

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 31, 2019 2:03 PM
To: Porter, Donna A AEST:EX
Cc: Skillings, Chris AEST:EX
Subject: RE: Secondment Agreement - Mike Eso - Invoice 2019013447 covering October 29 to December 31, 2018

Hi Donna,

I can clarify that the submission of gas receipts was not to support government travel per clause 3 in Schedule B. They are to support Clause 1.b.v. Costs incurred for using personal vehicle which is part of the secondee's employment terms.

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

From: Porter, Donna A AEST:EX
Sent: January 31, 2019 10:08 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Cc: Skillings, Chris AEST:EX <Chris.Skillings@gov.bc.ca>
Subject: FW: Secondment Agreement - Mike Eso - Invoice 2019013447 covering October 29 to December 31, 2018

Hi Maura,

I'm following up on this email. Can you please get some clarification and/or re-submit the expenses claimed?

Donna Porter, CPA, CMA
Executive Director and Chief Financial Officer
Ministry of Advanced Education, Skills and Training
Ph: 250 356-6819

From: Porter, Donna A AEST:EX
Sent: January 28, 2019 2:50 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Cc: Skillings, Chris AEST:EX <Chris.Skillings@gov.bc.ca>; Brewster, Kevin AEST:EX <Kevin.Brewster@gov.bc.ca>
Subject: FW: Secondment Agreement - Mike Eso - Invoice 2019013447 covering October 29 to December 31, 2018
Importance: High

Good afternoon Maura,

Thank you for the payment invoice attached. I will, however, need some clarification re: the expenses claimed.

It is with respect to the fuel charges, and clause 3 in Schedule B. We have agreed to reimburse travel at Group 3 rates, however, it must be in accordance with government policy. (See Snippet below).

3. Where requested to travel during the Term, the Province will reimburse the Seconded for travel, accommodation at Group 3 rates in accordance with government policy, provided the same are supported by receipts where required.

Can you please request that the expense claim be in accordance with government policy and re-submitted? I have no concerns reimbursing eligible travel and have provided you some links below to assist. Please let me know if you require any clarification or assistance.

Core Policy describes when travel costs will be reimbursed, and the kinds of expenses that will be reimbursed. I've attached the web-link as well as a Snippet of the travel reimbursement rules (in part).

The web-link to travel policy: <https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy/policies/travel>

The web-link to allowable travel allowances: https://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/appendix_1_travel_allowances.pdf (PDF also attached)

*Group I, II and III employees are on travel status when absent from their designated headquarters on approved government business. This does not apply to employees who are temporarily reassigned or on field status, or on board and lodging status.

**An employee's headquarters is his/her usual work place or normal point of assembly and the area within a 32 kilometre radius. If necessary, the director must designate a headquarters for their staff, and can also approve changes to their staff's assigned headquarters as changes in operational conditions warrant. The designation for directors and executive directors are made by the assistant deputy minister of the program area. The executive financial officer must make designations for assistant deputy ministers.

Donna Porter, CPA, CMA
Executive Director and Chief Financial Officer
Ministry of Advanced Education, Skills and Training
Ph: 250 356-6819

From: Brewster, Kevin AEST:EX
Sent: Monday, January 28, 2019 10:32 AM
To: Porter, Donna A AEST:EX
Cc: Skillings, Chris AEST:EX
Subject: FW: Secondment Agreement - Mike Eso - Invoice 2019013447 covering October 29 to December 31, 2018

FYI

From: Parte, Maura PSA:EX
Sent: Monday, January 28, 2019 10:14 AM
To: Brewster, Kevin AEST:EX
Subject: FW: Secondment Agreement - Mike Eso - Invoice 2019013447 covering October 29 to December 31, 2018

Hi Kevin,

This invoice came to me 3 weeks ago for the secondment agreement for Michael Eso.
I sent to PO for review as they supervise his hours of work.
I am now sending to your attention for processing.

If you have any questions or concerns please call me.

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

From: Mehling, Peter <Peter.Mehling@bcgeu.ca>
Sent: January 8, 2019 12:41 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Cc: Dykens, Doug <Doug.Dykens@bcgeu.ca>; Trolland, Lisa <Lisa.Trolland@bcgeu.ca>
Subject: Secondment Agreement - Mike Eso - Invoice 2019013447 covering October 29 to December 31, 2018

Hello Maura,

Please find attached our January 8, 2019 invoice #2019013447 to charge the Government of BC^{s.17} for Mike Eso's secondment for the period October 29, 2018 to December 31, 2018.

Thanks, Peter Mehling | Financial Controller | BCGEU | 604-473-5450

From: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Sent: October 30, 2018 2:12 PM
To: Dykens, Doug <Doug.Dykens@bcgeu.ca>
Cc: Trolland, Lisa <Lisa.Trolland@bcgeu.ca>; Mehling, Peter <Peter.Mehling@bcgeu.ca>
Subject: Secondment Agreement

Hi Doug,

Thanks to all for your work in making this happen quickly.

Please find attached version signed by Chief of Staff Geoff Meggs.

Once you have reviewed and signed please send back to me and I can coordinate with Mike Eso.

Thanks again,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 30, 2019 4:33 PM
To: MYHR PSA:EX
Subject: RE: Pre-Valuate Online Testing Assistance [Incident: 190128-000736]

Hi Tamao,

Yes, please add Danny Loubert to the service request list.

s.13 here are their email addresses:

s.22

Thank you,
Maura

From: MyHR <myhr@gov.bc.ca>
Sent: January 30, 2019 4:21 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Pre-Valuate Online Testing Assistance [Incident: 190128-000736]

Hello Maura,

Thank you very much for the pre-val request form.

Are all the test takers internal to the government?

Do you have their email addresses and could you please provide them to me?

It may not be sent out until tomorrow as we will require the email addresses.

Also, may I add Danny Loubert to this service request's contact list?

To ensure our communications are as seamless as possible, please review the following ways we can connect throughout the lifecycle of your competition.

All written communications should be sent through MyHR using your Service Request ticket number **[190128-000736]**. This ensures I am notified of your communication and that all communications are recorded in one place. This way my coverage has the same information if I am out of office.

