

JOB DESCRIPTION

Benchmark Job #303

Ministry: Finance and Corporate Relations
Branch: BC Stats
Location: Victoria

Working Title: **Economist (Economic Accounts)**
Level: Range 27
NOC Code: 4162

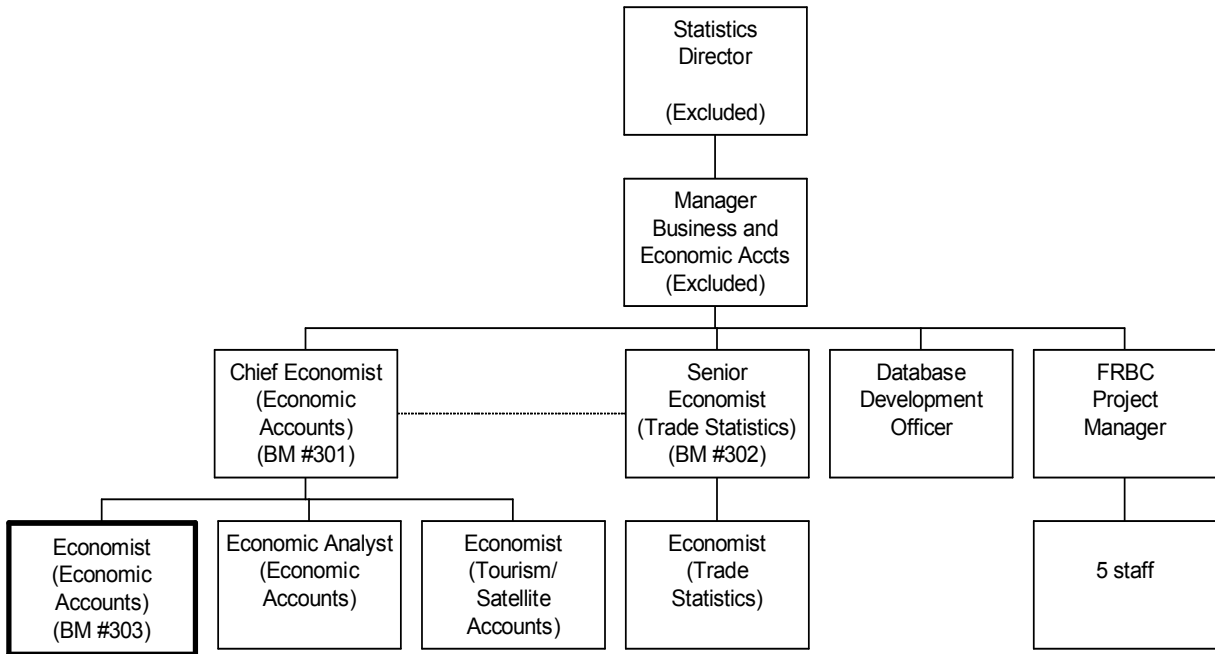
PRIMARY FUNCTION

To initiate and develop studies and plans to create and publish the BC Economic Accounts, which encompass principal estimates of macroeconomic activity for the Province.

JOB DUTIES AND TASKS

1. Produces, maintains and enhances the BC Economic Accounts
 - a. identifies and defines objectives to formulate the strategy to improve the coverage and accuracy of the statistical framework of the Economic Accounts
 - b. ensures concepts used for the formulation and production of the Accounts are consistent with accepted National Income Accounting Theory
 - c. describes concepts followed and data sources utilized so users understand the inter-relationship of information presented in the final estimates
 - d. uses software to calculate Economic Accounts and implement methodological modifications
 - e. represents the province at federal/provincial Economic Accounts meetings at Statistics Canada to review and discuss data sources and developments in methodology
 - f. identifies and describes significant economic trends for inclusion in accompanying Accounts analysis
 - g. writes definitions and glossary terms supporting the interpretation of information presented
 - h. discusses with Statistics Canada methods employed at national/provincial levels to evaluate how they can be adapted and integrated into the system of Economic Accounts
 - i. prepares initial publication tables and introductory materials and analyzes, assembles, and classifies all information related to the BC Economic Accounts and reviews tables prior to finalization for publication; ensures results reflect economic activity
2. Provides economic activity analysis and statistics and maintains databases integrity and security
 - a. produces up-to-date estimates of quarterly, seasonally adjusted and constant dollar income, expenditure and industry accounts for BC by extrapolating published data
 - b. identifies data sources and problems inherent in economic information submitted, and provides explanations and reasons underlying significant revisions of data
 - c. highlights intrinsic weaknesses in data/information presented to ensure proper weighting and consideration is given to specific areas under analysis
 - d. provides interpretations and explanations of economic concepts utilized and responds to requests by furnishing current estimates and key data
 - e. creates and maintains database structures and software to update the Economic Accounts
 - f. checks originating sources/availability of data; codifies/classifies data and sets-up systems access
 - g. ensures statistics are correct, accurate and timely as they are the major data source for the econometric model used to produce official government forecasts
 - h. exchanges information with Statistics Canada
 - i. analyzes and adjust provincial data supplied by Statistics Canada to ensure estimates are reasonable and accurately reflect economic trends in the province, prior to general release
3. Performs analyzes, plans and conducts studies of general economic trends
 - a. researches and investigates published information on significant Economic trends, and identify methodological advances and new data sources
 - b. conducts economic studies and analyses and prepares reports summarizing important developments, and provides supporting details and explanations of underlying rationale
 - c. analyzes and synthesizes activities in primary areas of the economy to assess their impact and formulate/produce sectoral analyses for the retail trade, real estate and productivity areas
 - d. explains and develops with users the indicators used to measure economic activity in sub-provincial areas

