

## CLASSIFICATION JOB INFORMATION

SAP Job ID:	90000108
Position/Classification Title:	Property and Personnel Administrator
Pay Grade:	EC 02
Add-On Eligibility:	False
Standardized:	No
Inactive	No
Date Last Evaluated:	3/18/2020

## JOB INFORMATION

Job/Working Title:	Property and Personnel Administrator
Department:	Office of the Speaker
Division/Section:	Administration
Reports To (Position Title):	
Exclusion Status:	Excluded

## OVERALL PURPOSE

Reporting to the Director of The Speaker's Administration Office, this position is directly responsible to safeguard, manage and coordinate all MLA and client division property, which consists of all assets and inventory for MLA offices and rental accommodations, and Legislative Services Division offices. In addition, the position is responsible for constituency office and rental accommodation leases and payments for MLAs. This position is the first point and primary contact for MLA Constituency office staff for personnel requirements as it relates to the hiring, contracts, advice and ongoing support for all MLA constituency office staff, both contract and casual.

The Speaker's Administration Office is responsible for implementing and maintaining all administrative programs, policies and procedures, budgeting and human resources which pertain to Legislative Services, it's eleven (11) divisions and all MLA Offices, in accordance with legislation, regulation and government policy.

## KEY RESPONSIBILITIES

### Property Management

#### Asset and Inventory Management:

Provide expert technical knowledge, skills and training in maintaining an inventory control program (Archibus Inventory Control) for all capital assets, including office furniture, computer equipment and devices, for Legislative Services Division offices, as well as all MLA offices throughout the Province.

Responsible for entry of all MLA items into Archibus showing description, model, and serial numbers, as applicable. Maintain accuracy of system by updating asset records, as required for moves and disposals.

Ensure assets are verified annually for MLA apartments and Division Offices and semi-annually for MLA offices by forwarding inventory reports, created for each Division Office, MLA Office and MLA Apartment, using Cognos Inventory Reporting system, requiring confirmation of accuracy.

Accountable for providing audit trails, for the acquisition, purchase and disposal of government assets for all of Legislative Services and the NS House of Assembly. Manage audit requirements for capital assets during the internal control review and the Auditor General audit, annually.

Schedule and travel throughout the province to visit Division and MLA offices to perform asset verifications and provide instruction regarding proper asset management.

When a Member resigns from their position as an MLA, or when an Election, or By-Election is called, position is responsible for providing guidance to the outgoing MLA on proper disposal of assets, and the incoming MLA on proper acquisition of assets. This can sometimes be required for twenty (20) plus Members at one time.

Office and Apartment Management:

Verifies accuracy is maintained by coordinating with MLA and Leasing Agents to ensure all paperwork; i.e. Lease, Barrier Free form, Recurring Payment Authorization form, Direct Deposit forms, and Business Number (if required) is current, correct and meet HAMC Regulations (in collaboration with TIR, for nonstandard leases).

Work in collaboration internally and externally with Lease Management companies, Senior Accounts Administrator, and Finance and Treasury Board ensuring all required information is provided and accurate, to facilitate Vendor Create and Vendor Change Requests, if required. This includes researching the Registry of Joint Stock Companies and the GST/HST Registry to verify individual company details.

Responsible for verifying amounts, then preparing, processing and entering Recurring Payments for each MLA Office and Apartment lease. Conducting a monthly SAP report for review, ensuring data entry is completed correctly; verifying vendor, amount, details, etc., and processing corrections, if required.

Annually, responsible for obtaining confirmation that a Member intends to remain with their office and/or apartment space(s) and confirm if any changes to the current monthly rental amount, to facilitate the preparation, processing and entry of Recurring Payments for the next year.

When an Election or By-Election is called or a Member resigns, responsible for ensuring outgoing Member(s) have provided notice to quit to the landlord(s) of their office(s) and/or apartment, a copy of the notice is received by the Speakers Office, and recurring payments are cancelled.