Ways you can connect with me regarding this competition:

- 1) Click **"REPLY"** directly to this message. To avoid ticket disconnect, delays and/or missed messages; please do not change the subject or address fields, or email hiring staff directly; OR
- 2) Visit **AskMyHR to find your Service Request History page**. Click on your ticket number [190128-000736] to see all messages associated with this competition, or to make updates to your request that will come directly to me; OR
- 3) If you have a more immediate need for assistance, you can try my direct line noted below.

Tamao Nakashima, Recruiter
Direct line: 778-698-1358

Recruitment Services | Recruitment and Practice Management | BC Public Service Agency

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 30, 2019 4:03 PM
To: Nakashima, Tamao PSA:EX
Cc: Loubert, Danny PREM:EX
Subject: PreVal Request
Attachments: Clerk 9 Request Form Jan 30 2019.docx

Hello Tamao, please see attached request form for PreVal testing.

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 30, 2019 2:48 PM
To: BCPSA FOI Requests PSA:EX
Subject: RE: Consultation request - AED-2018-86599

Hi Lori, there are no harms identified here.

Thank you,
Maura

From: BCPSA FOI Requests PSA:EX
Sent: January 30, 2019 2:24 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Consultation request - AED-2018-86599

Documents attached are for consultation.

Lori Pater, FOI Analyst
Business Performance Division | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 2H2 | 250-818-2261
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: 250-952-6000 | Toll Free 1.877.277.0772

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 28, 2019 1:34 PM
To: Nakashima, Tamao PSA:EX; Burke, Lorraine PSA:EX
Subject: RE: Available today?

Thank you Tamao, very helpful. I expect to have requests by tomorrow.
Maura

From: Nakashima, Tamao PSA:EX
Sent: January 28, 2019 1:33 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>; Burke, Lorraine PSA:EX <Lorraine.Burke@gov.bc.ca>
Subject: RE: Available today?

Hello Maura,

I have created the service request to assist you with the pre-val testing scheduling.
Please fill out the form (link in the service request) and return it to me via the service request.
If you have multiple competitions going, please let me know the position classification and titles.
I will create service request accordingly, so we can avoid getting confused about which service request/pre-val task is for which position.

Please do not hesitate to contact me should you have further questions.

Thank you,

Tamao Nakashima
Recruiter, Recruitment Services
Recruitment and Practice Management | BC Public Service Agency
Suite 100-940 Blanshard Street | Victoria, BC | V8W 2H2
Ask MyHR: www.gov.bc.ca/myhr/contact | Toll Free 1.877.277.0772



Where ideas work

From: Parte, Maura PSA:EX
Sent: January 28, 2019 1:24 PM
To: Nakashima, Tamao PSA:EX <Tamao.Nakashima@gov.bc.ca>; Burke, Lorraine PSA:EX <Lorraine.Burke@gov.bc.ca>
Subject: RE: Available today?

Hi Tamao,

There is no service request for this hiring so yes, please create one.
We hire Clerk 9 positions on an on-going basis and are regularly assessing candidates.
We also need to test for a Clerk 11 and a Clerk 14 role.
So, that is three different sets of testing with multiple candidates.

Thank you,

Maura

From: Nakashima, Tamao PSA:EX
Sent: January 28, 2019 11:29 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>; Burke, Lorraine PSA:EX <Lorraine.Burke@gov.bc.ca>
Subject: RE: Available today?

Hello Maura,

Thank you very much for email.

Do you have a service request already with this hiring? If not, I can create one for you and forward you the pre-val online testing information. This way, it is easier for us to assist you with the scheduling of the pre-val testing as well.

Please do not hesitate to contact us should you have further questions or requests.

Sincerely,

Tamao Nakashima
Recruiter, Recruitment Services
Recruitment and Practice Management | BC Public Service Agency
Suite 100-940 Blanshard Street | Victoria, BC | V8W 2H2
Ask MyHR: www.gov.bc.ca/myhr/contact | Toll Free 1.877.277.0772



Where ideas work

From: Parte, Maura PSA:EX
Sent: January 28, 2019 11:14 AM
To: Burke, Lorraine PSA:EX <Lorraine.Burke@gov.bc.ca>
Cc: Nakashima, Tamao PSA:EX <Tamao.Nakashima@gov.bc.ca>
Subject: RE: Available today?

Thank you Lorraine.

Tamao – my most immediate need is ordering Preval testing for candidates. We have interviewed for Clerk 9 positions and now want to apply further assessment. How do I go about setting up this testing?

Maura

From: Burke, Lorraine PSA:EX
Sent: January 28, 2019 11:12 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Cc: Nakashima, Tamao PSA:EX <Tamao.Nakashima@gov.bc.ca>
Subject: Re: Available today?

Maura

I am in orientation all day today with four new recruitment support staff. So I will have Tamao connect in with you on next steps. As I want to ensure there is no further delay in your hiring needs.

Tamao, please connect in with Maura today and follow up with me if needed.

Thank you both,
Lorraine

Sent from my iPhone

On Jan 28, 2019, at 10:50 AM, Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca> wrote:

Hi Lorraine,

I'm checking in on your availability today?

s.22 but can do a phone call this afternoon.

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 28, 2019 1:24 PM
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So, that is three different sets of testing with multiple candidates.

Thank you,
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Sent: January 28, 2019 11:29 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>; Burke, Lorraine PSA:EX <Lorraine.Burke@gov.bc.ca>
Subject: RE: Available today?

Hello Maura,

Thank you very much for email.
Do you have a service request already with this hiring? If not, I can create one for you and forward you the pre-val online testing information. This way, it is easier for us to assist you with the scheduling of the pre-val testing as well.

Please do not hesitate to contact us should you have further questions or requests.

Sincerely,

Tamao Nakashima
Recruiter, Recruitment Services
Recruitment and Practice Management | BC Public Service Agency
Suite 100-940 Blanshard Street | Victoria, BC | V8W 2H2
Ask MyHR: www.gov.bc.ca/myhr/contact | Toll Free 1.877.277.0772



From: Parte, Maura PSA:EX
Sent: January 28, 2019 11:14 AM
To: Burke, Lorraine PSA:EX <Lorraine.Burke@gov.bc.ca>
Cc: Nakashima, Tamao PSA:EX <Tamao.Nakashima@gov.bc.ca>
Subject: RE: Available today?

