

Parte, Maura PREM:EX

From: Gabriel, Anthony J PSA:EX
Sent: March 29, 2019 12:43 PM
To: Parte, Maura PSA:EX
Subject: RE: Ministers' Offices Staff Complement

Hi Maura,

This is for an intergovernmental Job/Salary comparison on Minister Staff for the Province of Alberta. Thanks again for providing the info and clarifying. I should be able to complete the survey with the info you provided. I'm new to the branch and was not aware of the working group. I will check in with my branch if they participated in that survey for additional info.

Thanks

Anthony Gabriel, Compensation Analyst
Total Compensation | BC Public Service Agency
First Floor, 810 Blanshard St. | Victoria, BC | V8W 2H3 | Office (778) 698-2597
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

From: Parte, Maura PSA:EX
Sent: March 29, 2019 12:11 PM
To: Gabriel, Anthony J PSA:EX <Anthony.Gabriel@gov.bc.ca>
Subject: Re: Ministers' Offices Staff Complement

Hi Tony - we only have 5 roles in Ministers' Offices. There are no chiefs of staff or stakeholder relations managers in MOs. There is one Chief of Staff in the Office of the Premier. BC political offices are much smaller than political offices in other provinces, certainly much smaller than AB and ON.

Do you mind me asking what this is for?

I filled out a similar survey last fall for an intergovernmental relations working group.

Maura

From: Gabriel, Anthony J PSA:EX
Sent: March-29-19 12:05 PM
To: Parte, Maura PSA:EX
Subject: RE: Ministers' Offices Staff Complement

Hi Maura,

This is really great. Thanks.

Do you have Job descriptions and salaries for Minister's Chief of Staff and Stakeholder relations manager. Plus (if at all) one position that coordinates with the government house leader and to work with Cabinet staff and Legislative counsel to assist in drafting bills?

The documentation you provided was excellent and has helped me to fill half the survey.

Thanks
Tony

From: Parte, Maura PSA:EX
Sent: March 28, 2019 2:14 PM
To: Gabriel, Anthony J PSA:EX <Anthony.Gabriel@gov.bc.ca>
Subject: Ministers' Offices Staff Complement

Hi Tony, why don't we start with this and you can let me know whether more detail is needed.
I have time in my calendar tomorrow and Monday. Thanks, Maura

A typical Minister's Office has five staff: three political staff and two administrative staff. Some offices may have an additional staff person where the Minister has an additional role such as House Leader or Deputy Premier. Some offices may also have two Senior Ministerial Assistants and one Executive Assistant, and no Ministerial Assistant. Two Minister's Offices provide support for Ministers of State and as such have two additional political staff and one additional administrative staff person attached to the Minister of State roles.

There are typically three political staff roles: Senior Ministerial Assistant, Ministerial Assistant and Executive Assistant and two administrative staff roles: Administrative Coordinator and Administrative Assistant.

Senior Ministerial Assistant

The senior political staff person in a Minister's office is the Senior Ministerial Assistant. Generally speaking, the Senior Ministerial Assistant has overall responsibility for the management of the Minister's Office including human resources leadership, issues management, policy analysis and budget. The Senior Ministerial Assistant also provides strategic advice to the Minister.

Band 3 \$72,000-\$100,000 Salary Range Regulation 152/2017

Ministerial Assistant

The Ministerial Assistant is a senior advisor and provides political, policy and communications management within the office and ensures that the overall priorities, direction and objectives established by the Premier and Cabinet are supported.

Band 2 \$62,000-\$86,000 Salary Range Regulation 152/2017

Executive Assistant

The Executive Assistant supports the Minister in both portfolio and political roles. The EA also provides advice and assistance to the Minister with outreach and ensures follow-up from meetings with constituents,

stakeholders and governmental partners.

Band 1 \$52,000-\$74,000 Salary Range Regulation 152/2017

Administrative Coordinator

The Administrative Coordinator ensures the efficient operation of the Minister's Office and supervises the support staff. A major component of their work is managing the Minister's itinerary in consultation with the Senior Ministerial Assistant.

\$55,996.76-\$59,823.55 Administrative Coordinator Salary Range, Salary Range Regulation 152/2017

Administrative Assistant

The Administrative Assistant (support staff) under the supervision of the AC, provides a variety of clerical and administrative support to the political staff. The Administrative Assistant serves as the frontline for the Minister's Office.

Clerk 9 BCGEU Salary Schedule

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From: Gabriel, Anthony J PSA:EX
Sent: March 28, 2019 3:22 PM
To: Parte, Maura PSA:EX
Subject: RE: Ministers' Offices Staff Complement

Thank you! I will review and get back to you tomorrow.

Tony

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From: Gabriel, Anthony J PSA:EX
Sent: March 28, 2019 1:33 PM
To: Parte, Maura PSA:EX
Subject: RE: Intergovernmental Job/Salary comparison on Minister Staff for Alberta

Hi Maura,

Just following up on this. Are you able to advise when you can provide the information?

Thanks
Tony

From: Gabriel, Anthony J PSA:EX
Sent: March 25, 2019 11:50 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Intergovernmental Job/Salary comparison on Minister Staff for Alberta

Hi Maura,

I'm completing an intergovernmental Job/Salary comparison on Minister Staff for the Province of Alberta. Please provide Job descriptions/responsibilities, an organizational chart, and position classification/salaries for BC Minister Staff. Sensitive/identifying information will be removed and not sent.

For reference the Alberta jobs are:
Minister's Chief of Staff
Special Advisor (Minister's Office)
Minister's Press Secretary
Stakeholder Relations Manager
Ministerial Assistant
Director of House Business
Administrative Assistant (Minister's Office)
Scheduling Assistant (Minister's Office)
ARTS (Action Requests) Coordinator (Minister's Office)

I will do the analysis to pair BC jobs to Alberta.

I would like to have the information by Wednesday. Contact me if you have any questions. I will follow up on Thursday.

Thanks
Anthony Gabriel, Compensation Analyst
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Where ideas work

Parte, Maura PREM:EX

From: Thomson, Drew PSA:EX
Sent: March 18, 2019 4:55 PM
To: Parte, Maura PSA:EX
Subject: RE: Pacific Leaders Eligibility - OICs

Tell me more about that and I'll endeavour to fix it more formally before I leave.

From: Parte, Maura PSA:EX
Sent: March 18, 2019 4:45 PM
To: Thomson, Drew PSA:EX <Drew.Thomson@gov.bc.ca>
Subject: RE: Pacific Leaders Eligibility - OICs

Yes, thank you. Going forward, I may have to deal with employees who were denied when they should have been eligible. I know of at least one person on that category.

From: Thomson, Drew PSA:EX
Sent: March 18, 2019 4:42 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: RE: Pacific Leaders Eligibility - OICs

Maura – There was a time when OICs were not considered eligible but that has been clarified on the eligibility list that all PL programs use now so were that individual to apply now, they should not get that answer. However, I also follow up to ensure that is not an on-going misconception.

Does that all work? Thank you. Drew

From: Parte, Maura PSA:EX
Sent: March 18, 2019 4:14 PM
To: Thomson, Drew PSA:EX <Drew.Thomson@gov.bc.ca>
Subject: RE: Pacific Leaders Eligibility

Hi Drew,

I have only had communication directly with the employee, not the program staff.
s.22

I am now learning other staff have been told the same when they have inquired.

s.22

Thank you,
Maura

From: Thomson, Drew PSA:EX
Sent: March 18, 2019 4:04 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: RE: Pacific Leaders Eligibility

Hi Maura – I can assist because it doesn't sound like the program staff have assessed this correctly.

