



BUSINESS PLAN

2024-25

Public Service
Commission

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Budget 2024-25: Business Plan
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Public Service Commission

2024-25 Priority Actions in Support of Government's Business Plan

Introduction

The Public Service Commission (P.S.C.) helps the Province of Nova Scotia find, keep, and support workers to do great work for Nova Scotians. The P.S.C. is focused on the well-being of the workers, and makes sure they have the skills and tools they need to do their jobs. The P.S.C. also establishes policies, practices, and processes to support equity, diversity, inclusion, and accessibility, and to ensure provincial employment standards are met. In 2024-2025 the P.S.C. will continue to modernize and take on activities that support both the priorities of Government and the P.S.C.'s vision for a diverse and inspired provincial workforce.

Employee mental health and well-being:

The P.S.C. will contribute to a resilient and healthy workforce by:

- Collaborating with the Office of Workplace Mental Health (O.W.M.H.) to prioritize the psychological well-being and mental health of provincial employees;
- Continuing to provide supports to managers and employees in keeping with best practices that are foundational to a workplace culture that prioritizes health and safety; and
- Completing the procurement processes for the selection of service providers in the areas of short-term illness case management, group health and dental benefits, life insurance and Employee and Family Assistance Program (EFAP).

Talent attraction, development, and retention:

In consideration of emerging Human Resource trends and departmental priorities, the P.S.C. will continue to modernize our approach to talent attraction, development, and retention through:

- Supporting implementation of recently revised HR policies, practices, and guidelines (focusing on equity, more inclusive workplaces, and bias-free hiring throughout departments within the Nova Scotia Public Service);
- Working together (across divisions) to enhance outreach and engagement activities to support recruitment and retention; and
- Assessing and updating training and leadership development programs offered to provincial employees, as a key feature of our retention efforts.

Welcoming and inclusive workplace cultures:

Equity, diversity, inclusion, and accessibility (EDIA) knowledge and skills are foundational to inclusive workplaces (where employees feel a sense of belonging). The P.S.C. will:

- Develop the Provincial Public Service EDIA Strategy for 2025-29.
- Update the Guide for Trans and Gender Variant Employees to better support 2SLGBTQI+ employees.
- Utilize the How's Work Going? workforce survey to better understand employee engagement and workforce issues; and
- Host a Provincial Diversity Conference for Nova Scotia's 12,000+ provincial employees.

Client-focused, modernized approaches to HR services:

Technological and process improvements are currently underway at the P.S.C. and will continue into the next fiscal year. These improvements include:

- Implementing improvements to digital employee HR resources, aimed at improving the employee and manager experience throughout the employee lifecycle;
- Providing refreshed self-service analytical tools to support the improvement of client service delivery and data literacy efforts; and
- The first stages of the SAP modernization project (in collaboration with the Department of Cyber Security and Digital Services), which will bring new functionality to HR tools used by the P.S.C. to support the work of the province.

In addition to the activities listed above, the P.S.C. would also like to highlight ongoing collaboration with Equity, Diversity, Inclusion, and Accessibility departmental leads, the Accessibility Directorate in the development of standards (in alignment with the Accessibility Act), the Internal Communications Network, and several departments taking a leadership role in piloting new HR programs.

Departmental Expenses Summary

Departmental Expenses Summary (\$ thousands)

<u>Programs and Services</u>	<u>2023-2024 Estimate</u>	<u>2023-2024 Forecast</u>	<u>2024-2025 Estimate</u>
Client Service Delivery	6,439	7,038	7,445
Employee Relations	3,534	3,903	3,905
Office of the Commissioner	409	298	1,035
People and Culture	5,160	5,343	4,775
Corporate Services	6,351	5,311	6,673
Total - Departmental Expenses	21,893	21,893	23,833
Ordinary Recoveries	10	101	102
<u>Funded Staff (# of FTEs)</u>			
Department Funded Staff	187.4	180.8	191.4

Note:

For Ordinary Revenues, see Estimates and Supplementary Detail Book, Chapter 2
For TCA Purchase Requirements, see Estimates and Supplementary Detail Book, Chapter 1