ORGANIZATION CHART
Benchmark Job #303



REASON FOR CLASSIFICATION

Benchmark Job #303

Job Title: Economist

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all related issues of the BC Economic Accounts and the theory of macro and micro-economics to plan, develop and lead studies to create and publish the Economic Accounts, which are used to estimate the economic activity for the Province.</p>	I	305
2	<p>MENTAL DEMANDS Judgement to evaluate effectiveness of BC Economic Accounts, determine methodology and concepts, and interpret results, identify and define objectives for the formulation of strategy to improve the coverage and accuracy of the Economic Accounts.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to convince users of the appropriateness of the indicators used to measure economic activity.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity to input data into computer for analysis purposes with minimal requirement for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general ministry and BC Statistics policies, plans, and standards, ensure information can be adapted and integrated in the provincial and federal Economic Accounts, initiate and develop studies and plans to create and publish the BC Economic Accounts.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to produce statistics and sectoral analyses, which determine amount of economic activity and creates economic data used by the other government and organizations to measure the strengths and weaknesses of the provincial economy.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control processes used in the sectoral economic analysis of the provincial Economic Accounts by producing, adjusting and extrapolating economic data and information.</p>	E	33

REASON FOR CLASSIFICATION

Benchmark Job #303

Job Title: Economist

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES No supervisory responsibility.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsible for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirements to frequently read and analyze statistical data.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view data on computer screen and/or printed reports.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 876

Level: Range 27

JOB DESCRIPTION

Benchmark Job #305

Ministry: Education, Skills and Training
Branch: Governance and Legislation
Location: Victoria

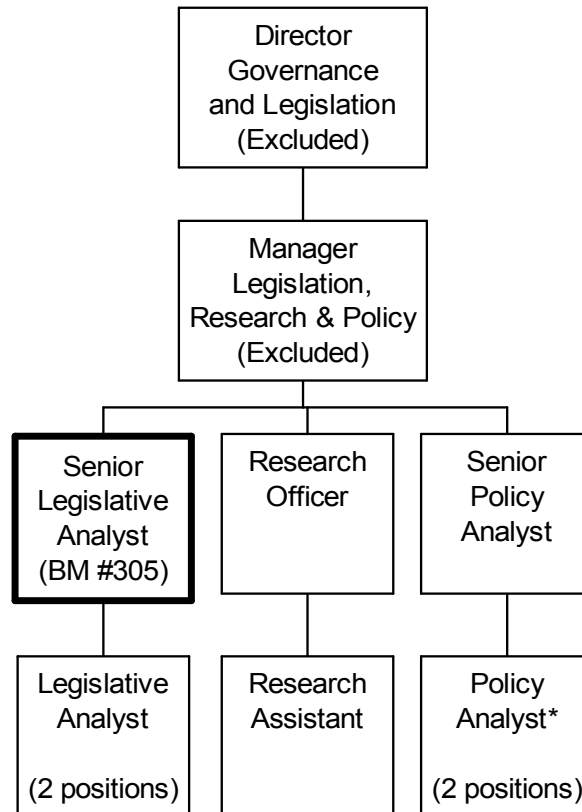
Working Title: **Senior Legislative Analyst**
Level: Range 27
NOC Code: 4166

PRIMARY FUNCTION

To lead the research, development and processing of legislation and policy through required stages and coordinate implementation of new legislation.

JOB DUTIES AND TASKS

1. Coordinates and leads a legislative and legal research and analytical program to support the ministry's legislative program
 - a. coordinates research, prepares and presents confidential reports and briefing notes, including Cabinet Submissions and Requests for Legislation, to support initiatives and activities
 - b. researches, and reports on provincial and federal statutes, and regulations affecting the ministry's legislative initiatives
 - c. initiates, organizes and conducts research into the historical disposition of statutes, regulations and orders relating to the Ministry's programs and initiatives
 - d. searches for and analyzes judicial and administrative tribunal decisions affecting the ministry's legislation, policies or operations
 - e. analyzes legal opinions to assess impacts on ministry programs and initiatives
 - f. coordinates the monitoring of educational, immigration, multicultural and human right development and legislation in other jurisdictions to assess their impacts on BC
 - g. provides authoritative advice on protocols for developing legislation
2. Leads the preparation and presenting of proposed legislation to support the ministry's legislative program
 - a. initiates, reviews and completes legislative information and documents, including Cabinet Submissions and Requests for Legislation
 - b. leads teams in the drafting of proposed legislation, regulations and orders
 - c. organizes consultation with ministry officials, ministry solicitors, Legislative Counsel
 - d. organizes, formulates, reviews, and develops proposed legislation, regulations and orders in consultation with executive, program staff, solicitors, Legislative Counsel, and other stakeholders
3. Coordinates the implementation of new legislation and resolves implementation issues
 - a. provides advice to the Minister, ministry executive, senior management and other stakeholders on current and proposed legislation
 - b. responds to queries concerning the ministry's legislation
 - c. represents the branch at meetings which deal with legislative policies
 - d. responds by telephone or in writing to phone calls and correspondence from ministry officials, other ministries and agencies, stakeholders and members of the general public
4. Performs other related duties
 - a. supervises, trains, hires and appraises the work of staff
 - b. provides advice to staff on how to approach or resolve difficult legislative issues
 - c. provides data on the cost of developing legislation for input into ministry budget