#### Personnel:

Responsible for effectively delivering a full range of support to MLAs and their Constituency Office staff regarding hiring, benefits, severance, terminations, maternity leave and other miscellaneous inquiries, citing HAMC Regulations.

Manage the entire hiring process for contract Constituency Assistants and casual staff, which includes:

Coordinate the CA resume's salary rating

Prepare contract and all hiring HR and Payroll paperwork and instruction for the CA, casual staff and MLA

Responsible for managing the termination, resignation or leave processes and paperwork, relating to each, for both contract and casual staff.

Collaborate with the Speakers Office team (Director, Financial Services Officer, Payroll Consultant and PSC-HR) providing HR and Payroll support and advice related to hiring processes, contract/casual paperwork, pay increases and election processes.

When Elections or By-Elections happen, responsible for the management and coordination of terminations, resignations, and hiring for Constituency Offices.

May perform other related duties as assigned

In addition to the knowledge, skills and abilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)

## SCOPE

<b>Contacts (Typical):</b>	<p>Regular and frequent contact with MLAs and their staff (Constituency Assistants), Managers and staff of Client divisions, as well as with the Speaker, Chief Clerk, internal and external auditors and external leasing agents. The nature of this frequent contact is to educate, explain, discuss, advise, persuade and influence where the contacts are claimants (clients). Communication skills are critical to begin and maintain an on-going professional and mutually respectful relationship. As will be cited elsewhere, the reputation and success of the Speaker's Office relies on the effectiveness of the incumbent with these regular contacts.</p> <p>The highest level of trust and confidentiality is expected of this position and is required to be developed and maintained by the incumbent.</p>
<b>Innovation:</b>	<p>Considerable judgment and initiative is required to accurately interpret House of Assembly Commission Regulations and to determine what does or does not fall within the Regulations with respect to an asset, inventory management, proper lease completion, accurate completion of MLA contract and casual employee paperwork and when to refer to Director, as appropriate. The Property and Personnel Administrator is required to be resourceful in dealing with matters of both internal and external pressures while working with minimal supervision, illustrating excellent prioritizing skills in meeting concurrent deadlines. S/he must exercise a reasonable measure of due diligence for the management of assets, as well as MLA leases and constituency office employees while</p>

	maintaining an efficient, equitable and effective service that will meet the needs of MLAs and clients. The Property and Personnel Administrator must understand how to best help achieve the objectives of the day to day functions of the office, inclusive of time management, self-organization, and the ability to prioritize tasks.
<b>Decision Making:</b>	Required to use sound judgment and initiative; ability to prioritize multiple requests; to know where and when to redirect mail, email, and in-person inquiries, using the utmost of discretion. Exercising a high degree of confidentiality, discretion and sensitivity to the needs of MLAs and staff is critical in this position.
<b>Impact of Results:</b>	<p>This position provides a front-line level of contact with clients. The nature of this contact and how well it is delivered and received has a huge impact on the credibility and reputation of the MLAs and the Speaker's Administration Office. Any inaccuracies or delays can cause a negative impact for MLAs and staff.</p> <p>An error in processing employee hiring paperwork, or an asset or rental expense, which are publicly reported, can have a significant impact on the credibility and potential embarrassment to the office and the MLA. It can also cause significant errors in the House of Assembly financial statements.</p>

### People Management:

	# Direct Resources Managed	# Indirect Resources Managed
<b>Additional Information (if required):</b>	<p>This Job Reports to:</p> <p>Director of Administration and Operations, Office of the Speaker</p> <p>Job Titles and number of incumbents reporting to this job: (if applicable)</p> <p>This position provides an advisory operating role in asset and inventory management and a consultative and procedural role for HR and Payroll to the MLA and client divisions as required.</p>	