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Maura

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To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Cc: Nakashima, Tamao PSA:EX <Tamao.Nakashima@gov.bc.ca>
Subject: Re: Available today?

Maura

I am in orientation all day today with four new recruitment support staff. So I will have Tamao connect in with you on next steps. As I want to ensure there is no further delay in your hiring needs.
Tamao, please connect in with Maura today and follow up with me if needed.
Thank you both,
Lorraine

Sent from my iPhone

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s.22 but can do a phone call this afternoon.

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 28, 2019 10:14 AM
To: Brewster, Kevin AEST:EX
Subject: FW: Secondment Agreement - Mike Eso - Invoice 2019013447 covering October 29 to December 31, 2018
Attachments: BCGEU Invoice 2019013447 - Mike Eso Secondment.pdf

Hi Kevin,

This invoice came to me 3 weeks ago for the secondment agreement for Michael Eso.
I sent to PO for review as they supervise his hours of work.
I am now sending to your attention for processing.

If you have any questions or concerns please call me.

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

From: Mehling, Peter <Peter.Mehling@bcgeu.ca>
Sent: January 8, 2019 12:41 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Cc: Dykens, Doug <Doug.Dykens@bcgeu.ca>; Trolland, Lisa <Lisa.Trolland@bcgeu.ca>
Subject: Secondment Agreement - Mike Eso - Invoice 2019013447 covering October 29 to December 31, 2018

Hello Maura,

Please find attached our January 8, 2019 invoice #2019013447 to charge the Government of BC^{s.17} for Mike Eso's secondment for the period October 29, 2018 to December 31, 2018.

Thanks, Peter Mehling | Financial Controller | BCGEU | 604-473-5450

From: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Sent: October 30, 2018 2:12 PM
To: Dykens, Doug <Doug.Dykens@bcgeu.ca>
Cc: Trolland, Lisa <Lisa.Trolland@bcgeu.ca>; Mehling, Peter <Peter.Mehling@bcgeu.ca>
Subject: Secondment Agreement

Hi Doug,

Thanks to all for your work in making this happen quickly.

Please find attached version signed by Chief of Staff Geoff Meggs.

Once you have reviewed and signed please send back to me and I can coordinate with Mike Eso.

Thanks again,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 23, 2019 8:46 AM
To: Young, Grace PSA:EX
Subject: RE:s.22

Hi Grace, is it possible to discuss this matter before Monday? Are you available today? Thank you

From: Young, Grace PSA:EX
Sent: January 22, 2019 3:01 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: RE: CR

Hi Maura. Just left you a v/m stating I'd send you mtg invitation for nx Mon s.22

s.22

s.22

Thanks Grace

From: Young, Grace PSA:EX
Sent: January 22, 2019 2:03 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: RE:s.22

Hi Maura. I'm still on a callFYI, it's s.22

s.22

s.22

Thanks Grace

s.22

PPS I'll try to call /email you later; if not feasible, will send mtg invitation to you

From: Parte, Maura PSA:EX
Sent: January 22, 2019 1:34 PM
To: Young, Grace PSA:EX <Grace.Young@gov.bc.ca>
Subject: Re:s.22

Hello Grace,

s.22

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

On Jan 22, 2019, at 11:46 AM, Young, Grace PSA:EX <Grace.Young@gov.bc.ca> wrote:

Hello Maura. I reviewed

s.22

s.22

I just left you a v/m - as mentioned, I'm avail via office # until my mtg at 1:30pm today & avail from 8am to 9:30am tomorrow. Then, I'll be back in the office next Mon. If it's difficult to reach me today or tomorrow, please send me meeting invitation for next Mon preferably before 1:30pm. Thanks,

s.22

Grace Young, RN, BSN, OHNC - Occupational Health Nurse

Workplace Health and Safety | BC Public Service Agency

Suite 707 - 808 Nelson Street, Box 12183| Vancouver BC | V6Z 2H2 | Office 604-398-5691 | Cell 604-561-3965 | Fax 250-953-0490

Fax to email: 1-877-340-3726

Website: AskMyHR: www.gov.bc.ca/myhr/contact

Phone: 250.952.6000 | Toll Free 1.877.277.0772

<image001.jpg>

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 22, 2019 1:34 PM
To: Young, Grace PSA:EX
Subject: Re:s.22

Hello Grace,
s.22

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

On Jan 22, 2019, at 11:46 AM, Young, Grace PSA:EX <Grace.Young@gov.bc.ca> wrote:

Hello Maura.^{s.22}
s.22

s.22 I just left you a v/m - as mentioned, I'm avail via office # until my mtg at 1:30pm today & avail from 8am to 9:30am tomorrow. Then, I'll be back in the office next Mon. If it's difficult to reach me today or tomorrow, please send me meeting invitation for next Mon preferably before 1:30pm. Thanks,

s.22

Grace Young, RN, BSN, OHNC - Occupational Health Nurse
Workplace Health and Safety | BC Public Service Agency
Suite 707 - 808 Nelson Street, Box 12183| Vancouver BC | V6Z 2H2 | Office 604-398-5691 | Cell 604-561-3965 | Fax 250-953-0490
Fax to email: 1-877-340-3726
Website: AskMyHR: www.gov.bc.ca/myhr/contact
Phone: 250.952.6000 | Toll Free 1.877.277.0772

<image001.jpg>

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 22, 2019 10:54 AM
To: Hendry, Jackie PREM:EX
Subject: Interview Guide
Attachments: Clerk 11 DMO Interview Qs DRAFT Jan 2019.docx

Hi Jackie,

s.22

Attached are interview questions for your review. They are tied to the competencies for the role. Please let me know of any questions or changes you may need.

Also, are you moving forward with interviewing the candidate you identified last week?

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 21, 2019 10:12 AM
To: Loubert, Danny PREM:EX
Cc: Wade, Debbie PREM:EX
Subject: Clerk 9 Pool
Attachments: Administrative Assistant Job Profile Clerk 9 January 2019.docx

To: All Staff

We are currently interviewing for a pool of qualified Clerk 9 candidates for placement into Administrative Assistant roles in Ministers' Offices. Please share this posting and the attached job profile with any interested candidates you may know.

