855-587-0185 and select the menu option for self-reporting an incident) in the event that you are arrested, charged or convicted of any criminal offence.

Please call me to confirm your acceptance of this offer, discuss further actions or if you have any questions.

I wish you success and look forward to working with you.

Yours truly,

A handwritten signature in cursive script, appearing to read "Elizabeth Vander Beesen".

Elizabeth Vander Beesen
Director, Divisional Operations, CIRMO

CC: AskMyHR



February 2, 2017

File: 1385-20/GRAC

Rianne Gracia
c/o Government Records Service
546 Yates Street, Victoria

Dear Rianne:

Re: Auxiliary Appointment
Records Technician, Clerk 11
Position #00092598, PAYLIST #022-5206
Ministry of Finance, Government Records Service

Thank you for your interest in the temporary opportunity with our Division. I am pleased to offer you the above noted appointment.

Your salary upon appointment will be \$1,685.09 which reflects Grid 11, Step 3.

I will be your supervisor.

This appointment is effective on February 6th, 2017.

Your status is that of an auxiliary employee and the term of your employment is limited to March 31, 2017 however as employment is dependent on work requirements, salary funds being available and the current workforce adjustment policy, this date may change. If the date of your layoff is changed, you will be notified as soon as possible.

You will be subject to a probationary period of 913 hours at straight time.

You are required to join the BC Government Employees Union (BCGEU). The collective agreement negotiated between the BCGEU and the Province of British Columbia is available on MyHR at <http://www2.gov.bc.ca/gov/content?id=5A3775FE597F4C8FB366C09E9BE6DFD6>, so that you will be familiar with the terms of your employment. If you have any questions, please let me know.

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. Please go to <https://www2.gov.bc.ca/assets/download/AC3F641011584F8690833C3F18EB1C61> for the Consent for Disclosure of Criminal Record Information Form. Complete this form and return it to this office as soon as possible. This offer of employment is subject to a satisfactory outcome of this search. During your employment with the BC Public Service, you will be required to notify the Personnel Security Screening Office (Call 1-855-587-0185 and select the menu option for self-reporting an incident) in the event that you are arrested, charged or convicted of any criminal offence.

Resources for new employees are located on MyHR at <http://www2.gov.bc.ca/gov/content?id=384D73369F2D4460A548DF3F927CE4CF>. In addition, information about our Welcome to the BC Public Service Program is located on MyHR at <http://www2.gov.bc.ca/gov/content?id=E449112887384D15A3D121DB28379583>.

As a new employee, there are certain documents necessary to commence payroll and others that are required as a condition of employment. The documents and instructions for completing and submitting them are available through the following website: <http://www2.gov.bc.ca/gov/content?id=ADED1A246C1D496FBAE19B7147C4BC71>. Please complete and submit these documents as directed as quickly as possible after your start date to ensure timely payroll processing.

The *Public Service Act* requires that you swear or affirm an oath of employment. Details on how and where to complete the oath of employment are located at <http://www2.gov.bc.ca/gov/content?id=CBF57D6FE75F4133A387C726DC0A8792>

Your acceptance of this offer confirms your understanding of and agreement to comply with the Standards of Conduct for Public Service Employees. The Standards of Conduct documents are available on MyHR at <http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/policy>.

Please call me to confirm your acceptance of this offer, discuss further actions or if you have any questions.

I wish you success and look forward to working with you.

Yours truly,



Elizabeth Vander Beesen
Director, Divisional Operations, CIRMO

CC: [AskMyHR](#)

Page 066 to/à Page 073

Withheld pursuant to/removed as

s.22



POSITION DESCRIPTION Ministry of Finance

POSITION TITLE:	Internal Audit Administrative Assistant	POSITION NUMBER(S)	8206, 54366, 64218, 66484
DIVISION: (e.g., Division, Region, Department)	Office of the Comptroller General		
UNIT: (e.g., Branch, Area, District)	Internal Audit & Advisory Services	LOCATION:	Victoria BC
SUPERVISOR'S TITLE:	Director	POSITION NUMBER	
SUPERVISOR'S CLASSIFICATION:	ML7	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:		CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