### LICENSES/CERTIFICATIONS

<b>Data From Conversion:</b>	<p>Other important information not referenced elsewhere in the job description that will assist the reader with a further appreciation of what is typical of this job. If a particular credential, license, trade certification, professional designation is required to fulfill the duties of this job include it in this section. For example: P.Eng, CA, Journey person Certificate.</p> <p>Although it has been emphasized here and elsewhere regarding the unique pressure of the Speaker's Office and because this section requests "important information that will assist the reader with a further appreciation of what is typical of this job", we feel obliged to reiterate the critical requirement to be absolute and exacting in terms of financial diligence and administration. This speaks to the knowhow, (both technical and experienced) and accountability inherent and required to do this job. Admittedly, due diligence is expected and part of all positions dealing with financial accountability. However, if an oversight occurs by the incumbent, the ramifications for the claimants and /or the Office of the Speaker are huge. Recent history can attest to this. The scrutiny by the media, the Auditor General, parties in opposition, and the public at large is incomparably present in this environment. This is not a 'bad thing' and this information is provided not to overstate but to answer the question of Section X and ensure the position is completely appreciated.</p> <p>Legislative Services and the Office of the Speaker are distinct from other government departments in that it is independent from government and reports directly to the Legislature. This is similar to the Office of the Auditor General. In fact, many of our positions are recognized by law in the Civil Service Act as being independent and precluded from collective bargaining.</p> <p>Attraction and retention of staff is critical to us to ensure we can provide the necessary support to the Legislature, its members and government departments. Most of our positions are unique and specialized and require years of on-the-job experience to become competent (e.g. Legislative Assistants), the risk for error is high (e.g. MLA Claims Administrator), and we need stability in the knowledge and</p>
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	<p>experience as the political positions they report to turnover (e.g. Speaker's Legislative Assistant). It is important the positions are rated fairly with these factors in mind to minimize turnover and encourage longevity in the positions.</p> <p>May perform other related duties as assigned.</p>
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## WORKING CONDITIONS

### Physical Effort

Minimal - Work activities involve alternating positions of light physical activities, which cause little physical effort. Majority of time of spent in a comfortable position with frequent opportunity to move about at will. Activities require a variety at easy muscle movements

### Physical Environment

Minimal - Works in an environment with occasional exposure to mild unpleasant or disagreeable conditions, and/or a remote possibility of risk of accident or health hazards.

### Sensory Attention

Moderate - Work activities involve need to concentrate on a variety of sensory inputs for intermediate durations at a time requiring close attention several times daily. If sensory activities are interrupted, time is required to backtrack to resume activities, involving lost time. The need for detailed or precise work is moderate.

### Psychological Pressures

Moderate - Work activities are performed in an environment with occasional exposure to one or more mental pressures. The mental stress would not be noticeably disruptive to the work, nor would the unpleasant reaction be too strong or persistent, e.g., pressure or deadlines, quotas or need for accuracy, unpleasant public or client contacts, probable concern about unpleasant situations, repetitious work, and or some disruption of personal life because of work, work schedules or need to travel.

Examples/ Additional Information:	
Data From Conversion:	<p>A            Physical Environment</p> <p>Works in a typical, comfortable office environment with opportunity to move around; works in an adequately lighted, heated and ventilated office setting which requires normal safety precautions against everyday risks or discomforts associated with office work. Bi-annually must travel by foot or car to conduct manual verification of assets in MLA and client division offices.</p>
	<p>B            Physical Effort</p> <p>Physical demands are normal for an office environment; sits in a comfortable position using a computer with frequent opportunity to move about; no special physical effort or ability is required to perform the work; occasionally lifts storage cartons of files, or moves furniture during physical verification of assets.</p>
	<p>C            Sensory Attention</p> <p>Daily operations require interaction with MLAs and client divisions. Significant attention required for active listening as this is an environment where there is constant interruption which requires the ability to quickly re-focus. Moderate effort to frequently visually scrutinize detailed source documents.</p>
	<p>D            Mental Pressures</p> <p>Handles a high volume of queries, ; the majority is answered by the Administrator, with especially sensitive inquiries being referred to the Director.</p>