The Administrative Assistant provides general administrative and clerical support to the Ministers' Office under the direction of the Administrative Coordinator. A full list of job duties is in the attached job profile. There will be testing for qualifications for this role.

Please send a resume and cover letter to Danny.Loubert@gov.bc.ca by 11:00PM on Monday, January 28.
If you have any questions about the position please contact Debbie Wade at Debbie.Wade@gov.bc.ca.

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 21, 2019 10:08 AM
To: Loubert, Danny PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX; Geary, Vanessa PREM:EX
Subject: Job Opportunity - Communications Assistant
Attachments: Job Profile Communications Assistant to OOP REVISED DEC 2018.docx

Hello Danny – for distribution to all staff lists please.
Thank you,
Maura

To: All Staff

The Premier's Office is seeking a Communications Assistant to provide administrative support to the Director of Communications and her team, and when required provide back up support to the scheduling team. Please see the attached job profile for a full list of job duties.

Please share the attached job profile with interested candidates. Note that both internal and external candidates will be considered.

A cover letter and resume can be sent to Danny.Loubert@gov.bc.ca by 11:00PM on Monday, January 28.
If you have any questions about the position please contact Maura Parte at 778-698-9278.

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 17, 2019 1:54 PM
To: Hendry, Jackie PREM:EX
Subject: Fwd: Résumés/CVs Have Been Routed To You (Includes Attachments)
Attachments: CLK 11R - Administrative Assistant_resumes.pdf; ATT00001.htm

Hi Jackie, attached are the applications for the Clerk 11 position. There are^{s.1}₂ applicants in total. I have reviewed them and would like to discuss a shortlist with you.

Are you available to meet tomorrow? I can come to your office.

Thank you,

Maura

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 17, 2019 9:38 AM
To: Wade, Debbie PREM:EX
Subject: Executive coaches-Bios
Attachments: Executive Coach Lisa Mallett Bio 2016.pdf; Executive Coach Susan Kleinschmidt Bio 2016.pdf

Hi Debbie, the attached biographies are for the meetings being scheduled for next week. Thank you

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 16, 2019 3:27 PM
To: Parmar, Ravi CITZ:EX;s.22 Szabo, Maria JTT:EX; Sanderson, Melanie
TRAN:EX
Subject: House Procedures

We are looking at scheduling a one hour session on House procedures, given by Senior Ministerial Assistant to the Government House Leader Liam Lawson.
Please let me know if you are not available for a one hour session this Friday from either 10am-11am or 11am-noon.

Thank you,
Maura

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 16, 2019 10:41 AM
To: Weltz, Angela D PSA:EX
Subject: RE: FAQ - Election Policies and Procedures
Attachments: Election - Qs As for Premier's and Political Staff OICs Final (Revised 2016-17) - updated Jan 2019.doc

Thank you Angela, attached is the version that will be distributed to employees.

Maura

From: Weltz, Angela D PSA:EX
Sent: Tuesday, January 15, 2019 5:16 PM
To: Parte, Maura PSA:EX
Subject: RE: FAQ - Election Policies and Procedures

Your proposed changes to the FAQ's look okay to me. Pretty straightforward and generic.

a

From: Parte, Maura PSA:EX
Sent: January 15, 2019 4:50 PM
To: Weltz, Angela D PSA:EX <Angela.Weltz@gov.bc.ca>
Subject: FAQ - Election Policies and Procedures

Hi Angela,

Attached is the FAQ for staff in the Premier's Office and Minister's Office re: Election Policies and Procedures – LWOP with suggested changes to update titles and contacts, and remove references to dates.

Also attached is the Election and Post-Election Transition FAQ's and the Civic Election Participation Procedures For Political Staff.

Maura

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 15, 2019 5:32 PM
To: Hockin, Amber PREM:EX
Subject: Final version for delivery tomorrow morning
Attachments: Scan_20190115.pdf

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 15, 2019 4:50 PM
To: Weltz, Angela D PSA:EX
Subject: FAQ - Election Policies and Procedures
Attachments: Election - Qs As for Premier's and Political Staff OICs Final (Revised 2016-17) - updated Jan 2019.doc; Election and Post Election FAQ's OIC's v.3 (5).docx; Civic Election Communique and FAQs May 2018.docx

Hi Angela,

Attached is the FAQ for staff in the Premier's Office and Minister's Office re: Election Policies and Procedures – LWOP with suggested changes to update titles and contacts, and remove references to dates.

Also attached is the Election and Post-Election Transition FAQ's and the Civic Election Participation Procedures For Political Staff.

Maura

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 14, 2019 12:11 PM
To: 'Mehling, Peter'
Cc: Dykens, Doug; Trolland, Lisa
Subject: RE: Secondment Agreement - Mike Eso - Invoice 2019013447 covering October 29 to December 31, 2018

Hi Peter,

I am back in the office now and will have this processed.

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

From: Mehling, Peter [mailto:Peter.Mehling@bcgeu.ca]
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Hello Maura,

Please find attached our January 8, 2019 invoice #2019013447 to charge the Government of BC^{s.17} for Mike Eso's secondment for the period October 29, 2018 to December 31, 2018.

Thanks, Peter Mehling | Financial Controller | BCGEU | 604-473-5450

From: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Sent: October 30, 2018 2:12 PM
To: Dykens, Doug <Doug.Dykens@bcgeu.ca>
Cc: Trolland, Lisa <Lisa.Trolland@bcgeu.ca>; Mehling, Peter <Peter.Mehling@bcgeu.ca>
Subject: Secondment Agreement

Hi Doug,

Thanks to all for your work in making this happen quickly.

Please find attached version signed by Chief of Staff Geoff Meggs.

Once you have reviewed and signed please send back to me and I can coordinate with Mike Eso.

Thanks again,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 14, 2019 10:30 AM
To: Wade, Debbie PREM:EX
Subject: Round up of vacancies to be filled

AA Positions

Labour – vacant since Jan 4
SDPR
TAC – vacant effective Jan 18

s.22

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 3, 2019 3:59 PM
To: McColl, John-Michael JTT:EX
Subject: Onboarding and Training
Attachments: OnBoarding Orientation and Training.docx

Hi John-Michael, attached is the onboarding and training matrix for new employees with suggested briefings for them. We have set up the IM117 training for January 16 and Caitlin Copage will be sending an invitation re: Accord briefing. I will also contact the Government House Leader's Assistant Liam Lawson about a session on the Legislative Assembly, in advance of the session starting in February.