D
R
A
F
T

Purpose of Branch	<p>Internal Audit & Advisory Services (IAAS) works cooperatively with public sector management and staff to improve the efficiency, effectiveness, economy and accountability of public sector programs.</p> <p>IAAS provides internal audit and advisory services to management at BC's ministries and Crown Corporations. These services cover all aspects of operations including:</p> <ul style="list-style-type: none">• Operational audits of ministry and Crown Corporation programs and functions to help improve efficiency and ensure governance, management and control systems are operating effectively.• Financial management audits that evaluate controls over revenues and expenditures.• Advisory services to assist ministry and Crown corporations make change by participating in significant initiatives and priorities, helping develop new programs, or providing solutions to financial and business issues.• Information system reviews of existing or new systems, before and after implementation, to ensure they are secure and meet ministry and Crown corporation needs.• Investigative assignments to assess any allegations of wrongdoing or breeches of government standards of conduct.• Compliance audits which examine adherence to any contractual, regulatory and legislative requirements governing ministry and Crown Corporations.
Purpose of Job	<p>The Internal Audit Administrative Assistant provides a wide variety of support and administrative services for IAAS which is comprised of the Executive Director, four Directors, and various Project Managers, Project Leaders and Audit Staff and is accountable for the efficient operation of branch administrative functions. The position routinely deals with confidential and sensitive material including: investigations, human resources, strategic plans and performance/financial data.</p>

1.	Executive Secretarial and Administrative Support	50%
	Handling highly confidential information with sensitivity and discretion; ensuring security of confidential information and promoting branch security awareness.	
	Ensuring important matters receive the Executive Director's / Directors timely attention by organizing and prioritizing material for approval/review and ensuring urgent matters receive prompt attention.	
	Receiving and screening calls for the Executive Director and Branch staff, including acting independently with respect to a variety of queries, from the public and media, and use judgment to manage responses, and referring matters to other staff members as appropriate.	
	Managing the Executive Director and Directors' calendars (when required), arranging and updating meetings and appointments.	
	Ensuring the Executive Director and Directors are adequately prepared for meetings by anticipating meeting needs. This includes preparing and compiling resource material.	
	Logging and following up on referrals from the Deputy Minister's office and Comptroller General on the government wide correspondence tracking system (CLIFF).	
	Co-ordinating bi-weekly management meetings including: ensuring all attendees are prepared for the meeting, compiling and preparing agenda items, following up on deferred items, recording minutes, preparing and distributing minutes, following up on action items.	
	Completing and/or assisting management with special projects and activities. Research information from a variety of sources to assist with various administrative, audit or corporate projects.	
	Assisting with the production of complex documentation in preparation for critical meetings with the Deputy Ministers' Committee on Internal Audit; including preparing and compiling the Consolidated Audit Plans, Branch Risk Assessments and coordinating information provided by the Directors and Managers.	
	Managing the flow of documentation and information either received from client ministries or initiated by IAAS, to ensure requests/approvals are completed within allotted timeframes. Following up using bring forward systems to ensure deadlines are met.	
	Reviewing and editing a wide variety of documentation for style, grammar and format and to ensure branch formatting standards are met.	
	Preparing a wide variety of complex documentation, including audit reports, RFQ/RFP's, briefing notes, technical reports, complex tables, Excel spreadsheets, graphics, and PowerPoint presentations in accordance with branch standards.	
	Making travel arrangements, including booking flights, car rentals and hotels. Ensuring all travel arrangements adhere to government travel policies.	
	Coordinating meetings and appointments for management and branch staff, including workshops, training sessions and retreats. Determining logistics and making all necessary arrangements within predetermined budgets (i.e., venue, equipment and food). Preparing and distributing documentation, including agendas required for meetings.	
	Monitoring requests for information from the ministry Information Management Branch with respect to documents requested under Freedom of Information and Protection of Privacy; ensuring information is signed off and delivered within tight timeframes. Liaising with IMB with respect to approvals and deadlines. Preparing information requested by the media and the public.	