Can you give me her name and/or the communication you had with the program folks?

Thank you. Drew

From: Parte, Maura PSA:EX
Sent: March 18, 2019 3:55 PM
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The employee I am inquiring about would be in a Administrative Coordinator role which is not a political staff role as defined by the Standards of Conduct for Political Staff. She has been told by program staff that she is ineligible because she would be an OIC appointee in a Minister's Office.

I have offered this person a role and it is being declined on this basis so I am hoping to get an answer soon.

Can you please assist or point me in the right direction?

Thank you,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1
Office: [778-698-9278](tel:778-698-9278) | Cell: [250.213.6377](tel:250.213.6377)



Where ideas work

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Where ideas work

Parte, Maura PREM:EX

From: Pacific Leaders Co-op Tuition Grants PSA:EX
Sent: March 18, 2019 3:45 PM
To: Parte, Maura PSA:EX
Subject: Pacific Leaders

Hi Maura

This is what I have on hand in terms of eligible and ineligible organizations for Pacific Leaders an Ministers Office Staff. This information is from November 6, 2017, so there may have been some updates to it.

Eligible:

Organization	Minstry or Org Designation	Details - All Staff, Unless Otherwise Specified
Minister's Office Staff	Office of the Premier	All Minister's Office and Office of the Premier staff are OIC appointees. All OIC appointee are eligible for Pacific Leaders except for political staff as defined in the Standards of Conduct for Political Staff and listed in Schedule A: Executive Assistant to a Minister, Ministerial Assistant and Ministerial Chief of Staff

Ineligible:

Organization	Details
Minister's Office Staff - Political staff	All Minister's Office and Office of the Premier staff are OIC appointees. All OIC appointee are eligible for Pacific Leaders except for political staff as defined in the Standards of Conduct for Political Staff and listed in Schedule A: Executive Assistant to a Minister, Ministerial Assistant and Ministerial Chief of Staff http://www.bclaws.ca/civix/document/id/complete/statreg/67_2014

Drew Thomson or Leanna Hill may have more information about these programs.

Shawn Slavin, Director
Employment Initiatives | BC Public Service Agency
810 Blanshard St. | Victoria BC | V8V 3E6 | Cell 604-329-0523
[AskMyHR](#) | 250-952-6000 | Toll Free 1-877-277-0772



Where ideas work

Parte, Maura PREM:EX

From: Hockin, Amber PREM:EX
Sent: March 18, 2019 1:30 PM
To: LP Senior Ministerial Assistants; LP Ministerial Assistants; LP PREM Directors
Cc: Parte, Maura PSA:EX; Loubert, Danny PREM:EX
Subject: Giving and Receiving Feedback Workshop

To: All Political Staff

Training is being offered to all staff on *Giving and Receiving Feedback*, with two sessions scheduled for April.

This workshop is designed to give you an understanding of the importance of feedback and the practical tools to do it. It is a 3-hour session with curriculum designed especially for giving feedback to senior leaders and others you want to build effective working relationships with, including your supervisor, colleagues, and external stakeholders. The workshop will be led by Public Service Agency facilitators who specialize in coaching and performance.

Giving and Receiving Feedback Workshop

Tuesday, April 16

1:00PM-4:00PM

Location in Victoria to be confirmed

Wednesday, April 17

9:30AM-12:30PM

Location in Victoria to be confirmed

You can register by sending an email to Danny.Loubert@gov.bc.ca – please make sure to indicate which session you plan to attend. Registration for each session is limited to 20. Depending on interest we can add sessions in the future. Also note that these sessions are open to Senior MAs, MAs, and senior staff in the Premier's Office. EAs will have a session attached to their upcoming training days. If for some reason you need to cancel please give advance notice so we can offer the space to someone who may be on a waitlist.

Thank you,

Amber Hockin
Deputy Chief of Staff
West Annex, Office of the Premier
Cell#778-584-0867

Parte, Maura PREM:EX

From: Natasha Tony^{s.22}
Sent: March 14, 2019 5:20 PM
To: Parte, Maura PSA:EX; Geary, Vanessa PREM:EX
Subject: draft word doc. of BIO recommendations
Attachments: Draft of Recommendations.docx

Hello,

Thanks for today, here is a draft document in word.

Best,

Natasha Tony

Parte, Maura PREM:EX

From: Natasha Tony s.22
Sent: March 13, 2019 8:47 PM
To: Geary, Vanessa PREM:EX; Parte, Maura PSA:EX
Subject: Draft Recommendations for Lunch Meeting March 14, 2019
Attachments: Draft Recommendations for discussion purposes only March 14.pdf

Hello there,

May I request to have this document printed for our lunch sessions tomorrow – will need enough copies for everyone in attendance, including myself.

We can use for discussion purposes and will assist me in compiling feedback for the final report.

Thank you,

Natasha Tony

Parte, Maura PREM:EX

From: Hockin, Amber PREM:EX
Sent: March 5, 2019 4:21 PM
To: LP Senior Ministerial Assistants; LP Ministerial Assistants
Cc: Loubert, Danny PREM:EX; Geary, Vanessa PREM:EX; Parte, Maura PSA:EX
Subject: Inclusive Workshop Training for MA's - Tuesday March 12th, 2019

Over the last few months, we have run a series of Inclusive Workplace Training sessions for political staff. Thank you to all of you who have participated so far, the feedback has been positive.

The sessions are run by Natasha Tony who is highly respected and well known for her work on equity and inclusion in the labour movement and with civil society groups. The goal of these sessions is enhance our collective capacity to build an inclusive workplace.

The next session is scheduled for Tuesday, March 12 from 10:00-4:00PM in the ^{s.15}

^{s.15} I recognize and apologize for the short notice, but I hope you will make an effort to arrange with other staff in your office so you can participate.

To register for the session, please send an email to Danny Loubert at Danny.Loubert@gov.bc.ca, indicating in the Subject line: Tuesday workshop.

If you have any questions, please contact Maura at Maura.Parte@gov.bc.ca.

Thanks Amber

Amber Hockin
Deputy Chief of Staff
West Annex, Office of the Premier
Cell#778-584-0867

Parte, Maura PREM:EX

From: Hockin, Amber PREM:EX
Sent: March 5, 2019 3:44 PM
To: LP PO Executive Office; LP PREM Directors; Farmer, Susan PREM:EX
Cc: Loubert, Danny PREM:EX; Geary, Vanessa PREM:EX; Parte, Maura PSA:EX
Subject: Inclusive workplace training for PO - Thursday March 14th

Over the last few months, we have run a series of Inclusive Workplace Training sessions for political staff. The sessions are run by Natasha Tony who is highly respected and well known for her work on equity and inclusion in the labour movement and with civil society groups. The goal of these sessions is enhance our collective capacity to build an inclusive workplace. Some of you participated in one of these sessions, and the feedback has been very positive.

Natasha will be holding a session tailored to the PO next Thursday, March 14 from 9:00am to noon in the s.15.

I recognize and apologize for the short notice, but It is expected that most of us will be able to participate (if you haven't already).

Please be in touch with Danny by end of day tomorrow (Wed. March 6th) to confirm your attendance.

If you have any questions, please give Vanessa a call.

Thanks Amber

Amber Hockin
Deputy Chief of Staff
West Annex, Office of the Premier
Cell#778-584-0867

Parte, Maura PREM:EX

From: Loenen, Jeff M AG:EX
Sent: March 5, 2019 10:54 AM
To: Parte, Maura PSA:EX
Cc: Alexander, Catherine AG:EX
Subject: FW: PSA Orders Request
Attachments: s.22

Hi Maura.

