

# JOB DESCRIPTION

Benchmark Job #301

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

Working Title:  
Level:  
NOC Code:

**Chief Economist**  
Range 32  
4162

## PRIMARY FUNCTION

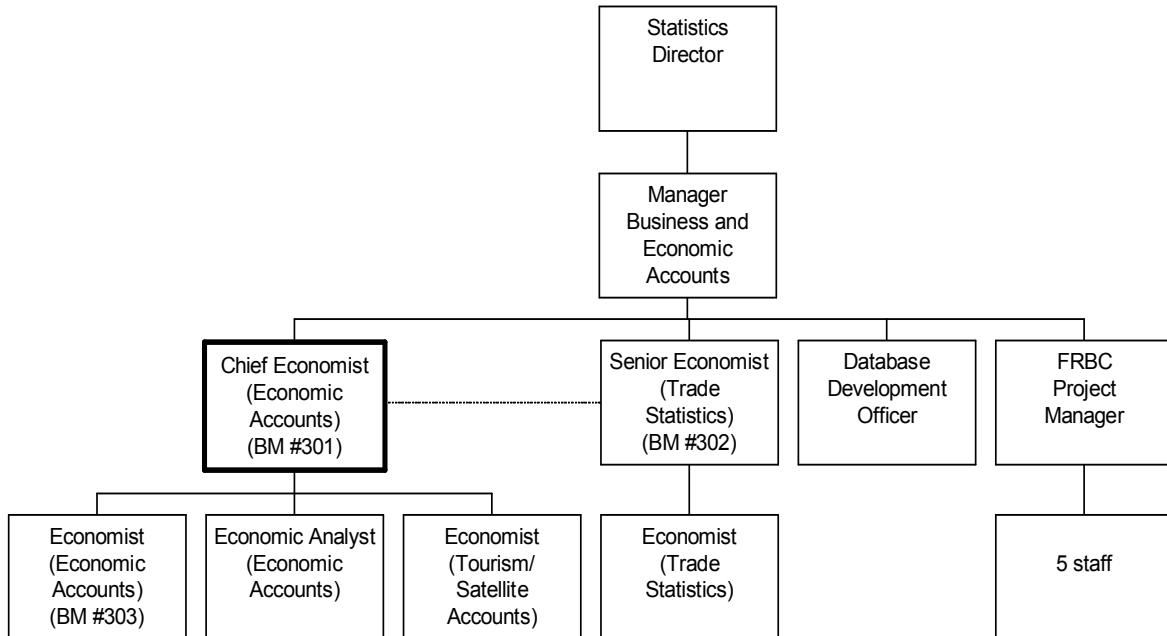
To oversee the development, planning, analyses and integration of the main BC Economic Accounts, Satellite Accounts, Tourism Accounts and Trade Accounts using economic modelling, statistical analysis and market/data from internal and external sources.

## JOB DUTIES AND TASKS

1. Directs the development of Economic Accounts using information manipulation, analysis and reporting
  - a. develops and refines the provincial methodology employed to gather/process data
  - b. reviews software development to ensure compatibility and access to all Division users
  - c. estimates the BC gross domestic product through income expenditure and industry dimensions using business, personal, government and foreign sectors information and data
  - d. extends Economic Accounts into quarterly/constant dollar figures
  - e. designs/develops economic estimates for areas which Statistics Canada does not cover (e.g. decomposition by industry)
  - f. directs special sector studies to obtain economic profiles and develop projections of sectoral growth, viability, and scope
  - g. reviews ancillary models/outputs to ensure integrity of concepts, definitions and methodology
  - h. directs the release and/or submission of economic data used in the provincial Budget/Estimates, reports describing BC macro-economy or fine-tuning of econometric models
  - i. develops methodologies to facilitate the integration and production of comprehensive, accurate, consistent and timely economic accounts information
  - j. manages the integrity/accuracy of relevant databases and analyses related to economic accounts
  - k. balances staff time spent on main, satellite and trade accounts to satisfy divisional priorities
  - l. integrates and reconciles economic accounts with the BC input/output model
2. Negotiates the exchange to content of data and information reports with Statistics Canada in order to ensure consistency of national and provincial standards, provides/obtains feedback on pre-release of data, and recovers costs
  - a. reviews reporting standards and implements adjustments to fine tune standards/practices
  - b. reviews major structural reporting elements and recommends major reporting changes
  - c. negotiates the exchange and content of data and information with Statistics Canada in order to achieve efficiencies in extrapolating quarterly, sectoral and regional data reporting
  - d. negotiates the sale or purchase of models, software and data outputs with private research agencies, other ministries and public sector groups
  - e. markets Economic Accounts reports and software to the general public, businesses and groups to expand awareness of Division functions/capabilities, generate demand and recover research investment
3. Functions as a key member of the Division team
  - a. regularizes and streamlines reporting to meet diverse public and end-user clientele needs
  - b. manages the development of key information for use in inter-provincial, federal-provincial, and international negotiations and policy development
  - c. provides advice to branch professional and technical staff in the management of economic accounting data base, econometric models, and statistical data systems
  - d. proposes operational policies and procedures options for management review such as improvements to the accuracy or timeliness of the economic accounts
  - e. directs external program to ensure work remains consistent with Division objectives
4. Supervises staff
  - a. Supervises staff, including hiring and training
  - b. allocates work, set standards, assesses performance and takes disciplinary action