	Assisting staff with the use of software, including MS Word, Excel, Visio, PowerPoint and Adobe Acrobat.	
	Maintaining office equipment (e.g., facsimile machine and photocopier) by filling paper, clearing jams and trouble shooting for staff seeking assistance.	
	Maintaining all branch records in accordance with the ARCS/ORCS system; including overseeing and maintaining file systems (paper and electronic); archiving of records (consulting director re: disposition of old project files); providing direction to staff regarding record retention requirements and branch systems.	
	Maintaining branch library of books, reference and training materials, legislation, Audio-visual material and manuals.	
	Assisting with the production, update and distribution of Branch publications (audit, orientation and training manuals).	
	Identifying office supply requirements and purchasing supplies in accordance with purchasing policies.	
	Project Management Support	20%
	Managing the tracking, updating and administrative requirements of Audit project documentation (TOR, audit reports, action plans, and client surveys). Coordinating approval process. Ensuring files comply with internal audit practices and the Institute of Internal Auditors standards (IIA Standards).	
	Using branch project tracking system, entering all critical project information (project budgets, key project dates, etc.) in support of branch objectives and reporting of results to the Deputy Ministers Committee on Internal Audit.	
	Tracking and following up on audit phase documentation, obtaining approvals, and issuing client surveys.	
	Managing all audit project records in accordance with records retention policy and the IIA Standards.	
	Office Management and Supervising	20%
	Developing, enhancing and updating administrative policies and procedures in accordance with Branch, Division and Ministry requirements; ensuring branch compliance with administrative policies and procedures.	
	Identifying administrative process issues and ways to improve these processes. Updating management on changes in administrative support activities.	
	Managing the pre-qualified database of contractors, including receiving proposals, and issuing RFQ's. Providing guidance to audit staff on hiring contractors from the pre qualified list.	
	Assist with the coordination of facilities management.	
	Maintaining branch leave schedule.	
	Assisting staff with Time on Line.	
	Assisting with staff departures and arrivals. This includes; ensuring desks are cleaned out, and all security passes, keys etc. are returned. Providing new staff with information on office procedures, location of branch files and office equipment.	
	Providing orientation to new staff on various branch systems including; IAAS Project Tracking System, electronic sign in/out board (Office View Pro), and the electronic leave schedule; Human Resources and general office procedures.	
	Providing guidance, training and mentoring of new administrative staff on Branch/Division/Ministry standards and procedures.	
	Providing feedback on administrative staff performance and identifying areas that require training; assist with administrative staff performance appraisal, when requested.	

	Determining administrative support requirements and workload priorities for the Branch. Informing supervisor of requirements.	
	Supervising auxiliary and temporary administrative staff. Coordinating and assigning work, as appropriate, to junior support staff, auxiliaries and temporary staff upon the direction of management. Overseeing the quality and follow through of assignments.	
	Recruitment - participating in the recruitment and selection of new administrative staff, including drafting hiring panel and exam questions, participating in hiring panels; updating, writing and maintaining job descriptions, preparing offers/regret letters.	
	Assisting management with recruitment activities, including preparing and organizing exams, interviews, offer letters and following up with new hires.	
	HR Support – assisting branch management with HR activities, including; maintaining all personnel files, maintaining list of classification and pay grades for all staff members, ensuring confidentiality of all personnel records, maintaining BF system for staff yearly appraisals, develop system for tracking increments, EPDP and performance evaluations; alerting manager/director when evaluations are due and ensuring HR documentation is filed with PSA.	
	Participating in special projects (Records Readiness, Time on Line implementation, project tracking system implementation).	
	Financial	5%
	Verifying and investigating accounts payable items (phone, courier, travel) and ensuring documentation is properly coded and signed before submitting for processing as required.	
	Performing monthly review of the performance data report on current audit projects to ensure the budgets are updated.	
	Compiling data and preparing monthly key service plan performance measures and targets (staff utilization, cost savings, timely reporting) for Executive Directors' monthly bulletin to staff.	
	Managing the branch fiscal year end procedures by closing all audit projects using the project tracking system. Gathering and entering all critical data to ensure performance data reports are accurate and reflect branch results. Producing specific reports to assist the Executive Director's report to Deputy Ministers. Assisting Directors and Project Managers in the closing of their projects within in the project tracking system.	
	Other Duties:	5%
	Backup other Internal Audit Administrative Assistants.	
	Backup executive assistance to Branch Corporate Group and Comptroller General's office.	
	Backup Division Coordinator.	
	Backup to Deputy Ministers office (when requested)	
	Other duties as requested by management.	