* Comparable to BM #014

REASON FOR CLASSIFICATION

Benchmark Job #305

Job Title: Senior Legislative Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all related issues of a significant program to plan legislative analysis, research and development of proposed legislation, provide authoritative advice on strategic/corporate legislative options and positions for input into inter-ministry and national initiatives; recommends best solutions to Ministry and Ministry Executive.</p>	I	305
2	<p>MENTAL DEMANDS Judgement to evaluate effectiveness of proposed legislation and develop proposals for improvement, ensuring intent is preserved and legal obligations are met.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to discuss and explain employee performance problems and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to update data on legislative initiatives by computer with minimal requirements for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general ministry standards and guidelines, plans and organizes projects to develop proposed ministry legislation and coordinate processes, and ensure legislative options and positions reflect consensus of the Ministry Executive.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to provide data on the cost of developing legislation for input into ministry budget.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control quality of information or data used in the development of strategic and corporate legislation.</p>	D	22.5

REASON FOR CLASSIFICATION

Benchmark Job #305

Job Title: Senior Legislative Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff and appraise employee performance (2 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention for the well-being of the public by ensuring that social and economic impacts of proposed legislation have been assessed.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently coordinate multiple legislative reviews with project teams/committees.	C	12
11	PHYSICAL EFFORT Moderate effort to frequently focus visual attention to federal statutes, regulations, legislative proposals.	C	12
12	SURROUNDINGS Exposure to occasional unpleasant dealing with others upset about legislative changes and program reviews.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 880

Level: Range 27

JOB DESCRIPTION

Benchmark Job #057

Ministry: Education
Branch: Examinations
Location: Victoria

Working Title: **Education Officer, Exams**
Level: Range 27
NOC Code: 4166

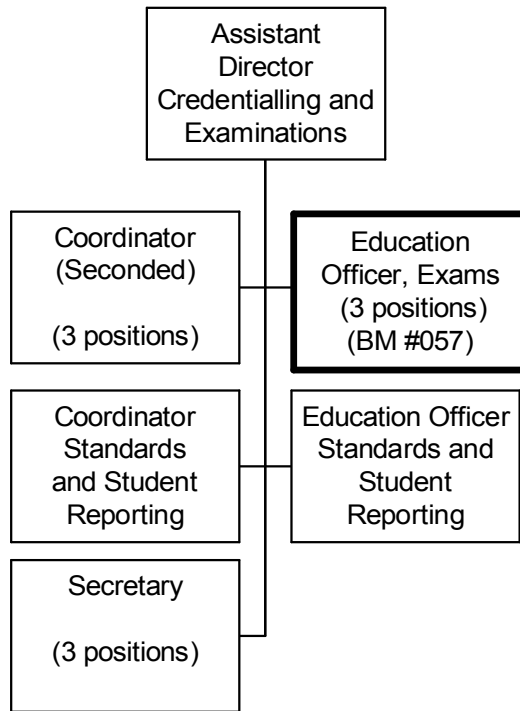
PRIMARY FUNCTION

To coordinate the preparation, development, and review of provincial grade 12 examinations, and provide expertise to teacher committees.

JOB DUTIES AND TASKS

1. Coordinates the preparation, development and review of grade 12 Provincial examinations in assigned subjects or subject areas.
 - a. organizes, coordinates and chairs meetings of teacher committees for the preparation, and review of exams
 - b. develops 6 exams per subject according to criteria for curriculum and specifications
 - c. reviews and edits drafts prepared by teacher committees for accuracy, design and readability
 - d. reaches a consensus between teacher committees on final product
 - e. produces camera-ready copies and tests on two teachers
 - f. prints and submits for review
 - g. provides budget estimates for examination development and preparation for assigned subjects and monitors expenditures
 - h. instructs contracted teachers to develop and mark exams
2. Revises exams in response to changes in subject curriculum
 - a. selects team and coordinates committee meetings to set new specifications for exams for subjects with changed curriculum
 - b. makes revisions based on input feedback from markers and from research
 - c. keeps up-to-date on issues and trends relating to examinations and relevant subject areas
3. Selects teachers for marking exams in subject areas
 - a. selects teachers and coordinates marking sessions occurring three times per year
 - b. participates on committees and applies statistical methods to review outcome of marked exams and to make any required changes such as deleting a question if necessary
4. Provides contract administration
 - a. participates in drawing up requests for proposals and reviewing potential contractors to develop and prepare exams for nine subject areas
 - b. assists Assistant Director in the monitoring and appraising of contractors
 - c. certifies satisfactory contract performance
5. Selects scholarship recipients
 - a. represents the Ministry in selecting recipients for the United World Colleges Scholarship, Excellence Award and the Pacific Rim Scholarship
 - b. manages Pacific Rim Scholarship fund including providing input into budget of \$400,000, monitoring expenditures and negotiating and accepting proposals by contractors within budget
6. Performs other related duties
 - a. develops and conducts in service workshops for Schools Districts on test construction, and the grade 12 examination process to increase the qualified pool of teachers to employ for development
 - b. sets up and manages databases for scholarships, exams and contracts
 - c. responds to enquiries relating to exams and scholarships and drafts correspondence and notes as required
 - d. recommends improvements to program procedures
 - e. drives to various meetings throughout province