Please also share this with Maria re: resources available in the public service.

Learning in the BC Public Service

All BC government employees have access to the Government's Learning Centre and the full course catalogue. There are more than 450 courses available – many are available online in a video tutorial or webinar format. Classroom and workshop style courses are offered in Victoria, the Lower Mainland and at various other sites across the province.

There is a wide range of courses, from Government 101 to Project Management, Supervisory Development, Policy, and Health and Wellness. They also vary in length from 2 hours or less to full day commitments.

If you see a course you are interested in please discuss with your supervisor and register online. Once you have registered a note will be sent to your supervisor asking for their approval.

<https://gwww.gov.bc.ca/groups/learning-bc-public-service>

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 3, 2019 3:54 PM
To: Szabo, Maria JTT:EX; Humphrey, Brent PREM:EX; Parmar, Ravi CITZ:EX; Smith, Krystal PSSG:EX
Cc: Lawson, Liam PSSG:EX; McColl, John-Michael JTT:EX; Russell, Shannon CITZ:EX
Subject: Orientation

Hello – in addition to the IM117 session scheduled for January 16 please look out for an invitation from Caitlin Copage, Senior Analyst, Policy and Consultation, in the Confidence and Supply Agreement Secretariat. She will be providing a briefing on the Confidence and Supply Agreement and your role and responsibilities in respect of that.
Thank you

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 3, 2019 3:43 PM
To: Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX
Cc: Geary, Vanessa PREM:EX
Subject: FW: Clerk 14 Communications Assistant [Incident: 190103-001036]
Attachments: Job Profile Communications Assistant to OOP REVISED DEC 2018.docx

Hi Kate and Sage,

I have initiated the hiring process for the CL 14 Communications Assistant in the Premier's Office, the details are below. Once the posting is finalized they will send it to Kate for sign off. And thank you Kate for agreeing to be the contact person in the absence of Sage and myself next week.

I have also attached the job description for your reference.

The posting will be up for 2 weeks and they will send a follow-up email to let you know it is live on the BC Government website.

Once it is live you can copy the link and share with our employee group in case there are any interested internal applicants or people they want to share the posting with.

Your name will be listed as the contact for the posting – I have provided the main office number and not your direct line. Applicants are strictly told not to send their applications to the contact person listed but to apply through following the steps on the site.

Once the posting has closed a summary of applicants will be sent but that won't be until mid-January when both Sage and I are back.

Some additional questions you may be prompted to answer when they send the posting back:

Start date: I would suggest February 2019. If they can start earlier that's great but at this point it's unlikely that with hiring and notice provisions that anyone will be able to start before then.

Length of posting: 2 weeks is considered best practice so I would defer to that.

Requirements: I would recommend a resume and a cover letter as we will want to develop a sense of their writing ability in the application.

About the Office: I included a description of the PO in the posting but they may ask for it again. If you need it, here it is. It is purposefully high level:

The Premier's political office is overseen by the Premier's Chief of Staff and is comprised of three components: the political office, the scheduling branch and the correspondence branch. The Office is responsible for managing the day-to-day operations of the Premier, coordinating cross-government communications and issues management and developing the strategic objectives of government.

Thanks again and I will check in when I am back on January 14.

Thank you,
Maura

From: MyHR [mailto:myhr@gov.bc.ca]
Sent: Thursday, January 3, 2019 3:28 PM

To: Parte, Maura PSA:EX

Subject: Clerk 14 Communications Assistant [Incident: 190103-001036]

Thank you for contacting the BC Public Service Agency. Your request has been received and is summarized below.

Please do not send in multiple requests relating to the same query, as it can slow down response time. Go to [AskMyHR](#) to view the status of or make an inquiry about this request.

BC Public Service Agency

[AskMyHR](#)

MyHR **250.952.6000** | Toll Free **1.877.277.0772**

Service Request Summary

SELECT YOUR HIRING NEED

Which service do you require? Hiring Services

CONTACT INFORMATION

Hiring Manager: Kate Van Meer Mass

Hiring Manager contact Phone#: 2503561715

Hiring Manager E-Mail: [link removed]

Secondary Contact Name: Maura Parte

Secondary Contact Phone #: 2502136377

POSITION DETAILS

of Vacancies: 1

Position #: Position #00035151

Position Classification: Clerk 14

Position Title: Communications Assistant

Does this position have two different classifications ie: STO/LSO? No

Ministry/Organization: BC004-Office of the Premier

Ministry Branch/Division: Executive Branch 0031

Part Time/Full Time: Full Time

Internal to Public Service or External to Public posting? External

Is this a temporary opportunity? No

Location(s): Victoria

Agreement statement: Yes

Additional Comments: For the posting information:

The Premier's political office is overseen by the Premier's Chief of Staff and is comprised of three components: the political office, the scheduling branch and the correspondence branch. The Office is responsible for managing the day-to-day operations of the Premier, coordinating cross-government communications and issues management and developing the strategic objectives of government.

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 3, 2019 3:24 PM
To: 'Natasha Tony'
Cc: Geary, Vanessa PREM:EX
Subject: Change to January plans

Hi Natasha,

I've just realized that we will need to canvass some February/March dates for the follow-up session for Ministerial staff so please release the January dates we had on hold.

Right now it is looking like the following dates could work in February/March:

- The week of February 4-8
- Fridays in February
- March 11-22

Sorry for the change in plans. I will get in touch again^{s.22}

Thanks again,
Maura

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: January 3, 2019 10:57 AM
To: Geary, Vanessa PREM:EX
Subject: C McKinstry

Hi Maura,

As discussed attached is the PowerPoint presentation for tomorrow.

Also here is the main page of the MOSS website (the site you cannot access):

Ministers' Office Support Services

This intra-net site was developed to provide Minister's Offices with information related to financial, human resources, information systems and other administrative policies and procedures. If you have suggestions for material to be included on this site please contact Cindy McKinstry at 250-508-2096, Minister's Office Support Services, Ministry of Finance.