In light of the length of the term appointment as senior MA, I recommend rescinding the earlier appointment as MA. The order will be prepared accordingly.

Before the expiry of the appointment of s.22 as a senior MA, a new appointing OIC will be required if s.22 is to continue as a MA or senior MA.

Jeff Loenen | Legislative Counsel | Ministry of Attorney General
Phone 250-356-5595

This communication (both the message and any attachments) is confidential and is protected by solicitor-client privilege. It is intended only for the use of the person or persons to whom it is addressed. Any distribution, copying or other use by anyone else is strictly prohibited. If you have received this communication in error, please destroy the email message and any attachments immediately and notify me by telephone or by email.

From: Parte, Maura PSA:EX
Sent: Monday, March 4, 2019 11:14 AM
To: AG LSB OIC Requests, AG:EX <OIC_Requests@gov.bc.ca>
Subject: Order Request

Hi Catherine,

Please see attached orders for:

s.22

Note that s.22

He is acting in the Senior MA role in a term limited appointment until November 30, 2019 so I did not request for his current OIC to be rescinded.

Please let me know if there is different advice.

Thank you,
Maura

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From: Parte, Maura PSA:EX
Sent: March 29, 2019 12:56 PM
To: Parte, Maura PSA:EX
Subject: s.22 - TA letter Mar 2019.pdf
Attachments: - TA letter Mar 2019.pdf; ATT00001.txt

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Band 3 \$72,000-\$100,000 Salary Range Regulation 152/2017

Ministerial Assistant

The Ministerial Assistant is a senior advisor and provides political, policy and communications management within the office and ensures that the overall priorities, direction and objectives established by the Premier and Cabinet are supported.

Band 2 \$62,000-\$86,000 Salary Range Regulation 152/2017

Executive Assistant

The Executive Assistant supports the Minister in both portfolio and political roles. The EA also provides advice and assistance to the Minister with outreach and ensures follow-up from meetings with constituents, stakeholders and governmental partners.

Band 1 \$52,000-\$74,000 Salary Range Regulation 152/2017

Administrative Coordinator

The Administrative Coordinator ensures the efficient operation of the Minister's Office and supervises the support staff. A major component of their work is managing the Minister's itinerary in consultation with the Senior Ministerial Assistant.

\$55,996.76-\$59,823.55 Administrative Coordinator Salary Range, Salary Range Regulation 152/2017

Administrative Assistant

The Administrative Assistant (support staff) under the supervision of the AC, provides a variety of clerical and administrative support to the political staff. The Administrative Assistant serves as the frontline for the Minister's Office.

Clerk 9 BCGEU Salary Schedule

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 29, 2019 11:30 AM
To: Maartman, William PSSG:EX
Cc: Godfrey, Sam AGRI:EX; Smith, Jessica C AGRI:EX; Snoddon, Michael AEST:EX; Sanderson, Melissa EMPR:EX
Subject: Briefing for New Staff

Hi Will,

We have new employees starting this week and early next week.

I am hoping you can set up a time next week for a Parliamentary Procedure briefing with the following employees:

s.22

Thank you,
Maura

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 28, 2019 2:14 PM
To: Gabriel, Anthony J PSA:EX
Subject: Ministers' Offices Staff Complement
Attachments: Administrative Assistant Job Profile Clerk 9 January 2019.docx; Administrative Coordinator Job Profile Minister's Office Feb 2019.docx; Job Profile Executive Assistant Feb 2019.docx; Job Profile Ministerial Assistant Feb 2019.docx; Job Profile Senior Ministerial Assistant Feb 2019.docx

Hi Tony, why don't we start with this and you can let me know whether more detail is needed. I have time in my calendar tomorrow and Monday. Thanks, Maura

A typical Minister's Office has five staff: three political staff and two administrative staff. Some offices may have an additional staff person where the Minister has an additional role such as House Leader or Deputy Premier. Some offices may also have two Senior Ministerial Assistants and one Executive Assistant, and no Ministerial Assistant. Two Minister's Offices provide support for Ministers of State and as such have two additional political staff and one additional administrative staff person attached to the Minister of State roles. There are typically three political staff roles: Senior Ministerial Assistant, Ministerial Assistant and Executive Assistant and two administrative staff roles: Administrative Coordinator and Administrative Assistant.

Senior Ministerial Assistant

The senior political staff person in a Minister's office is the Senior Ministerial Assistant. Generally speaking, the Senior Ministerial Assistant has overall responsibility for the management of the Minister's Office including human resources leadership, issues management, policy analysis and budget. The Senior Ministerial Assistant also provides strategic advice to the Minister.

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Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 28, 2019 2:11 PM
To: Anthony.Gabriel@gov.bcca
Subject: Ministers' Offices Staff Complement
Attachments: Administrative Assistant Job Profile Clerk 9 January 2019.docx; Administrative Coordinator Job Profile Minister's Office Feb 2019.docx; Job Profile Executive Assistant Feb 2019.docx; Job Profile Ministerial Assistant Feb 2019.docx; Job Profile Senior Ministerial Assistant Feb 2019.docx

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Administrative Assistant

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Clerk 9 BCGEU Salary Schedule

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 28, 2019 1:37 PM
To: Parte, Maura PSA:EX
Subject: Re: Below Minimum of Band

Hi Shelley,

I am just following up to see whether there are any corrections as you were reviewing the spreadsheet and said there may be a couple? We are working on the letters. A couple of staff have reached out to Dawn-Lynn asking if they will be moved to band minimum and she has advised that you and I are working on it.

Thanks,
Maura

From: Parte, Maura PSA:EX
Sent: March-25-19 10:37 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Below Minimum of Band

Hi Shelley – yes, will do, by the end of this week.
Please let us know of any corrections.
Thank you

From: Canitz, Shelley L PREM:EX
Sent: March 25, 2019 10:25 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: RE: Below Minimum of Band

Maura – thank you – would you please prepare letters for^{s.22}

There are some errors on that chart that we are in the process of correcting – could you have Christine sign^{s.22} letter and Don or Christine^{s.22}?

From: Parte, Maura PSA:EX
Sent: Monday, March 25, 2019 10:10 AM
To: Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>
Subject: FW: Below Minimum of Band

Good morning Shelley, attached is a list of employees in your office and their current band and salary levels. There are seven employees who will be below their band minimum effective April 14. The rules from the Management Compensation and Classification Framework are provided below. Please note that all employees are within 5% of the band minimum so the full increase can take effect on April 14. To action we will need to draft a letter for each employee.
Thank you,
Maura

2.3.1. Paid Under Management Salary Band

As per guidelines established by Government through the Public Sector Employers' Council Secretariat, employees who are placed in a band where the minimum of the range is higher than their current salary will receive incremental increases of 5% of their salary every 6 months in order to bring them to the minimum salary rate of the band.

Example 1: An employee's position is currently Business Leadership with a salary of \$82,000. The position has been placed into Band 4 which has a minimum salary of \$86,000. Effective January 2, 2017,

the salary will increase by \$4,000 to reach \$86,000 (difference of \$86,000 - \$82,000 = \$4,000 which is less than 5% x \$82,000 = \$4,100).

