



Classification:	Band 1	Position:	new
Reports to:	Deputy Commissioner	Location:	Victoria
Organization:	BC Office of the Merit Commissioner		

Job Overview

The Program Audit Analyst plays a key part in the Office of the Merit Commissioner's mandate to conduct random audits of BC Public Service appointments. This position conducts detailed audits of hiring processes and appointments as part of the Merit Performance Audit Program. The Program Audit Analyst further supports the office by collecting, analyzing, and presenting data related to hiring and just cause dismissals reviews. In addition to audit, data analytics, and reporting responsibilities, the position also conducts research, writes reports, and undertakes other projects and assignments as required.

Accountabilities

- Conducts detailed audits of appointments made to and from within the BC Public Service: gathers and examines information and/or evidence, both documentary and verbal, and applies established criteria as well as legislation, policy, and collective agreements, to evaluate meritorious hiring; documents, makes findings, outlines rationale, and responds to direction from program managers.
- Provides guidance and advice to external contracted auditors on systems and procedures.
- Provides training to and creates training materials for contracted auditors concerning the merit performance audit.
- Compiles and analyzes individual audit results to prepare an overall audit report for BC Public Service hiring and analyzes data and trends in hiring patterns to interpret impacts and risks to merit-based hiring and in order to identify possible areas for further study.
- Conducts special audits and studies, including research, analysis and writing reports.
- Researches developments in hiring practices, the application of the merit principle, and audits; prepares reports; and applies the research to the mandate of the Office.
- Carries out special projects or assignments as required such as preparing presentations for the Merit Commissioner or assisting with the introduction of new work processes or methods.
- Coordinates or contributes to the preparation of the Merit Commissioner's annual report to the Legislative Assembly.

Qualifications

Education and Experience:

- A post secondary diploma or degree in business, human resources, public administration, or a related field; or an equivalent combination of relevant education and experience.
- Experience in hiring processes, specifically: leading, facilitating or providing advice on numerous hiring processes.
- Experience of gathering and examining documentary and verbal information in a human resources context and identifying issues, gaps, patterns, etc.

Preference may be given to:

- Applicants who have experience developing policy, directives, or guidelines related to hiring, or who have more than one year of recent experience in hiring processes (specifically, experience leading, facilitating or providing advice on numerous hiring processes).
- Applicants who have experience of auditing human resources processes.
- Relevant experience gathering and assessing information/evidence in accordance with set criteria or standards such as legislation, policy, collective agreement provisions, or principles. Relevant experience may include conducting audits, investigations, or program analysis/evaluations.
- Applicants with expertise in relevant data analysis areas such as workforce analytics or labour statistics.

Knowledge, Skills and Abilities:

- Strong written and verbal communication skills.
- Ability to prepare and review reports and other documents to ensure accuracy, clarity, and completeness.
- Intermediate Microsoft Excel skills, including ability to generate reports, graphic visuals, pivot tables, etc.
- Strong analytical and problem-solving skills.
- Knowledge of hiring principles and practices.
- Research skills.
- Proficiency with standard office technology and ability to learn new and use technology which includes the Office of the Merit Commissioner case management system.
- Demonstrated ability to use judgment and deal with issues and situations in an objective, evidence-based and professional manner.
- Ability to work well both independently and with others.

Competencies:

- Information seeking
- Analytical thinking
- Teamwork and cooperation
- Flexibility
- Commitment
- Results orientation

A Criminal Record Check (CRC) will be required.

Applicants must be immediately eligible to work permanently in Canada.

Office of the Merit Commissioner - <http://www.meritcomm.bc.ca/>