What Is New?

Quick Reference - New Office

Quick Reference - Travel Allowance Guidelines

Eforms - Setting up Profile and Setting up Delegates

Please select one of the following sections to access details about related services or browse by the Services drop down from the navigation above.

- Accounts Payable
- Budget Information
- Information Technology (IT)
- Facilities
- Freedom of Information
- Payroll
- Records Management
- Human Resources
- Telecommunications
- Travel
- Vehicles

Orientation for Ministers Briefing Information includes high level information on topics such as The Cabinet System, Treasury Board, Freedom of Information, etc.

- Orientation for Ministers - Briefing Information

If you cannot find the information you are looking for, please contact us.

Thanks,
Cindy McKinstry
Administrator, Financial Operations
Corporate Financial and Facilities Services Branch
Ministry of Finance
Phone: (778) 698-8594 Cell: (250) 508-2096 **Fax:** (250) 356-7326
E-mail: Cindy.McKinstry@gov.bc.ca
Website: <http://gwww.fin.gov.bc.ca/>

Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities



Parte, Maura PREM:EX

From: Geary, Vanessa PREM:EX
Sent: January 10, 2019 11:57 AM
To: Hockin, Amber PREM:EX
Cc: Parte, Maura PSA:EX
Subject: FW: Update from Natasha Tony on Consulting and Training Services
Attachments: Additional Training Cost for BIO Training & Coaching with Natasha Tony.pdf; Current Contract Cost for Natasha Tony.pdf

As we talked about briefly the other day - I had a good chat with Natasha earlier this week about the additional training sessions that I understand you and Maura have discussed.

s.13; s.17

I will go ahead and do a contract extension. Maura, when you get back, you can discuss the session of Feb 7th with Natasha – she is going to give the 3hr agenda some thought in the meantime.

If there are any concerns with any of this, please let me know.

Vanessa

From: Natasha Tony [<mailto:tonynatasha@gmail.com>]
Sent: Thursday, December 27, 2018 12:56 PM
To: Parte, Maura PSA:EX
Subject: Update from Natasha Tony on Consulting and Training Services

Hello Maura,

Attached are two documents with an overview of cost (minus expenses) to give you an idea of where we are at with the current contract and additional costs for:

- **January 2019 - Building Inclusive Organizations for political staff full day session**
- **February 2019 - Leadership 3hour Coaching session**

The current contract has room for consultation and final report but not the additional training – the Report can include the additional training outcomes.

Perhaps we should discuss on the phone if you have any questions – I am available and will wait to hear from you on a time that works for a phone call.

B Happy (almost) New Year!

Natasha Tony

Parte, Maura PREM:EX

From: Hendry, Jackie PREM:EX
Sent: January 22, 2019 2:24 PM
To: Parte, Maura PSA:EX
Subject: FW: Interview Guide

Hi Maura –

We have received the resume. Can you please let me know when you have a moment to discuss.

Thank you,
Jackie

From: Hendry, Jackie PREM:EX
Sent: Tuesday, January 22, 2019 11:19 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: RE: Interview Guide

Hi Maura!

s.22

We are still trying to connect with the potential candidate that I had mentioned to you. Apparently s.22
s.22 Hoping to hear something today. If not, we will need to proceed with the potential candidates that you had mentioned within Minister's offices.

I'll connect later today.

Thanks!
Jackie

From: Parte, Maura PSA:EX
Sent: Tuesday, January 22, 2019 10:54 AM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: Interview Guide

Hi Jackie,

s.22

Attached are interview questions for your review. They are tied to the competencies for the role.
Please let me know of any questions or changes you may need.

Also, are you moving forward with interviewing the candidate you identified last week?

Thank you,

Maura

Maura Parte
BC Public Service Agency
250-213-6377

Page 42 of 55

Withheld pursuant to/removed as

s.22

Parte, Maura PREM:EX

From: Mehling, Peter <Peter.Mehling@bcgeu.ca>
Sent: January 8, 2019 12:41 PM
To: Parte, Maura PSA:EX
Cc: Dykens, Doug; Trolland, Lisa
Subject: Secondment Agreement - Mike Eso - Invoice 2019013447 covering October 29 to December 31, 2018
Attachments: BCGEU Invoice 2019013447 - Mike Eso Secondment.pdf

Hello Maura,

Please find attached our January 8, 2019 invoice #2019013447 to charge the Government of BC^{s.17} for Mike Eso's secondment for the period October 29, 2018 to December 31, 2018.

Thanks, Peter Mehling | Financial Controller | BCGEU | 604-473-5450

From: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Sent: October 30, 2018 2:12 PM
To: Dykens, Doug <Doug.Dykens@bcgeu.ca>
Cc: Trolland, Lisa <Lisa.Trolland@bcgeu.ca>; Mehling, Peter <Peter.Mehling@bcgeu.ca>
Subject: Secondment Agreement

Hi Doug,

Thanks to all for your work in making this happen quickly.

Please find attached version signed by Chief of Staff Geoff Meggs.

Once you have reviewed and signed please send back to me and I can coordinate with Mike Eso.

Thanks again,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: MyHR <myhr@gov.bc.ca>
Sent: January 31, 2019 12:48 PM
To: Parte, Maura PSA:EX
Cc: Loubert, Danny PREM:EX
Subject: Pre-Valuate Online Testing Assistance [Incident: 190128-000736]
Attachments: PreVal online Evaluation - CLK 09 Administrative Assistant - email.msg; PREVAL_RESULTS_CLK9.xlsx

Hello,

Your recruiter has asked me to process the Pre-Val online testing for your competition. The applicants moving forward have now been sent an invitation to complete the series of Pre-Val tests you requested.

The deadline is **Sunday, February 3rd at 11:59 PM** Pacific Time. The results will be emailed to you upon the candidates' completion.

I have attached a summary spreadsheet for logging your candidates' results. Please include the completed document in your competition file.