Example 2: An employee's position is currently Applied Leadership with a salary of \$58,000. The position has been placed into Band 2 which has a minimum salary of \$62,000. Effective January 2, 2017, the salary will increase by \$2,900 to reach \$60,900 (5% x \$58,000 = \$2,900 which is less than the difference of \$62,000 - \$58,000 = \$4,000). In 6 months, the salary will increase by \$1,100 to reach \$62,000 (\$62,000 - \$60,900 = \$1,100 which is less than 5% x \$60,900 = \$3,045).

From: Phillips, Dawn-Lynn PSA:EX

Sent: March 22, 2019 2:56 PM

To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>

Subject: Below Minimum of Band

Hi Maura – I hope this works for you. Please let me know if there are other folks you need me to look at. Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor

Executive Talent Management

Deputy Minister's Office | BC Public Service Agency

Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 28, 2019 1:34 PM
To: Gabriel, Anthony J PSA:EX
Subject: Re: Intergovernmental Job/Salary comparison on Minister Staff for Alberta

Hi Anthony, do you have a deadline in mind? That wasn't clear to me. Thanks

From: Gabriel, Anthony J PSA:EX
Sent: March-28-19 1:33 PM
To: Parte, Maura PSA:EX
Subject: RE: Intergovernmental Job/Salary comparison on Minister Staff for Alberta

Hi Maura,

Just following up on this. Are you able to advise when you can provide the information?

Thanks
Tony

From: Gabriel, Anthony J PSA:EX
Sent: March 25, 2019 11:50 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Intergovernmental Job/Salary comparison on Minister Staff for Alberta

Hi Maura,

I'm completing an intergovernmental Job/Salary comparison on Minister Staff for the Province of Alberta. Please provide Job descriptions/responsibilities, an organizational chart, and position classification/salaries for BC Minister Staff. Sensitive/identifying information will be removed and not sent.

For reference the Alberta jobs are:

- Minister's Chief of Staff
- Special Advisor (Minister's Office)
- Minister's Press Secretary
- Stakeholder Relations Manager
- Ministerial Assistant
- Director of House Business
- Administrative Assistant (Minister's Office)
- Scheduling Assistant (Minister's Office)
- ARTS (Action Requests) Coordinator (Minister's Office)

I will do the analysis to pair BC jobs to Alberta.

I would like to have the information by Wednesday. Contact me if you have any questions. I will follow up on Thursday.

Thanks
Anthony Gabriel, Compensation Analyst
Total Compensation | BC Public Service Agency

First Floor, 810 Blanshard St. | Victoria, BC | V8W 2H3 | Office (778) 698-2597

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

Phone: 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 28, 2019 12:11 PM
To: Sanderson, Melissa EMPR:EX
Subject: Onboarding^{s.22}
Attachments: OnBoarding Orientation and Training.docx; Template Division of Duties Nov 2017 (3).docx

Hi Melissa,

With^{s.22} I wanted to make sure you have reviewed the attached documents.
We will coordinate the records management training, Oath, and parliamentary procedures, an email will follow to Andrew next week.
Danny Loubert in the Premier's Office will send onboarding documents and Employee ID and IDIR instructions on Monday.
Amber H has asked that the division of responsibilities chart be sent to her, understanding it may take a couple of weeks for^{s.22} and you to work that out.

Please call if you want to discuss.

Thank you,
Maura

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 26, 2019 5:21 PM
To: Hockin, Amber PREM:EX
Cc: Wade, Debbie PREM:EX
Subject: RE: Package for Senior MA Review

Hi Amber, for that part of the process I had envisioned Minister's being interview rather than filling out the form independently but let's nail that down so we use the same process for Senior MAs evaluating employees. That may be too cumbersome for your time but may work when Senior MAs do it?

From: Hockin, Amber PREM:EX
Sent: March 26, 2019 5:02 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Package for Senior MA Review

No worries and thanks. I haven't started yet. Still getting process down. The only process piece I see a need for is a cover letter / email to the Minister with the evaluation form with instruction on how to return it to me/ SMA. For my part of can work with Debbie to have a process for sending it out and tracking return.

Amber Hockin
Deputy Chief of Staff
7785840867
Amber.hockin@gov.bc.ca
Sent from my iPhone

On Mar 26, 2019, at 4:40 PM, Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca> wrote:

Hi Amber, I was away from the office at EA training so my apologies if you didn't have this in hand for your first meeting. Attached is the package for meeting with Seniors MAs, including:

- Senior MA Job Profile
- Employee Self-Assessment (sent to them yesterday)
- Ministerial Input Guide
- Employee Performance Review Guide – Senior MA

Maura

<Employee Performance Review Guide 2019 SENIOR MA.pdf>
<Employee Self-Assessment Guide 2019.pdf>
<Job Profile Senior Ministerial Assistant Feb 2019.docx>
<Minister Input Guide 2019 .pdf>

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 26, 2019 5:10 PM
To: Wade, Debbie PREM:EX; Hockin, Amber PREM:EX
Subject: RE: Package for Senior MA Review

Hi Debbie, this is a different package as Senior MAs have different job competencies as MAs and EAs. There have been other changes made so please use this package. Thanks

From: Wade, Debbie PREM:EX
Sent: March 26, 2019 5:02 PM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: FW: Package for Senior MA Review

Hi Amber;

This looks like the same package that I gave you earlier. However if you'd like me to print this out, just let me know!
Thanks! 😊

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Parte, Maura PSA:EX
Sent: Tuesday, March 26, 2019 4:41 PM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Package for Senior MA Review

Hi Amber, I was away from the office at EA training so my apologies if you didn't have this in hand for your first meeting. Attached is the package for meeting with Seniors MAs, including:

- Senior MA Job Profile
- Employee Self-Assessment (sent to them yesterday)
- Ministerial Input Guide
- Employee Performance Review Guide – Senior MA

Maura

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 26, 2019 4:24 PM
To: LP Executive Assistants
Subject: Job Profile and Assessment Document
Attachments: Job Profile Executive Assistant Feb 2019.docx; Employee Self-Assessment Guide 2019.pdf

Hello – please see attached documents. Thank you, Maura

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 26, 2019 2:20 PM
To: LP Executive Assistants
Subject: Employee Support
Attachments: healthyworkplaceresourcessheetjan2019.pdf

Hello All, please see attached and note the workshop being offered here.

On June 12th 9:30-11:00, we will be offering a Lync-based presentation called ***Health & Well-being: Resources for Healthy Living***. This workshop reviews many of the resources featured on the attached sheet.

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 26, 2019 12:33 PM
To: Hockin, Amber PREM:EX
Cc: Wade, Debbie PREM:EX
Subject: Staff Movement

Hi Amber, current staff movement as of today, please advise if anything is incorrect. Thank you

s.22

to Deputy Director, Communications,^{s.22} Band 4 \$110,000 (in addition to existing Deputy role, there will be two)

s.22

MA, \$80,000^{s.22}

s.22

– moving to the Board Resource and Development Office in FIN,^{s.22}

s.22

s.22

s.22

to new role of Director, Executive Operations and Scheduling^{s.22} Band 5 \$110,000 (formerly^{s.22}

s.22

s.22

s.22

EA, \$66,300 (s.22)
MA, \$80,000^{s.22}

s.22

Senior MA, \$94,500^{s.22}

s.22

MA, \$80,000 s.22

s.22

MA, \$80,000^{s.22}

s.22

s.22

s.22

to Director, Strategic Outreach and Stakeholder Relations, ^{s.22} Band 5 \$110,000 (new position and ^{s.22}

s.22)

Other:

s.22

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 25, 2019 2:05 PM
To: Hockin, Amber PREM:EX
Subject: Revised Assessment Package - DRAFT
Attachments: Employee Performance Review Guide Checklist 20190.docx; Minister Input Guide 2019 .docx

Hi Amber,

Attached are two additional draft documents to support the employee performance review process.