ORGANIZATION CHART
Benchmark Job #057



ORGANIZATION CHART
Benchmark Job #057

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all related issues of a significant and specialized program of student assessment and assigned subject matter areas to plan and coordinate the work of, and provide authoritative advice to, teacher committees in the preparation of provincial and scholarship Grade 12 examinations.</p>	I	305
2	<p>MENTAL DEMANDS Judgement to plan, organize, administer and evaluate the development and outcome of Grade 12 provincial and scholarship exams in assigned subject areas; develop and deliver workshops on test construction, development and grade 12 examination process.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic negotiation skills to reach agreement on service contracts with teachers.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle to attend meetings throughout the province.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by ministry policy and educational standards, coordinate the development and review of Grade 12 and Scholarship exams in assigned subject areas, coordinate revision to exams in response to changes in curriculum.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Considerable financial responsibility to certify satisfactory performance of contracts for preparation and review of exams and for administration of a scholarship fund.</p>	F	43
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control the quality of input information to a database for scholarships, exams and contracts.</p>	D	22.5

ORGANIZATION CHART
Benchmark Job #057

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal instruction and training to contract teachers in developing and marking examinations.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to coordinate the development of provincial and scholarship exams in assigned subject areas for students in Grade 12.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to frequently respond to multiple demands to finalize and mark examinations by deadlines.	C	12
11	PHYSICAL EFFORT Moderate physical effort to focus visual attention to frequently read exams and supporting materials and scholarship applications.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Minimal exposure to hazards from occasional driving.	A	2

Total Points: 892.5

Level: Range 27

Ministry: Education, Skills and Training
Branch: School Finance and Information
Location: Victoria

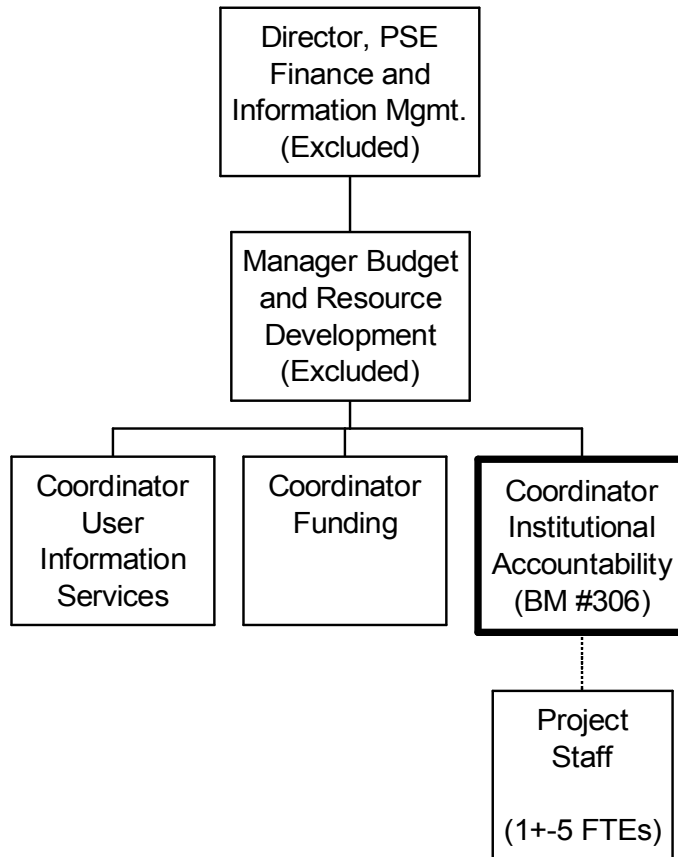
Working Title: **Coordinator, Institutional Accountability**
Level: Range 27
NOC Code: 4166

PRIMARY FUNCTION

To develop and implement the College, Institute and Agency (CIA) accountability and performance measurement framework and institutional productivity/cost effectiveness measures.

JOB DUTIES AND TASKS

1. Develops and implements an institutional performance evaluation and accountability process to support the CIA Strategic Plan
 - a. leads policy development and implementation of performance measures including performance indicators for the CIA system and ensures performance data produced by the institutions support the goals of the Strategic Plan and public accountability reporting needs
 - b. coordinates performance indicator development, implementation and reporting framework within overall government accountability objectives/strategic initiatives and CIA system's internal evaluation process
 - c. assesses impacts of alternative solutions to performance measurement and accountability issues on institutional data and information systems
 - d. initiates and monitors accountability projects incorporating detailed review and evaluation of institutional and system success at achieving performance objectives
 - e. provides advice and recommends accountability, performance measurement, policy development, stakeholder involvement, fiscal reporting and program development to management
2. Leads and conducts research, program assessments and evaluations directed at improving post secondary institutional productivity and education program delivery cost effectiveness
 - a. develops criteria/objectives for programs, establishes methods for monitoring achievements, researches and develops new strategies.
 - b. conducts research to prepare reports recommending program modifications and/or budget allocations to achieve specific ministry goals
 - c. works with the CIA system to implement "best practice" to increase cost effectiveness and improve institutional productivity in educational program delivery
 - d. analyzes and recommends new/expanded program services and budget allocations
3. Consults with stakeholders to provide ministry with an accountability/performance measurement system
 - a. functions as the primary research resource for the CIA system on development, implementation and maintenance of the performance indicator, accountability and performance measurement
 - b. evaluates impacts of legislative or regulatory changes on the post-secondary education (PSE) system
 - c. communicates ministry accountability and performance objectives, policies and programs to stakeholders and CIA executives and Boards
 - d. evaluates and determines the marketing, communication and presentation of projects to external stakeholders including the Comptroller General, and executives in other ministries
 - e. works with Ministry of Finance and Office of the Auditor General to ensure Ministry's Annual Report and public accountability documents include institutional accountability and performance reports
4. Performs other related duties
 - a. leads or participates in internal and external committees, task forces and work groups
 - b. prepares reports, briefing notes, Cabinet/Treasury Board submissions and correspondence
 - c. develops and maintains records necessary to prepare reports and documents to support the Branch and its programs
 - d. interprets environmental scans and student performance information to ensure the Ministry responds to shifts in PSE system accountability activity
 - e. monitors contractors involved in performance indicator development or program evaluations