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	0	As requested by Management
Supervises staff through subordinate supervisors	0	0

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers	0	Provides formal training to other staff	As requested by Management
Lead project teams	0	Assigns, monitors and examines the work of staff	As requested by Management

SPECIAL REQUIREMENTS

Position excluded from Union membership.

TOOLS / EQUIPMENT

Microsoft Office (Word, Excel, PowerPoint, Visio, Outlook), Adobe Acrobat, CLIFF

WORKING CONDITIONS

Frequent changes in priorities in a highly confidential environment.

WORK EXAMPLES

NA

COMMENTS**PREPARED BY**

NAME:

DATE:

EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: (Date).
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME:

SIGNATURE:

DATE:

SELECTION CRITERIA

Education and Experience:

- Grade 12 graduation.
- Prefer completion of business/secretarial college.
- Four years secretarial and administrative experience, lesser qualified candidates may be considered.
- Demonstrated minimum 50 WPM keyboarding skills;
- Experience providing senior secretary or administrative support to management and senior officials.
- Experience managing calendars and confidential records/information, coordinating complex meeting arrangements and preparing agendas.
- Experience using CLIFF correspondence system, and Time on Line preferred.
- Experience with taking and transcribing minutes of meeting.
- Drafting correspondence.
- Experience supervising or coordinating staff, preferred
- Experience in a government financial/accounting environment, preferred.

Knowledge:

- Working knowledge of administrative systems and processes.
- Knowledge of government administrative and financial policies and procedures;
- Working knowledge of recent developments in government office systems & procedures (including iExpense, Time on Line, iProcurement);
- Knowledge of records management systems, procedures, policies and guidelines, specifically ARCS and ORCS;
- Basic knowledge of HR policies and services.
- Prefer working knowledge of audit/accounting methodology.

Skills and Abilities:

- Ability to work independently with minimal supervision.
- Proficiency with MS Word, Excel, PowerPoint, Visio, Outlook, Adobe Acrobat and CLIFF.
- Excellent editing, proofreading skills.
- Attention to detail.
- Well-developed communication (written and verbal) and interpersonal skills.
- Ability to manage multiple reporting relationships within a team setting.
- Ability to accurately and competently type, at a minimum of 50 WPM.
- Ability to problem solve and set own priorities.
- Ability to maintain confidentiality and to use discretion, tact and diplomacy.
- Excellent organizational skills and ability to manage workload in a high volume environment under pressure with frequent changing priorities.
- Ability to multitask and coordinate information from several sources to reach a common goal.
- Ability to work effectively with a variety of individuals at various levels within and/or outside the ministry.
- Ability to operate standard office equipment, such as computers, photocopiers, fax machines and printers.

COMPETENCIES

Initiative: identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities. As such, initiative can be seen in the context of proactively doing things and not simply thinking about future actions. Formal strategic planning is not included in this competency.

Planning, Organizing and Coordinating: proactively planning, establishing priorities and allocating resources. It involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

Flexibility: the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.

Teamwork and Cooperation: the ability to work cooperatively within diverse teams, work groups and across the organization to achieve group and organizational goals.