- 1) Minister Input Form
- 2) Employee Performance Review Checklist – please see highlighted areas for specific feedback needed.

I will get these additional documents to Senior MAs once they are signed off.

Thank you,
Maura

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 25, 2019 1:28 PM
To: Hockin, Amber PREM:EX
Subject: Overview of Staff Assignments
Attachments: Overview of Staff Assignments.docx

Hi Amber, please see attached draft for your review. Thank you, Maura

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 25, 2019 10:36 AM
To: Geary, Vanessa PREM:EX; Hockin, Amber PREM:EX
Subject: Scheduling Support

Hi Amber and Vanessa,

I'm wondering if you discussed moving on hiring the scheduling position.
I'm aware we need to move quickly to fill this position so s.22
The position would report to the Director, Executive Operations and Scheduling.

The options we have discussed are:

Scheduling Officer – AO18

- Same position as currently occupied by s.22
- s.22 is also in an AO18 position at the s.22
- Salary Band: \$53,856.66-\$61,096.97 with a 5 step grid

Executive Scheduling Coordinator

- Similar to Executive Coordinator roles currently filled by s.22
- Management level position Salary Band 1 \$52,000-\$74,000 (same as Executive Assistants and Executive Coordinator roles in PO, including EC roles in DMO)
- For context, administrative coordinators in Minister's Offices have a maximum salary of approx. \$60,000
- If management level would not supervise but could lead the work of the other AO18 Scheduling Officer s.22)

The Executive Scheduling Coordinator role would attract more senior candidates. We can post on the public service website or we could try to recruit from among existing administrative roles. The latter may give some flexibility to change the position depending on the individual's experience.

Please let me know if you want to discuss further.

Thanks,
Maura

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 22, 2019 9:57 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Salary Band Changes

Hi DL, with salary bands changing I've been asked to check whether any employees in the OOP are affected by this. For example I believe s.22 once the change takes effect April 14. Not urgent for today but would like to have for Monday if possible. Thanks and have a good weekend, Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 20, 2019 4:51 PM
To: Hockin, Amber PREM:EX; Wade, Debbie PREM:EX
Subject: Employee Performance Review
Attachments: Employee Self-Assessment Guide 2019.pdf

Hi Amber, please see below a draft for your consideration, to Senior MAs re: performance reviews and employee self assessment.

Thanks, Maura

To: Senior Ministerial Assistants

In the next few weeks I will be meeting with each of you regarding your performance review. A key part of this process is the employee self assessment which allows you to give input into your review and let me know how you think we can best support your ongoing learning and development.

I will be reviewing your self assessment prior to meeting with you and as such one-to-one meetings will only be scheduled after you have completed the attached Employee Self Assessment Guide.

Once it is completed please send to me directly and then Debbie Wade will reach out to schedule a meeting. We are hoping to have the reviews completed by May 30 so I would encourage you to get the assessment back soon so we can schedule over a couple of months.

Also, if you couldn't attend the briefing on the assessment process or need any documents please contact Maura Parte.

Thank you and I look forward to meeting with you.

Amber Hockin

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 19, 2019 5:07 PM
To: Hockin, Amber PREM:EX; Geary, Vanessa PREM:EX
Subject: Job Profiles Update
Attachments: Job Profile Outreach Director March 2019 DRAFT .docx; Job Profile Manager Exec Operations and Scheduling Feb 2019 DRAFT.docx

Hi Amber and Vanessa,

Attached is the latest draft of the job descriptions for the Director of Outreach and Manager of Executive Operations and Scheduling. We view these two roles working closely together so aim to get it right in terms of who is taking the lead on particular aspects of their roles, for example tour planning.

Amber and I also discussed today the possibility of adding the position of Executive Scheduling Coordinator to report to A Nash, instead of an additional Scheduling Officer. This would be a Management Band 1 (\$52,000-\$74,000) position instead of an AO18 position (\$53,856-\$61,096) similar to the current Executive Coordinator role.

All of the communications team job descriptions are with Sage at the moment for final review.

Vanessa: I am available Wednesday, preferably in the am, to review if you are able.

Thanks, Maura

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 18, 2019 5:21 PM
To: Hockin, Amber PREM:EX
Subject: Update

Hi Amber,

Below is where I have things at today.

Also:

- s.22 order has been requested and will be processed this week
- s.22 order has not been requested yet as it requires an amendment to the Salary Range Regulation and I have been waiting to see if other new positions are being created that will require an amendment. You have until mid next week to decide on this if you want to amend Regulation to add all new positions at once. I'm hoping we can discuss this when we meet tomorrow.
- s.22 Depending on his position we will have to amend the Salary Range Regulation. If the title changes from Director, Stakeholder Relations there will need to be a change.
- s.22 has not been announced yet but s.22 so you can opt to wait until closer to that date.
- s.22 again you can wait until next week to process that order.
- s.22 I am wondering if this has been communicated to them yet, and if not, if I can assist?
- On deck:
- I have possible changes for s.22 and s.22
- I have asked D Harder whether the AG budget can accommodate \$80K salary and am waiting to hear back.
- s.22 possibility for MOTI

Thank you,
Maura

s.22
to Deputy Director, Communications, s.22, Band 4 \$110,000 (in addition to existing Deputy role, there will be two)

s.22
; – moving to the Board Resource and Development Office in FIN, s.22

s.22
s.22 MA, \$80,000 s.22
s.22 to new role of Manager, Executive Operations and Scheduling, s.22, Band 4 \$100,000 s.22
s.22

s.22 EA, \$65,000 s.22
s.22

s.22

s.22

Senior MA, \$94,500^{s.22}
EA, \$80,000^{s.22}

s.22

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 18, 2019 3:55 PM
To: Thomson, Drew PSA:EX
Subject: Pacific Leaders Eligibility

Hi Drew,

I am hoping you can help me with an eligibility question regarding the Pacific Leaders Student Loan Forgiveness Program and the eligibility of employees in Ministers' Offices.

The employee I am inquiring about would be in a Administrative Coordinator role which is not a political staff role as defined by the Standards of Conduct for Political Staff. She has been told by program staff that she is ineligible because she would be an OIC appointee in a Minister's Office.

I have offered this person a role and it is being declined on this basis so I am hoping to get an answer soon.

Can you please assist or point me in the right direction?

Thank you,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1
Office: [778-698-9278](tel:778-698-9278) | Cell: [250.213.6377](tel:250.213.6377)



Where ideas work

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 18, 2019 3:47 PM
To: Pacific Leaders Co-op Tuition Grants PSA:EX
Subject: RE: Pacific Leaders

Thank you

From: Pacific Leaders Co-op Tuition Grants PSA:EX
Sent: March 18, 2019 3:45 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Pacific Leaders

Hi Maura

This is what I have on hand in terms of eligible and ineligible organizations for Pacific Leaders an Ministers Office Staff. This information is from November 6, 2017, so there may have been some updates to it.