ORGANIZATION CHART
Benchmark Job #306

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all related issues of a significant program to plan and develop an evaluation and accountability framework and process for colleges, institutes and agencies, develop performance indicators to support government accountability objectives and strategic initiatives, provide authoritative advice and recommend solutions to Minister and Ministry Executive.</p>	I	305
2	<p>MENTAL DEMANDS Judgement to plan, organize and evaluate the development and implementation of college, institute and agency performance evaluation and accountability initiatives; develop recommendations in form of position papers, Treasury Board submissions, legislative proposals and presentation to the Minister and Ministry Executive to establish methods for measuring and achieving program goals.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic negotiation skills to persuade colleges, institutes and agencies on practices to increase cost effectiveness and improve institutional productivity in education program delivery.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to update data on accountability and performance measurement initiatives by computer with minimal requirements for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general ministry standards, plan the development of an accountability framework for colleges, institutes and agencies, recommend appropriate solutions and alternatives; ensure policy options and positions reflect consensus of the Ministry Executive; initiate and conduct impact studies of policy options.</p>	G	190
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to review college, institute and agency program delivery and make recommendations requiring program knowledge to improve cost effectiveness.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control quality of information or data used in the development of performance indicators.</p>	D	22.5

ORGANIZATION CHART
Benchmark Job #306

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review work of staff assigned to policy review committees and/or project teams (up to 5 FTEs).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention required to plan and implement an accountability and performance measurement framework to improve effectiveness of delivery educational program.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently coordinate multiple reviews with project teams and/or committees.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention on reports, briefing notes and budget documents.	C	12
12	SURROUNDINGS Exposure to occasional unpleasant dealings with staff and others upset about policy changes and program reviews.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 914.5

Level: Range 27

Ministry:	Finance and Corporate Relations	Working Title:	Corporate Accounting Policy Analyst
Branch:	Accounting Policy, Research and Development (OCG)	Level:	Range 30
Location:	Victoria	NOC Code:	1111

PRIMARY FUNCTION

To plan, develop, research and recommend accounting policies and procedures.

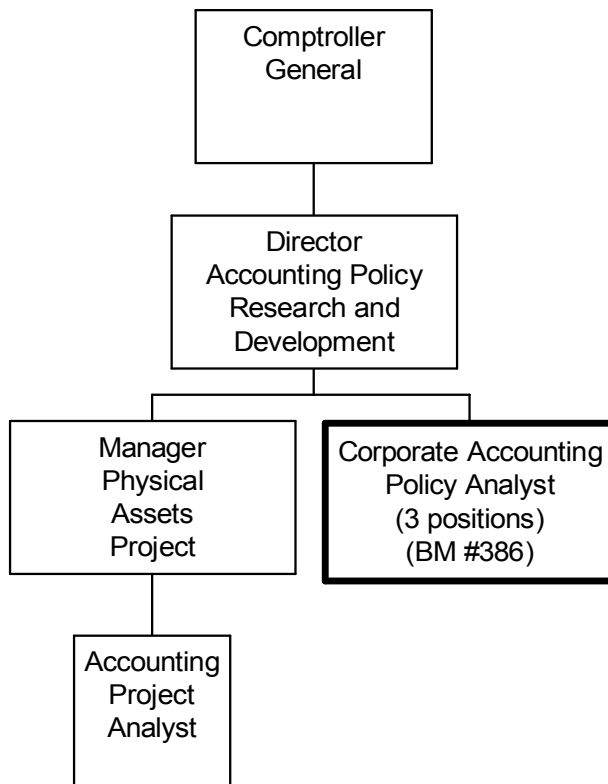
JOB DUTIES AND TASKS

1. Researches existing, emerging and anticipated accounting policy issues
 - a. compiles and analyzes financial and statistical reports, financial statements, notes and schedules
 - b. reviews current accounting practices and researches accounting literature, pronouncements, bulletins, annual reports, etc.
 - c. reviews government accounting policy and guidelines for reasonableness and completeness, and for consistency with public and private accounting policy
 - d. liaises with public and private sector representatives including the Office of the Auditor General (OAG) to discuss the implications of accounting and reporting changes for government entities
 - e. analyzes, evaluates and interprets potential impacts of national and international standards (e.g. Public Sector Accounting Board, Financial Accounting Standards Board, Canadian Institute of Chartered Accountants (CICA), etc.) upon public sector accounting policies, reporting formats and financial administration