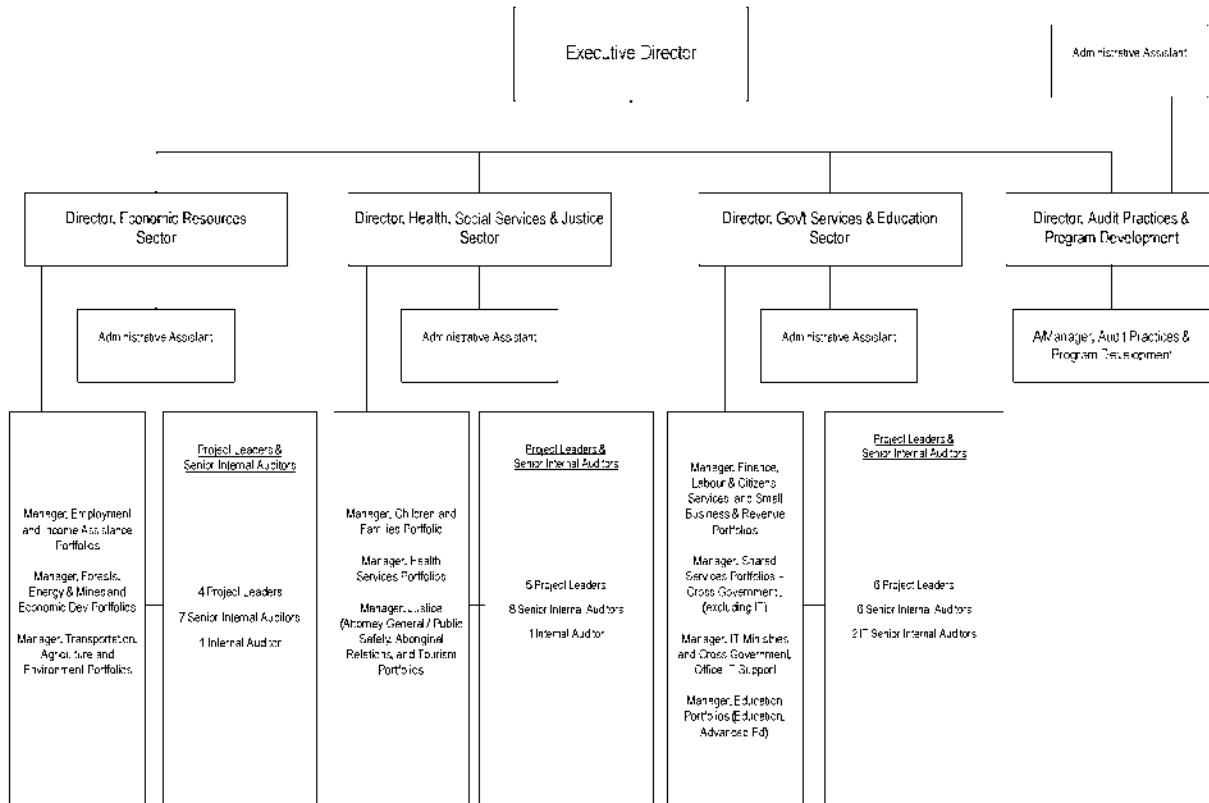
Results Orientation: a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation.

Service Orientation: implies a desire to identify and serve customers/clients, who may include the public, colleagues, partners, co-workers, peers, branches, ministries/agencies and other government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

D
R
A
F
T

ORGANIZATION CHART

INTERNAL AUDIT & ADVISORY SERVICES



Page 082 to/à Page 197

Withheld pursuant to/removed as

s.22

ASSIGNMENT OF UNION DUES

Until this authority is revoked by me in writing, I HEREBY AUTHORIZE the Government of the Province of British Columbia to deduct from my wages and to pay to the BCGEU the amount of the regular dues payable to the union as a member of the union.

RM Gracia

Signature of Employee

Rianne Maria Gracia

Name of Employee (Please Print)

June 11, 2015

Date

Employee .H
s.22

Ticket 150629-000034

Page 199 to/à Page 226

Withheld pursuant to/removed as

s.22