Eligible:

Organization	Minstry or Org Designation	Details - All Staff, Unless Otherwise Specified
Minister's Office Staff	Office of the Premier	All Minister's Office and Office of the Premier staff are OIC appointees. All OIC appointee are eligible for Pacific Leaders except for political staff as defined in the Standards of Conduct for Political Staff and listed in Schedule A: Executive Assistant to a Minister, Ministerial Assistant and Ministerial Chief of Staff

Ineligible:

Organization	Details
Minister's Office Staff - Political staff	All Minister's Office and Office of the Premier staff are OIC appointees. All OIC appointee are eligible for Pacific Leaders except for political staff as defined in the Standards of Conduct for Political Staff and listed in Schedule A: Executive Assistant to a Minister, Ministerial Assistant and Ministerial Chief of Staff http://www.bclaws.ca/civix/document/id/complete/statreg/67_2014

Drew Thomson or Leanna Hill may have more information about these programs.

Shawn Slavin, Director
Employment Initiatives | BC Public Service Agency
810 Blanshard St. | Victoria BC | V8V 3E6 | Cell 604-329-0523
[AskMyHR](#) | 250-952-6000 | Toll Free 1-877-277-0772



Where ideas work

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 15, 2019 4:42 PM
To: LP Senior Ministerial Assistants; LP Ministerial Assistants; LP Administrative Coordinators; LP Executive Assistants; LP Support Staff; LP PO Executive Office; LP PO Correspondence Branch
Subject: Reminder: Records Management for Departing or Transferring Employees
Attachments: Departing Employee Guide to Records Management .pdf

Hello, attached is a guide to records management responsibilities for departing employees or employees transferring to another office. Please be aware and review prior to leaving. Thanks all, Maura

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 15, 2019 4:26 PM
To: Hockin, Amber PREM:EX; Wade, Debbie PREM:EX
Subject: Revised notice for Monday

Hi again Amber and Debbie, I have changed the workshop description per Amber's request – please see highlighted section. Thank you

Hi Debbie – can you please send this note from Amber H to LP Senior Ministerial Assistants, LP Ministerial Assistants, LP PREM Directors and copy me, first thing Monday subject to Amber's approval.

Amber – do you want to flag this at the Monday meeting. We heard from staff during the inclusive workplace training that this type of professional development would be helpful.

To: All Political Staff

Training is being offered to all staff on *Giving and Receiving Feedback*, with two sessions scheduled for April.

This workshop is designed to give you an understanding of the importance of feedback and the practical tools to do it. It is a 3-hour session with curriculum designed especially for giving feedback to senior leaders and others you want to build effective working relationships with, including your supervisor, colleagues, and external stakeholders. The workshop will be led by Public Service Agency facilitators who specialize in coaching and performance.

Giving and Receiving Feedback Workshop

Tuesday, April 16

1:00PM-4:00PM

Location in Victoria to be confirmed

Wednesday, April 17

9:30AM-12:30PM

Location in Victoria to be confirmed

You can register by sending an email to Danny.Loubert@gov.bc.ca – please make sure to indicate which session you plan to attend. Registration for each session is limited to 20. Depending on interest we can add sessions in the future. Also note that these sessions are open to Senior MAs, MAs, and senior staff in the Premier's Office. EAs will have a session attached to their upcoming training days. If for some reason you need to cancel please give advance notice so we can offer the space to someone who may be on a waitlist.

Thank you, Amber

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 15, 2019 2:52 PM
To: Hockin, Amber PREM:EX; Wade, Debbie PREM:EX
Subject: Training Notice - for Monday

Hi Debbie – can you please send this note from Amber H to LP Senior Ministerial Assistants, LP Ministerial Assistants, LP PREM Directors and copy me, first thing Monday subject to Amber’s approval.

Amber – do you want to flag this at the Monday meeting. We heard from staff during the inclusive workplace training that this type of professional development would be helpful.

To: All Political Staff

Training is being offered to all staff on *Giving and Receiving Feedback*, with two sessions scheduled for April.

This workshop is designed to give you an understanding of the importance of feedback and the practical tools you can use to give and receive feedback in all of your workplace relationships. The workshop will be led by Public Service Agency facilitators who specialize in coaching and performance.

Giving and Receiving Feedback Workshop

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You can register by sending an email to Danny.Loubert@gov.bc.ca – please make sure to indicate which session you plan to attend. Registration for each session is limited to 20. Depending on interest we can add sessions in the future. Also note that these sessions are open to Senior MAs, MAs, and senior staff in the Premier’s Office. EAs will have a session attached to their upcoming training days. If for some reason you need to cancel please give advance notice so we can offer the space to someone who may be on a waitlist.

Thank you, Amber

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 15, 2019 11:15 AM
To: Hockin, Amber PREM:EX
Subject: Summary of Changes

Hi Amber – this is what I have so far. Thank you

s.22

MA \$73,440 – Letter and OIC done
Senior MA^{s.22} \$94,500 – Letter and OIC done

s.22

s.22

EA, \$65,000^{s.22}

s.22 to Deputy Director, Communications,^{s.22} Band 4 \$110,000 (in addition to existing Deputy role, there will be two)

s.22

– moving to the Board Resource and Development Office in FIN,^{s.22}

s.22

s.22

MA, \$80,000^{s.22}

s.22 to new role of Manager, Executive Operations and Scheduling,^{s.22} Band 4 \$100,000^{s.22}

s.22

s.22 Senior MA, \$94,500^{s.22}

s.22 EA, \$80,000^{s.22}

s.22

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 15, 2019 10:48 AM
To: Lowe, Kimberly PSA:EX
Subject: Workshop Agenda
Attachments: Giving and Receiving Feedback.docx

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 15, 2019 9:26 AM
To: Hockin, Amber PREM:EX; Geary, Vanessa PREM:EX
Subject: Action items from NT meeting

Hi Amber and Vanessa,

Below is a summary of follow-up items from our meeting, please add anything I may have missed.

Thank you

Next Steps on Inclusive Workplace Training:

- MP to work with Jasleen to set a time for BIPOC to be engaged on the recommendations from staff sessions
- Report out to staff will be scheduled after March 25, depending on timing of meeting with BIPOC
- Updated recommendations from NT – received
- MP and VG will develop PPT for the report out by AH
- AH can report out next steps on Monday call – further BIPOC engagement and then report out to whole staff group when everyone is back in Victoria – MP and VG to prepare notes (Monday, March 25 call)

Other Action Items:

- On-going monthly meeting with BIPOC – MP to raise with Jasleen today
- One page overview of hiring practices – MP to draft for review next week
- Staff training priorities, MP to investigate Agency resources:
 - o Giving and Receiving Feedback – scheduled for April 16, 17, notice out today
 - o Conflict resolution
 - o Office Management
 - o Leadership skills
- Onboarding meeting with CoS with new employees – AH and VG to determine whether feasible
- Spring gathering of staff – AH and VG
- Inclusive workplace training June session – VG
- On-going efforts to engage staff in training and information sharing – All

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 11, 2019 11:34 AM
To: LP Senior Ministerial Assistants; LP Administrative Coordinators
Cc: Loubert, Danny PREM:EX; Wade, Debbie PREM:EX
Subject: Tomorrow's Workshop - space still open

Hi All – we still have space available in tomorrow's Inclusive Workplace Training workshop tomorrow, please see details below.

If you have any staff in your office who may be interested please encourage them to attend, if possible.

Thank you, Maura

A message from Amber Hockin:

Over the last few months, we have run a series of Inclusive Workplace Training sessions for political staff. Thank you to all of you who have participated so far, the feedback has been positive.

The sessions are run by Natasha Tony who is highly respected and well known for her work on equity and inclusion in the labour movement and with civil society groups. The goal of these sessions is enhance our collective capacity to build an inclusive workplace.

The next session is scheduled for Tuesday, March 12 from 10:00-4:00PM in the Government Caucus Room 223. I recognize and apologize for the short notice, but I hope you will make an effort to arrange with other staff in your office so you can participate.