2. Develops and recommends new and improved accounting policies and procedures arising out of capitalization, financing proposals, Treasury Board initiatives, legislation, public and private partnerships, lease agreements, asset acquisitions and disposals
 - a. reviews, provides input and interprets OAG, Crown and public and private sector reports and develops responses, considering financing, debt and credit guidelines and issues
 - b. drafts memos, briefing notes, issue papers, impact statements and policies and procedures manual updates stating alternatives, recommendations and financial and accounting considerations
 - c. develops a collection of research materials and analysis tools and evaluates financing proposals for compliance to accounting policies and financial reporting
 - d. provides direction and advice regarding such issues as accounting policies, practical applications and policy research tools
 - e. audits capital asset submissions received from Ministries for compliance and reasonableness
 - f. develops and modifies methodologies, policies and procedures for tracking asset classes and financing proposals
 - g. compiles comparative financial information and prepares draft notes and schedules including footnotes to be included in the Public Accounts consistent with CICA recommendations
 - h. facilitates consensus between interested or affected parties to resolve irregularities, shortfalls and weaknesses in accounting policies and procedures

3. Performs other related duties
 - a. assists in implementation of systems solutions to accounting and reporting issues such as reporting the capitalization of physical assets
 - b. participates in and/or supports the work of inter-ministry and inter-agency working committees as a representative of the OCG
 - c. responds verbally and in writing to questions from the Legislative Assembly, other public sector organizations and the general public regarding accounting policy
 - d. provides input to Branch research material library and prepares journal articles on public sector accounting and related issues
 - e. makes presentations to public and private sector financial communities
 - f. trains ministry staff in policy changes
 - g. leads cross government teams on accounting initiatives and projects, such as projects relating to best practices

ORGANIZATION CHART
Benchmark Job #386



ORGANIZATION CHART
Benchmark Job #386

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all related issues of accounting policy and controls to plan, research and develop corporate accounting policies and provide authoritative advice to program staff.</p>	I	305
2	<p>MENTAL DEMANDS Judgement required to evaluate the effectiveness of corporate accounting policies and develop proposals for improvements.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required using negotiation skills to represent the Office of the Comptroller General's (OCG's) position on financial policy issues to gain acceptance by ministry staff.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to use a keyboard with minimal requirement for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by public and private sector accounting standards, plans and develops corporate accounting policy, for issues such as tracking asset classes and financing proposals.</p>	G	190
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Corporate level of responsibility to design and develop corporate accounting guidelines and policies for the province.</p>	H	73
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to initiate revisions to corporate accounting systems.</p>	E	33

ORGANIZATION CHART
Benchmark Job #386

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide training to ministry employees on Office of the Comptroller General (OCG) policies.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently read financial documents, reports and computer screen to evaluate accounting proposals and issues.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus on computer screens or financial material to evaluate accounting proposals.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding to operate a computer.	B	4

Total Points: 950

Level: Range 30

Ministry: Health
Branch: Policy, Planning and Legislation
Location: Victoria

Working Title:
Level:
NOC Code:

Manager, Research
Range 30
4165

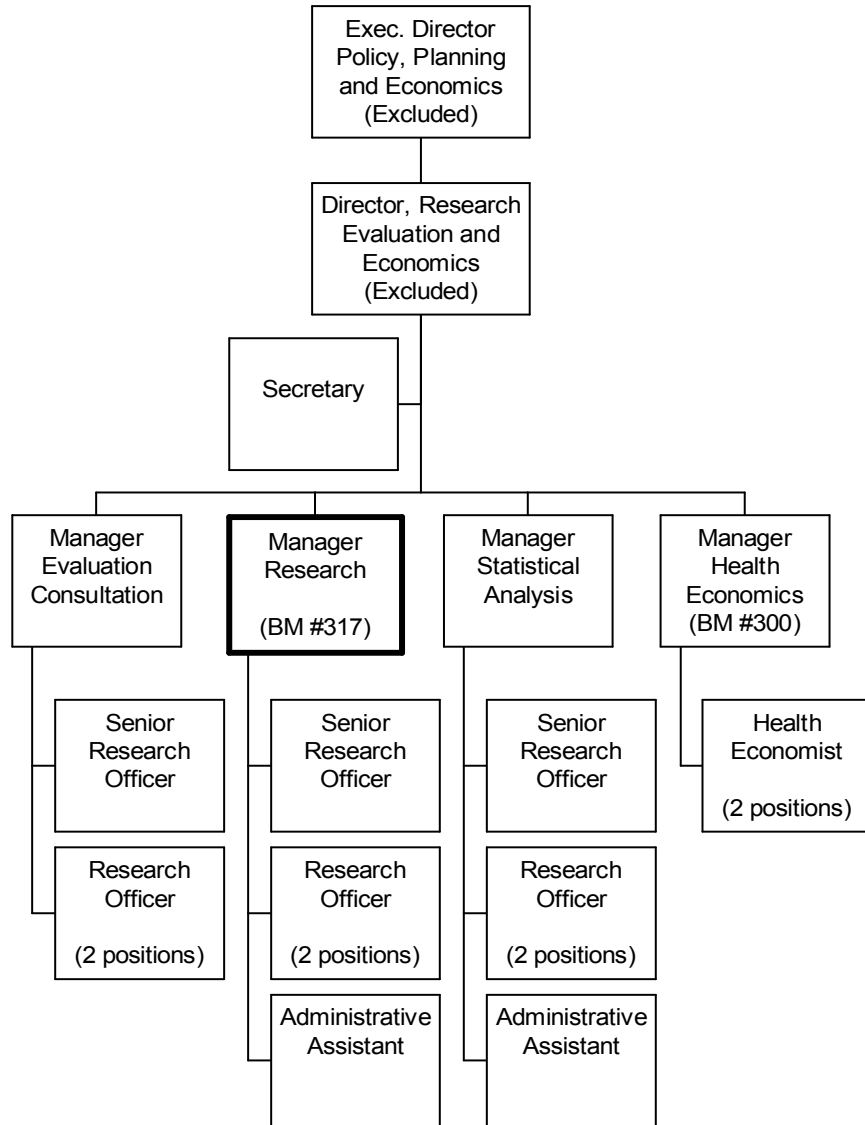
PRIMARY FUNCTION

To plan, develop, manage and evaluate the ministry research program including advice to staff, funding sources, literature reviews, reviews of journals and publication of results.

JOB DUTIES AND TASKS

1. Manages research, reviews and surveys for the ministry
 - a. plans, develops and evaluates the ministry research strategy to address health questions or problems
 - b. coordinates the critical review of health science literature to assess status of available research and determines need for more research
 - c. evaluates research program and advises senior management on future research requirements
 - d. designs and approves use of measurement instruments, surveys and/or biometric tests for the ministry
 - e. leads analysis, publication and dissemination of results in scientific reports and journals
 - f. provides advice to program staff on how to improve the design, logic or analysis of their projects
 - g. assigns collection of data, analysis and statistical tests to research or program staff
 - h. serves on committees and functions as the liaison between other agencies and the ministry
2. Manages critical reviews of current health science literature for the ministry
 - a. organizes studies of selected cross-section of scientific journals and books
 - b. coordinates assessment and examination of research for the ministry
 - c. coordinates data summaries and results of searches and ensures any strengths or weaknesses are revealed
 - d. leads the presentation of findings and reports to executive or senior management
 - e. keeps ministry staff and ministry executive informed and up-to-date on scientific progress on health care issues, risks and trends
 - f. provides direction and guidance to management and staff in the writing, publication and production of their final reports
3. Supervises research staff
 - a. supervises research staff (3 FTEs), including hiring and training
 - b. plans, assigns and reviews work
 - c. sets work priorities and reviews work
 - d. appraises work performance
4. Administers funds for research
 - a. reviews research proposals of external agencies (e.g. BC Health Care Research Foundation, National Health Development Program) and determines need for funding cooperation
 - b. provides direction and guidance to management and staff on the requirements for applying for research grants
 - c. administers a local budget of research grant funds
 - d. organizes applications to obtain funds from external agencies to carry out the work
 - e. adapts standardized contract language to negotiate services

ORGANIZATION CHART
Benchmark Job #317



ORGANIZATION CHART
Benchmark Job #317

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understands all related issues of a significant and highly specialized program to manage health research for all branches in the ministry, coordinate critical reviews of health science literature, journals and books; and provide authoritative advice to ministry executive on scientific progress on health care issues and risks.</p>	I	305
2	<p>MENTAL DEMANDS Judgement to plan, evaluate and organize a ministry research program; provide advice to program staff on design, logic and analysis of projects; review proposals for research and funding requests; keep ministry executive informed on scientific progress on health care issues, risks and trends.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to discuss and explain employee performance problems and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity to use computers to develop surveys, tests and reports with minimal requirement for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by ministry goals and objectives, plan, organize and manage the ministry health research program; evaluate health science issues, trends and risks and provide ministry executive with advice on health issues.</p>	G	190
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant responsibility for financial resources to adapt standardized contract language to negotiate contracts for research services.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major responsibility to manage ministry research processes and establish standards for collection and analysis of data.</p>	F	43

ORGANIZATION CHART
Benchmark Job #317

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff and appraise employee performance (3 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to lead a health research program for the well-being of others.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently balance the demands of conflicting project requirement priorities and deadlines.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screen and/or printed reports while reviewing science literature and preparing reports.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable requirements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 951

