

**Job Class Profile:**                      **Regional Highway Administrative Officer**

**Pay Level:**                                  **CG-32**                                  **Point Band:**                                  **704-717**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	4	2	4	4	4	3	4	2	
Points	233	67	13	19	120	87	62	86	21	708

## **JOB SUMMARY**

The Regional Highway Administrative Officer is responsible for providing supervisory financial management support services within a region of the Transportation Branch.

### **Key and Periodic Activities**

- Supervises payroll clerks and other clerical staff to verify all payroll information and invoicing information prior to final remittance.
- Audits Daily Immediate Transaction Reports and personnel files (i.e. step projections, reclassifications, demotions, automatic earnings, automatic deductions, insurances, pension info, etc).
- Approves all payroll batches for payment (i.e. severance pay, assignments, leave in lieu of overtime, vacation pay, etc).
- Approves and certifies all invoices for payment ensuring the required procedures are followed with proper documentation.
- Prepares spreadsheets, reports, letters, and memos.
- Ensures all necessary paper work is received and forwarded for Workers Compensation Claims.
- Acts as a liaison for employees and the group insurance provider.
- Responsible for the daily operations of the regional office.
- Monitors yearly budget for the district.
- Travels to various units within the District performing audits.
- Checks and reviews electronic financial reports monthly.
- Chairs job competitions within the District.
- Determines eligibility for Long Term Service awards.
- Orders offices supplies and initiates maintenance requests for office equipment.
- Completes outstanding indebtedness reports for District employees.

## **SKILL**

### **Knowledge**

#### **General and Specific Knowledge:**

- General methods, policies and procedures of the District (i.e. payroll policies, collective agreements, human resource policies and procedures, Workers Compensation, Occupational Health and Safety).
- Typical and specific business application software and office equipment.

**Formal Education and/or Certification(s):**

- Minimum: 2 year post secondary diploma in office administration

**Years of Experience:**

- Minimum: 2 – 3 years

**Competencies:**

- Follows basic instructions and work processes.
- Proof-reads, edits and formats a variety of documents.
- Writes simple letters, memos and other documentation.
- Uses various computer software programs such as spreadsheets, word processors, databases, and financial management systems.

**Interpersonal Skills**

- A range of interpersonal skills are used to perform activities such as listening to information and questions from others, asking questions to get information, and providing routine information and direction to others including communicating correct information to employees regarding payroll or benefits.
- Communication occurs with employees within the immediate work area, employees within the department, supervisors and managers.
- Most significant contacts are supervisors and managers; Department of Finance employees; and co-workers in the District.

**EFFORT**

**Physical Effort**

- Work demands do not result in considerable fatigue requiring periods of rest.
- There may be an occasional to regular requirement to lift/move objects, such as files and records up to 10 lbs.
- Work provides the opportunity to occasionally stand and walk within the office environment.
- Constant fine finger/precision work while working on the computer processing documents.
- A variety of body movement such as reaching, stretching and bending may be required to perform office related work tasks.

**Concentration**

- **Visual concentration** is constant while reviewing/auditing payroll, invoices and budget reports.
- **Auditory concentration** is required during phone conversations or answering questions from employees.
- **Repetition requiring alertness** is evident when reviewing invoices and inputting data.
- Regularly impacted by **interruptions and multiple time pressures/deadlines with a lack of control over work pace** (i.e. payroll completed on a bi weekly basis and all adjustments and

<p>corrections need to be finalized during this time frame as well).</p> <ul style="list-style-type: none"> <li>— <b>Eye/hand coordination</b> is required to perform computer related tasks.</li> <li>— <b>Exact results and precision</b> are required when auditing payroll reports and personnel files and calculating adjustments to payroll, severance and worker's compensation.</li> </ul>
<b>Complexity</b>
<ul style="list-style-type: none"> <li>— Work tasks and activities are quite different but allow for the use of similar skills and knowledge.</li> <li>— Problems tend to be simple with obvious solutions.</li> <li>— The most typical challenge or problem relates to staffing issues and the application of policies and procedures within the District.</li> <li>— Co-workers, policies, procedures and guidelines exist to assist and address issues and challenges.</li> </ul>

## RESPONSIBILITY

<b>Accountability and Decision-Making</b>
<ul style="list-style-type: none"> <li>— Work tasks and activities are moderately prescribed and controlled.</li> <li>— Decisions can be made when making payroll adjustments, transfers of budget finances and approval of payment of invoices.</li> <li>— Requires supervisor's approval for request for staffing action, journey authorizations, and purchasing requisitions.</li> <li>— Work tasks involving the handling of petty cash for the division or the releasing of confidential information are completed using discretion and independent judgment.</li> </ul>
<b>Impact</b>
<ul style="list-style-type: none"> <li>— Impacts generally affect employees in the immediate work area and department with some impact on suppliers.</li> <li>— Work activities impact information, finances, human resources, and the government image.</li> <li>— Inaccurate reporting could result in an employee being incorrectly compensated, suppliers not being promptly paid, etc.</li> <li>— In the event of a mistake or error the consequence is directly felt on employees, suppliers, and the district budget.</li> <li>— Legislation, policies, and procedures are in place to mitigate the impact of errors or mistakes.</li> </ul>
<b>Development and Leadership of Others</b>
<ul style="list-style-type: none"> <li>— Typically responsible for direct and ongoing bargaining unit supervisory activities for a small size work group of employees (1 to 4 employees).</li> </ul>

## WORKING CONDITIONS

<b>Environmental Working Conditions</b>
<ul style="list-style-type: none"> <li>— Does not require any special precautions or safety equipment.</li> <li>— There is an occasional requirement to travel for work.</li> </ul>