To register for the session, please send an email to Danny Loubert at Danny.Loubert@gov.bc.ca, indicating in the Subject line: Tuesday workshop.

If you have any questions, please contact Maura at Maura.Parte@gov.bc.ca.

Thanks Amber

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1
Office: [778-698-9278](tel:778-698-9278) | Cell: [250.213.6377](tel:250.213.6377)



Where ideas work

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 11, 2019 10:33 AM
To: LP Senior Ministerial Assistants
Cc: Hockin, Amber PREM:EX; Wade, Debbie PREM:EX
Subject: Probationary Assessment Documents
Attachments: Probationary Assessment March 2019 REVISED .docx; Administrative Assistant Job Profile Clerk 9 March 2019.docx; Administrative Coordinator Job Profile Minister's Office Feb 2019.docx; Job Profile Executive Assistant Feb 2019.docx; Job Profile Ministerial Assistant Feb 2019.docx; Job Profile Senior Ministerial Assistant Feb 2019.docx

Hello,

Attached is the probationary review guide for those of you with employees close to 3 months or 5-6 months. Also attached are job profiles for the various positions.

Once the probationary assessment is complete please scan and send back to me.

Final assessment guides for regular employees will be coming shortly, they have been revised since last week based on feedback received from staff.

Please let me know if you have any questions and your feedback is most welcome.

Thank you,
Maura

Maura Parte, Manager, Human Resources
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Office: [778-698-9278](tel:778-698-9278) | Cell: [250.213.6377](tel:250.213.6377)



Where ideas work

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 7, 2019 5:31 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Band Adjustments

Hi Dawn-Lynn, with MCCF salary band adjustments scheduled for April 1 can we please discuss employees who are currently below band minimum? I've been alerted to a couple of instances in the DMO. PO Executive Branch and MOs are not affected as their bands are set out in Salary Range Regulation and have not been adjusted since 2017. When you get a moment tomorrow or Monday. Thank you, Maura

Maura Parte, Manager, Human Resources
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Where ideas work

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 7, 2019 3:19 PM
To: Zorn, Sandy PSA:EX
Subject: RE: MCCF New Salary Ranges effective April 1, 2019

Thank you

From: Zorn, Sandy PSA:EX
Sent: March 7, 2019 3:14 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: MCCF New Salary Ranges effective April 1, 2019

Hi Maura,

Below are the new MCCF salary ranges effective April 1, 2019.

Band	Current MCCF Salary Ranges		MCCF Salary Ranges eff. April 1/19	
	Minimum	Maximum	Minimum	Maximum
1	\$54,000	\$75,400	\$56,000	\$78,200
2	\$63,200	\$87,600	\$65,600	\$90,900
3	\$73,400	\$101,900	\$76,200	\$105,700
4	\$87,600	\$114,100	\$90,900	\$118,400
5	\$101,900	\$127,400	\$105,700	\$132,200
6	\$117,200	\$140,600	\$121,600	\$145,900

Sandy Zorn, Director, Total Compensation

Total Compensation | BC Public Service Agency
1st Floor, 810 Blanshard Street | Victoria BC | V8W 9V1 | Office 778-698-7903
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 7, 2019 2:52 PM
To: Maartman, William PSSG:EX
Cc: Spilker, Robyn FIN:EX; Lawson, Liam FIN:EX; McColl, John-Michael JTT:EX; McNish, James JTT:EX
Subject: Overview of House for New Employees

Hello Will,

We have two new employees starting next week that will need a briefing on Parliamentary Procedures, including an overview of the Legislative Assembly, House Procedures, Bills and Legislation.

s.22

It's not a priority for Week 1 but they should have the briefing prior to the session resuming on Monday, March 25. Their government email should be set up for Monday.

Thanks very much and please let me know if you have any questions.

Maura

Maura Parte, Manager, Human Resources
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Where ideas work

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 5, 2019 3:46 PM
To: Wade, Debbie PREM:EX
Subject: Tuesday workshop - please register

To: Senior MAs, MAs

Over the last few months, we have run a series of Inclusive Workplace Training sessions for political staff. Thank you to all of you who have participated so far, the feedback has been positive.

The sessions are run by Natasha Tony who is highly respected and well known for her work on equity and inclusion in the labour movement and with civil society groups. The goal of these sessions is enhance our collective capacity to build an inclusive workplace.

The next session is schedule for Tuesday, March 12 from 10:00-4:00PM in the^{s.15}

I recognize and apologize for the short notice, but I hope you will make an effort to arrange with other staff in your office so you can participate.

To register for the session, please send an email to Danny Loubert at Danny.Loubert@gov.bc.ca, indicating in the Subject line: Tuesday workshop.

If you have any questions, please contact Maura at Maura.Parte@gov.bc.ca.

Thanks Amber

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 5, 2019 3:35 PM
To: Hockin, Amber PREM:EX; Geary, Vanessa PREM:EX
Cc: Wade, Debbie PREM:EX
Subject: RE: Inclusive Workplace Training - email for PO staff

Hi Amber, we have a similar note to go out to MO staff.
Can I work with Debbie to coordinate that being sent out as well?
Almost identical language to what is below.
Thank you, Maura

From: Hockin, Amber PREM:EX
Sent: March 5, 2019 3:25 PM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Inclusive Workplace Training - email for PO staff

Thanks Vanessa. Do you want us (Debbie) to send the note to staff out?

Amber Hockin
Deputy Chief of Staff
7785840867
Amber.hockin@gov.bc.ca
Sent from my iPhone

On Mar 5, 2019, at 12:10 PM, Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca> wrote:

I spoke to Natasha this morning and confirmed the session for PO staff next Thursday morning. Below is a draft email for Amber to send. I recommend we invite all staff in the PO (including Susan Farmer but excluding rest of Correspondence Branch for size reasons). Danny and Olivia have already done training, so can provide coverage of phones and I can ask Shelley if someone from upstairs could be in office to redirect traffic.

s.22

Thanks VG

Over the last few months, we have run a series of Inclusive Workplace Training sessions for political staff. The sessions are run by Natasha Tony who is highly respected and well known for her work on equity and inclusion in the labour movement and with civil society groups. The goal of these sessions is enhance our collective capacity to build an inclusive workplace. Some of you participated in one of these sessions, and the feedback has been very positive.

Natasha will be holding a session tailored to the PO next Thursday, March 14 from 9:00am to noon in the s.15 .

I recognize and apologize for the short notice, but It is expected that most of us will be able to participate (if you haven't already).

Please be in touch with Danny by end of day tomorrow (Wed. March 6th) to confirm your attendance.

If you have any questions, please give Vanessa a call.

Thanks Amber

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 5, 2019 3:15 PM
To: Hockin, Amber PREM:EX; Wade, Debbie PREM:EX
Subject: Draft for tomorrow morning

To: All Staff

Hi Amber,

The following OICs will be public tomorrow afternoon.

Below is a draft note for consideration.

Thank you,

Maura

To: All Staff

We have more staff changes underway that I want you to be aware of, starting next week.

There are changes happening in Minister Bruce Ralston's office as s.22
s.22 James McNish will take on the role of Senior Ministerial Assistants.22

Krystal Thomson starts as the Ministerial Assistant in Minister Ralston's Office s.22
s.22

s.22 Brady Yano is joining Minister James' Office as Executive Assistant. s.22
s.22

Scott Andrews will be moving to Minister Fleming's Office as a Ministerial Assistant, s.22

Best wishes to s.2 and congratulations to James and Scott on their new roles.