NEXT STEPS – FOR YOUR ACTION:

- Once you have determined the list of candidates who have passed the Pre-Val online testing **please connect with your Recruiter to discuss the next stage of your competition.**

Ways you can connect with your Recruiter throughout this competition:

1) Click **"REPLY"** directly to this message. To avoid ticket disconnect, delays and/or missed messages; please do not change the subject or address fields, or email hiring staff directly; OR

2) Visit [AskMyHR](#) to view your **Service Request History page**. Click on your ticket number [190128-000736] to see all messages associated with this competition, or to make updates to your request that will go directly to your Recruiter.

Parte, Maura PREM:EX

From: MyHR <myhr@gov.bc.ca>
Sent: January 31, 2019 8:58 AM
To: Parte, Maura PSA:EX
Cc: Loubert, Danny PREM:EX
Subject: Pre-Valuate Online Testing Assistance [Incident: 190128-000736]

Hello Maura,

Thank you very much for the emails.

I will now ask our Admin Team to send out the pre-val testing.

I have added Danny Loubert to this service request's contact list now.

Ways you can connect with me regarding this competition:

- 1) Click **"REPLY" directly to this message**. To avoid ticket disconnect, delays and/or missed messages; please do not change the subject or address fields, or email hiring staff directly; OR
- 2) Visit [AskMyHR](#) to find your **Service Request History page**. Click on your ticket number [190128-000736] to see all messages associated with this competition, or to make updates to your request that will go directly to me; OR
- 3) If you have a more immediate need for assistance, you can try my direct line noted below.

Sincerely,

Tamao Nakashima, Recruiter
Direct line: 778-698-1358

Recruitment Services | Recruitment and Practice Management | BC Public Service Agency

Parte, Maura PREM:EX

From: MyHR <myhr@gov.bc.ca>
Sent: January 30, 2019 4:21 PM
To: Parte, Maura PSA:EX
Subject: Pre-Valuate Online Testing Assistance [Incident: 190128-000736]
Attachments: Clerk 9 Request Form Jan 30 2019.docx; PreVal Request.msg

Hello Maura,

Thank you very much for the pre-val request form.

Are all the test takers internal to the government?

Do you have their email addresses and could you please provide them to me?

It may not be sent out until tomorrow as we will require the email addresses.

Also, may I add Danny Loubert to this service request's contact list?

To ensure our communications are as seamless as possible, please review the following ways we can connect throughout the lifecycle of your competition.

All written communications should be sent through MyHR using your Service Request ticket number **[190128-000736]**. This ensures I am notified of your communication and that all communications are recorded in one place. This way my coverage has the same information if I am out of office.

Ways you can connect with me regarding this competition:

- 1) Click **"REPLY" directly to this message**. To avoid ticket disconnect, delays and/or missed messages; please do not change the subject or address fields, or email hiring staff directly; OR
- 2) Visit [AskMyHR](#) to find your **Service Request History page**. Click on your ticket number [190128-000736] to see all messages associated with this competition, or to make updates to your request that will come directly to me; OR
- 3) If you have a more immediate need for assistance, you can try my direct line noted below.

Tamao Nakashima, Recruiter

Direct line: 778-698-1358

Recruitment Services | Recruitment and Practice Management | BC Public Service Agency

Parte, Maura PREM:EX

From: MyHR <myhr@gov.bc.ca>
Sent: January 16, 2019 1:45 PM
To: Parte, Maura PSA:EX
Cc: Van Meer-Mass, Kate PREM:EX
Subject: Clerk 14 Communications Assistant_REQ57532 [Incident: 190103-001036]

Hello Maura,

I will be your Recruiter for this competition and will be in touch with you shortly.

Sincerely,

Tamao Nakashima, Recruiter

Direct line: 778-698-1358

Recruitment Services | Recruitment and Practice Management | BC Public Service Agency

Parte, Maura PREM:EX

From: MyHR <myhr@gov.bc.ca>
Sent: January 15, 2019 9:35 AM
To: Parte, Maura PSA:EX
Subject: CLK 11 Administrative Assistant_REQ 57121 [Incident: 181219-001068]
Attachments: instructions to Route Resumes.docx

Hello,

To email the resumes (PDF) to yourself please follow the instructions in the attachment. If you need further assistance please let me know.

Thank you,

Amber McDonald, Recruiter
Direct line: 250-208-8117

Recruitment Services | Recruitment and Practice Management | BC Public Service Agency

Parte, Maura PREM:EX

From: MyHR <myhr@gov.bc.ca>
Sent: January 15, 2019 9:32 AM
To: Parte, Maura PSA:EX
Cc: Van Meer-Mass, Kate PREM:EX
Subject: Clerk 14 Communications Assistant_REQ57532 [Incident: 190103-001036]

Hello,

Thank you for submitting your hiring request to the BC Public Service Agency. A Recruiter will contact you with next steps to get your competition posted.

MyHR Service Request [190103-001036] will be used for all communications regarding your hiring competition under requisition 57532 .

NEXT STEPS - FOR YOUR ACTION:

- Please confirm that the job profile you have submitted has been approved by Classifications and has **not** undergone any significant changes/modifications since then.
- A current [Position Screening Designation](#) form is required to update this position in PeopleSoft. Details and instructions are available in the form. **As noted in Step 5 within the form, please scan and submit the completed form through a separate [Ask MyHR](#) service request.**

We invite you to learn more about the hiring process by viewing our series of recorded **Hiring Webinars**. Each recording is about 15 minutes long and can be found here: [Webinar Slides and Recordings](#).

IMPORTANT INFORMATION:

Please be advised our Placement Team is reviewing all vacancies for qualified employees who require reassignment. **It is possible that a referral could come to you up until the time you have made a verbal offer.** Should you receive a referral, you will need to consider the referral prior to moving ahead with your competition.

Ways you can connect with your Recruiter throughout this competition:

- 1) Click **"REPLY"** directly to this message. To avoid ticket disconnect, delays and/or missed messages; please do not change the subject or address fields, or email hiring staff directly;
- 2) Visit [AskMyHR](#) to view your **Service Request History page**. Click on your ticket number [190103-001036] to see all messages associated with this competition, or to make updates to your request that will go directly to your Recruiter.