Level: Range 30

JOB DESCRIPTION

Benchmark Job #302

Ministry: Finance and Corporate Relations
Branch: BC Stats
Location: Victoria

Working Title: **Senior Economist (Trade)**
Level: Range 30
NOC Code: 4162

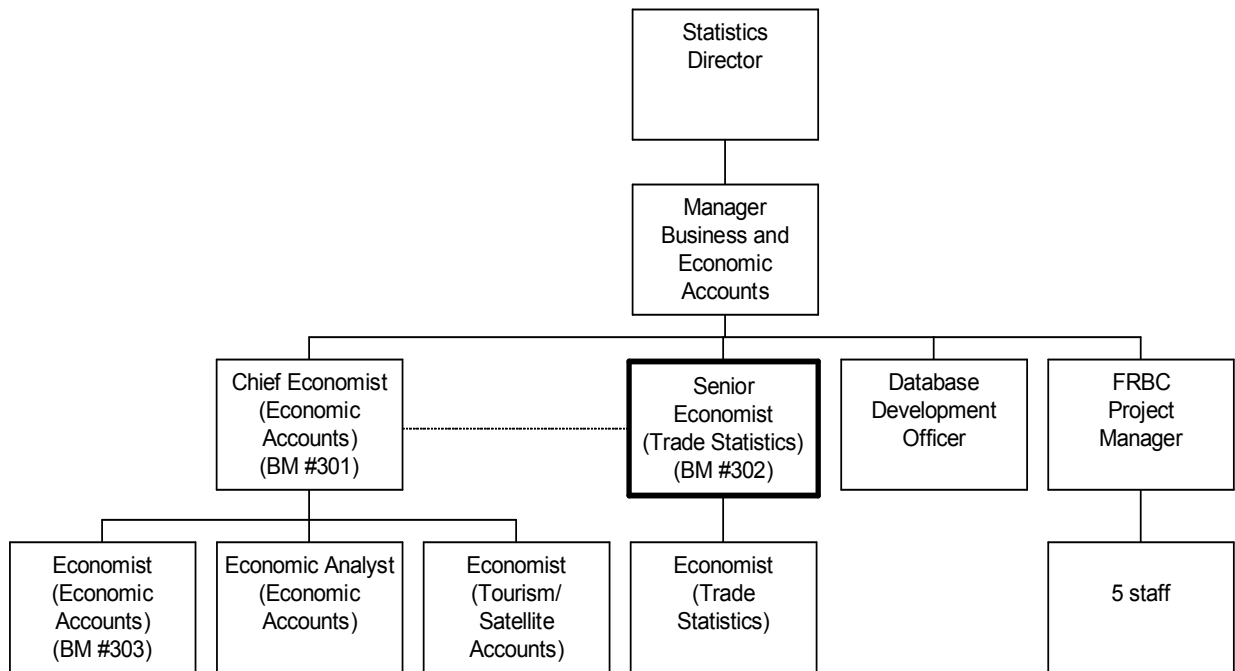
PRIMARY FUNCTION

As a provincial expert, to manage, develop, and disseminate economic, fiscal and statistical systems for trade, which measure inter-national/inter-provincial flow of goods, investments, business conditions, value of BC goods and lead the production of economic indicators for the trade sector.

JOB DUTIES AND TASKS

1. Manages the development and maintenance of new systems for the production and utilization of trade data on a provincial basis
 - a. anticipates the types of problems and issues which will emerge in the trade sector
 - b. translates problems and issues into economic, fiscal and statistical terms to permit the manipulation and analysis of data
 - c. develops and implements fundamental models and systems designs
 - d. directs work of statistical programming staff
 - e. prepares written and oral interpretations of system outputs in terms and language that can be understood by policy analysts, elected officials or company officers
2. Provides expert advice, guidance and assistance in the economic interpretation and statistical analysis of trade, business environmental conditions, and investment information
 - a. provides expert advice to CEOs, Senior Management and staff in ministries, Crown Corporations and businesses
 - b. determines amount and type of resources to be assigned to requests for information
 - c. determines what information can be released to outside parties
 - d. chairs and/or participates on inter-ministry and inter-provincial task forces to develop national and provincial models and frameworks
 - e. responds to inquiries from government analysts, the general public, politicians and others
 - f. counsels foreign firms considering BC as a location
 - g. develops publications for use by government and domestic firms, such as Monthly Summary of Exports, External Trade Report, Business Formations/Failures and Business Conditions
3. Monitors and reports on developments in provincial, national, and international trade
 - a. reviews Free Trade studies and reports on recommendations
 - b. analyzes foreign trade statistics and import replacement strategies, and assesses impacts on BC
 - c. follows GATT decisions on tariffs, adjusts trade models to assess impacts on BC
 - d. studies bilateral and multi-lateral trade agreements to assess and determine impacts on BC and possible strategies to ensure BC benefits or can positively react
4. Supervises staff (2 FTEs)
 - a. supervises two Economists
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. conducts formal appraisals of work performance and takes disciplinary action

ORGANIZATION CHART
Benchmark Job #302



ORGANIZATION CHART
Benchmark Job #302

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all related issues of the BC Trade Sector, to lead the development, analyses and dissemination of economic, fiscal and statistical systems for trade to measure the inter-national/inter-provincial flow of goals, investments, business conditions and value of BC goods produced.</p>	J	330
2	<p>MENTAL DEMANDS Judgement required to plan, organize and evaluate the production and utilization of trade data on a provincial basis, and provide advice and guidance to the Minister of Finance, executive/senior management in ministries/businesses and other groups.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic negotiation skills in presenting model designs, data results and recommendations based upon development and analyses of economic indicators to CEO's, senior management, Crowns and businesses.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to input data to computer for analysis purposes with a minimum requirement for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by ministry goals and objectives, develop economic analysis, manage model design and selection of economic indicator and provide expert advice on trade and investment information for the BC Trade Sector, and chairs and/or participates on inter-ministry /inter-provincial task forces to develop national and provincial models and frameworks.</p>	H	220
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to manage the economic assessment of the BC Trade Sector to provide business, environmental and investment information.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control processes which ensure the quality of data/outputs from predictive models against economic standards.</p>	E	33

ORGANIZATION CHART
Benchmark Job #302

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise two Economists, appraise employee performance and take disciplinary action (2 FTEs)	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsible for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently visually focus on data on BC Trade Sector and models/tables.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention on computer screen and/or printed reports/documents.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 976

Level: Range 30