And I know you will join me in making Krystal and Brady feel most welcome.

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 5, 2019 1:24 PM
To: Loenen, Jeff M AG:EX
Cc: Alexander, Catherine AG:EX
Subject: Re: PSA Orders Request

Hi Jeff, understood, thank you.

Maura Parte
BC Public Service Agency
250-213-6377

On Mar 5, 2019, at 10:54 AM, Loenen, Jeff M AG:EX <Jeff.Loenen@gov.bc.ca> wrote:

Hi Maura.

In light of the length of the term appointment as senior MA, I recommend rescinding the earlier appointment as MA. The order will be prepared accordingly.

s.22

Jeff Loenen | Legislative Counsel | Ministry of Attorney General
Phone 250-356-5595

This communication (both the message and any attachments) is confidential and is protected by solicitor-client privilege. It is intended only for the use of the person or persons to whom it is addressed. Any distribution, copying or other use by anyone else is strictly prohibited. If you have received this communication in error, please destroy the email message and any attachments immediately and notify me by telephone or by email.

From: Parte, Maura PSA:EX
Sent: Monday, March 4, 2019 11:14 AM
To: AG LSB OIC Requests, AG:EX <OIC_Requests@gov.bc.ca>
Subject: Order Request

Hi Catherine,

Please see attached orders for:

s.22

Note that James McNish is currently an MA on an OIC that has no end date (397/2018).

s.22

Please let me know if there is different advice.

Thank you,
Maura
s.13; s.22

<397-2018.pdf>

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 4, 2019 5:38 PM
To: Hockin, Amber PREM:EX
Subject: Draft PPT for tomorrow
Attachments: Performance Assessment Slides March 2019 DRAFT.pptx

Hi Amber,

Apologies that this is right up to the deadline but I will be working to complete tonight.

I have attached the draft PPT for tomorrow's Senior MA briefing and then a version will be modified for MA and EA briefings.

Some particular areas to draw your attention to:

- Role of Minister: We discussed their involvement but I'm not sure what that will look like so would like to discuss with you
- Timelines: I hope that these are reasonable given that you will have meetings with 25 Senior MAs

I am working on this tonight and tomorrow am so please feel free to call.

Maura

Maura Parte, Manager, Human Resources
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Where ideas work

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 4, 2019 11:51 AM
To: Hockin, Amber PREM:EX; Geary, Vanessa PREM:EX
Subject: Giving and Receiving Feedback Sessions

Hello Amber and Vanessa,

In addition to the *Building Inclusive Organizations* sessions organized for next week, we have another training session ready to go for employees that we have been working on for a while now, please see workshop plan below. We had initially intended to provide these workshops in January but postponed them until this month.

Giving and Receiving Feedback is a 3-hour session with curriculum designed especially for employees needing to provide feedback to senior leaders and anyone they want to build an effective working relationship with (colleagues, stakeholders, etc.). It is not specifically geared towards supervisors but will assist employees with that role as well. We took elements of the *Fierce Conversations* curriculum and boiled it down to be a 3-hour session instead of a 2-day session. The workshop creators and facilitators are Kimberly Lowe, Lead, Performance Management, and David Christopher, Manager, Coaching Services, both from the PSA Talent Management Division. The sessions are capped at 20 participants.

The proposed roll-out is as follows, we can add more workshops in the future as well:

Monday, March 21, 1-4PM – Open to all political staff

Tuesday, March 22, 9:30-12:30PM – Open to all political staff

Tuesday, March 26, Time TBD – Workshop for EAs (they have an EA meeting prescheduled)

My questions for you are:

Should we invite Premier's Office staff to the already scheduled political staff sessions or would you prefer a separate session?

Also, D Christopher is based in the Lower Mainland and could do a session for VCO staff if that would be helpful.

Again, this is a start, we can review how the sessions go and schedule additional sessions throughout the spring and summer. We will have a formal evaluation form for employees to complete to ensure it is useful and to inform additional training going forward.

Thanks, and please let me know if you have any questions.

Maura

DRAFT workshop plan – *Giving and Receiving Feedback*

Time	Activity	Purpose	Main Facilitator
0-5	Introduction	<ul style="list-style-type: none">Who we areWhy we're here today	Kimberly and David
5-15	Why feedback matters	<ul style="list-style-type: none">What happens when we don't get feedbackWhat is the purpose of feedbackWhat makes feedback useful	Kimberly

15-25	Psychology of feedback	<ul style="list-style-type: none"> • Invisible tennis racket of “yeah but” • Fight, flight or freeze • Brain responds differently to questions 	Kimberly
25-40	Coaching continuum and principles	<ul style="list-style-type: none"> • Directive====coaching • Coaching Principles • Matching style with situation 	David
40-70	Listening	<ul style="list-style-type: none"> • Levels of listening • Impact of levels • Practice – Pairs exercise 	David
Break			
80-100	Questions	<ul style="list-style-type: none"> • What makes a question powerful • How to form and use powerful questions • Workshop – improve questions to make them more powerful 	David
100-160	Feedback model	<ul style="list-style-type: none"> • Using the feedback model • Practice – triad exercise • When to use, when it might be less effective 	David
160-170	Resources	<ul style="list-style-type: none"> • What other supports can you access, and how 	Kimberly
170-180	Wrap up	<ul style="list-style-type: none"> • Debriefing takeaways • Establishing next steps • Tendency to try something, it doesn’t work/feels awkward, how to push through and make the learning stick 	Kimberly and David

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 4, 2019 10:31 AM
To: LP Senior Ministerial Assistants; LP Ministerial Assistants; LP Executive Assistants
Cc: Hockin, Amber PREM:EX; Wade, Debbie PREM:EX
Subject: Briefing on Performance Assessment

Hello All,

Thank you to those you have been able to accept an invitation to a briefing session this week. With some Senior MAs on the LP Ministerial Assistants email list you may have received two invitations so this email will clarify.

The sessions are organized by employee group:

Tuesday – Senior MAs

Wednesday – MAs

Thursday – EAs (as part of their regularly scheduled weekly meeting)

The Senior MA session will deal with their role as both supervisor and employee so it is advised that only Senior MAs attend.

Senior MAs can attend the Wednesday MA session but it will not cover your supervisory role in this process.

We will also be holding sessions with administrative staff in the days to come, in case they are asking.

Thank you and please let me know if you have any questions.

Maura
778-698-9278

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: March 4, 2019 9:49 AM
To: Hockin, Amber PREM:EX
Cc: Wade, Debbie PREM:EX
Subject: Summary of OICs

Hi Amber, this is where we are at right now with Orders being processed and approved.
The highlighted ones are still to be processed.
This week we can do the orders starting March 11 and March 18.
We may be able to announce March 11 and March 18 tomorrow.

Maura

Transfer Dates Unknown:

s.22

s.22

Senior MA \$94,500

s.22

MA \$73,440

s.22

Senior MA \$94,500

s.22

MHA, CL 9 Step 1

s.22

s.22

to AA, s.22 CL 9 Step 1

s.22

s.22

Senior MA \$96,390

s.22

Senior MA \$94,500

s.22

MA \$73,440

s.22

Communications Assistant, s.22 , CL 14 Step 1

s.22

s.22

MA, \$72,000

s.22

EA, s.22 \$65,000 s.22

s.22

AA, s.22 , CL 9 Step 1

s.22

s.22

MA \$73,440

s.22

to Senior MA s.22 \$94,500

s.22

MA, \$80,000 s.22

s.22