Andrea Reems, Intake Coordinator

Recruitment Services | Recruitment and Practice Management | BC Public Service Agency

Parte, Maura PREM:EX

From: MyHR <myhr@gov.bc.ca>
Sent: January 15, 2019 8:25 AM
To: Parte, Maura PSA:EX
Subject: CLK 11 Administrative Assistant_REQ 57121 [Incident: 181219-001068]

Good morning,

As your Recruiter for this competition, I wanted to touch base with the following information now that you have received your closing report. Please let me know if you have any questions during this stage.

You are in step 2 of 6 in the Hiring Process - the **Screening Stage**.

**Final short-listing typically takes 1 - 2 weeks.*

NEXT STEPS - FOR YOUR ACTION:

- As outlined in the [Screening Guidelines for Hiring Managers](#), **all** applicants who screen in must meet **all** of your minimum education and experience criteria as posted in your job profile, and, if applicable, any registration or certification requirements or education and experience preferences that you choose to apply.
- It is best practice to review **all** required application documents together to determine your final screening decisions.
- **Document your screening decisions for each applicant within the Screening Table Tab** provided in your closing report spreadsheet (TAB 2).
- Send me the list of applicants moving forward in your competition and confirm if you want pre-screen regrets sent to those who screened out. **All unsuccessful applicants will still receive final regrets at the end of the competition which triggers the initial five-day review period.*

WHAT WE WILL DO FOR YOU:

- If it would be helpful, I can do a quick check of your completed screening table before sending regrets. Please let me know if you would like this support.
- I will send you information regarding your assessment/interview stage.

COMING UP:

- **Please use this Competition Results Storyline spreadsheet** (click hyperlink to open) from your assessment stage forward, to track your candidates' progress and the final results of the assessment/interview stage. After interviews have concluded and your scores finalized, we will need this completed information to request Years of Continuous Service.

Ways you can connect with me throughout this competition:

- 1) **Click "REPLY" directly to this message.** To avoid ticket disconnect, delays and/or missed messages; please do not change the subject or address fields, or email hiring staff directly; OR
- 2) **Visit [AskMyHR](#) to view your Service Request History page.** Click on your ticket number [181219-001068] to see all messages associated with this competition, or make updates to request that will come directly to me; OR
- 3) If you have a more immediate need for assistance, you can try my direct line noted below.

Thank you,

Amber McDonald, Recruiter
Direct line: 250-208-8117

Recruitment Services | Recruitment and Practice Management | BC Public Service Agency

Parte, Maura PREM:EX

From: MyHR <myhr@gov.bc.ca>
Sent: January 7, 2019 3:36 PM
To: Van Meer-Mass, Kate PREM:EX
Cc: Parte, Maura PSA:EX
Subject: Clerk 14 Communications Assistant_REQ [Incident: 190103-001036]

Hello Kate,

As you are looking to hire a Clerk 14, unfortunately we cannot use a Communications Officer 14 to fill that position as they are two separate classifications.

In one of your notes prior you stated that you were looking to reclassify the position number to a Clerk 14, which will need to go through Classifications to do the evaluation process. Once that is complete you will be able to resubmit the hiring request and we can process it for you.

Hopefully this clears up some of the confusion, please let me know if you'd like further clarification.

Andrea Reems, Intake Coordinator

Recruitment Services | Recruitment and Practice Management | BC Public Service Agency

Parte, Maura PREM:EX

From: MyHR <myhr@gov.bc.ca>
Sent: January 7, 2019 2:46 PM
To: Van Meer-Mass, Kate PREM:EX
Cc: Parte, Maura PSA:EX
Subject: Clerk 14 Communications Assistant_REQ [Incident: 190103-001036]

Hello,

Thank you for your hiring request and letting us know you would like to reclassify position number 00035151.

When the job profile and position number already exist but there are changes to the reporting structure, accountabilities and/or significant changes to the job requirements, the position number requires Classification review and approval to ensure the current classification is still appropriate.

In this case, Classification Services requires the following:

- A completed '[Request for Job Classification](#)' form
- Job Profile - [Click here](#) for more information and a link to the Job Store (for job profiles)
- Your organization chart (shows where this position is in the organization, includes the job classification and the classifications of whom it reports to/who reports to it)
- Any additional relevant information such as a description of changes since the last classification review, background on new programs or initiatives, project charters or other contextual documents.

*The payroll is the coding for the budget of where the salary/FTE comes from to fund this position. The payroll consists of the Ministry code and the department ID (typically seen in this format: XXX-XXXX). You can get the department ID information from your Strategic HR or Finance.

We will now **close** this service request. Please submit your request for a Classification review. **Once the position details have been confirmed** please resubmit your request to post and we will be happy to assist you with your hiring needs at that time.

Andrea Reems, Intake Coordinator

Recruitment Services | Recruitment and Practice Management | BC Public Service Agency

Parte, Maura PREM:EX

From: Van Meer-Mass, Kate PREM:EX
Sent: January 17, 2019 9:50 AM
To: Parte, Maura PSA:EX; Hockin, Amber PREM:EX
Subject: EA Training Dates

Morning,

I'm wondering if either of you have training dates in mind for EA's. Perhaps we should look at just after the March Break, sometime in the week of March 25th. What do you think?

Parte, Maura PREM:EX

From: Weinhold, Stephanie A AG:EX
Sent: January 23, 2019 9:54 AM
To: Mandur, Tracy PSA:EX; Owens, Anita PSA:EX; Parte, Maura PSA:EX; Redies, Janet PSA:EX; Dale, Raman GCPE:EX; Sall, Gurmeet GCPE:EX
Cc: Horne, Shayna AG:EX
Subject: Meeting to discuss appointment orders

Hello Everyone,

Kevin Kohan, Jeff Loenen, Catherine Alexander and I work on most of the appointment orders that you request. We think it would be worthwhile to have a meeting to discuss appointment orders, in particular:

- The new section 20 of the *Interpretation Act* (which came into force on January 1, 2019);
- Drafting instructions for appointment orders;
- Issues respecting appointment orders when the person has already started working;
- The Salary Range Regulation;
- Any questions you may have about appointment orders.

If you could please let me know for whom it would be relevant to attend this meeting (including if I missed anyone on this email) I will ask my assistant to set up a 1-hour meeting.

Cheers, Stephanie

Stephanie Weinhold | Legislative Counsel | Ministry of Attorney General
Phone 250-356-5750 | Fax 250-356-5758

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