ORGANIZATION CHART  
Benchmark Job #301

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## REASON FOR CLASSIFICATION

Benchmark Job #301

Job Title: Chief Economist

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand all related issues of the BC Economy to manage the long-term economic, fiscal planning and forecasting of the BC Economic Accounts, and to forecast gross domestic product, sectoral projections, economic profiles and trade assessments to support program development and provincial budget-related decision-making.</p>	J	330
2	<p><b>MENTAL DEMANDS</b> Judgement to conduct long-term planning to develop proposals for improvements to the province's economic and fiscal planning and forecasting activities; manage economic accounts analysis to support provincial economic projections and assessments to translate projections, trends and analyses to define provincial policy, program and budget directions and initiatives.</p>	I	300
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Persuasion required to use basic negotiation skills to negotiate agreements, exchange of content of data and information with Statistics Canada and to negotiate the sale or purchase of models, software and data outputs with private and public sector groups.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Some coordination and dexterity required to input data into computer with minimal requirement for speed.</p>	B	10
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by ministry goals and objectives, manage and develop long-term outlooks and analyses for the BC Economic Accounts (i.e. satellite, tourism, trade, industry and income), manage the assessment of economic and fiscal information to improve resource allocation models and the delivery of provincial economic accounts; and direct the cost-benefit analyses of all economic accounts input, trends, projections etc.</p>	H	220
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Considerable financial responsibility to plan and conduct Economic Accounts resource and program planning reviews on a provincial basis by compiling and analyzing internal and external provincial economic information.</p>	F	43
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Major level of responsibility to manage the processes of BC Economic Accounts analysis, model assessment and data output for use by Cabinet, the Minister, Ministry Executive, and senior management.</p>	F	43

## REASON FOR CLASSIFICATION

Benchmark Job #301

Job Title: Chief Economist

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise Economists, appraise employee performance and take disciplinary action (3 FTEs).	DE	20
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Responsible for own well-being and safety in a low risk environment.	A	5
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused requirements to frequently read statistical data and reports identifying BC Economic Accounts models, information projections, data analysis.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention to new data on computer screen and/or printed reports and documents.	C	12
12	<b>SURROUNDINGS</b> Exposure to office setting with minimal disagreeable elements.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 1046**

**Level: Range 32**

Ministry: Education, Skills and Training  
Branch: Policy, Program Evaluation and Research  
Location: Victoria

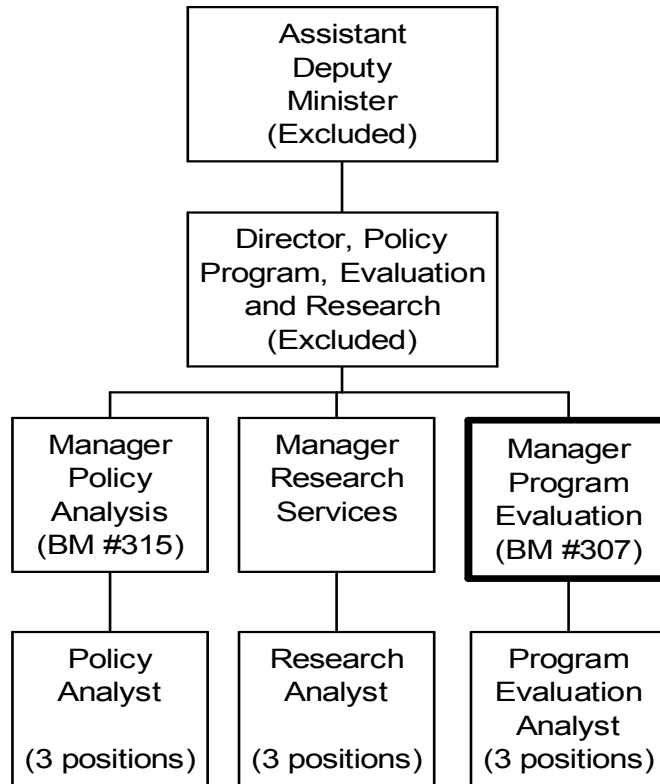
Working Title: **Manager, Program Evaluation**  
Level: Range 33  
NOC Code: 4166

### PRIMARY FUNCTION

To manage the assessment of the effectiveness and efficiency of ministry programs and organizational strategies, and to recommend changes to ministry programs and policies.

### JOB DUTIES AND TASKS

1. Manages and conducts ministry program evaluations, recommends course of action and presents findings
  - a. leads program evaluation assessments and develops frameworks for evaluations
  - b. develops an understanding of the program to be evaluated
  - c. determines project objectives, purpose and scope by preparing mandate and terms of reference
  - d. coordinates design and selection of evaluation approaches to ensure evaluation questions and objectives are answered
  - e. ensures instruments (i.e. surveys, interview guides) measure program impacts/effects
  - f. provides evidence on the impacts and effects which occur
2. Manages data/information collection and qualitative/quantitative analysis processes
  - a. solves logistical problems associated with the evaluation
  - b. leads and/or performs statistical analysis (i.e. multiple regression analysis, cross tabulations)
  - c. examines and resolves issues regarding validity and reliability
  - d. ensures analysis is credible and is carried out using appropriate tools
  - e. consults staff in program areas about preliminary findings
  - f. draws conclusions and makes recommendations to Minister, Ministry executive, and staff.
3. Manages the development and presentation of findings, conclusions and recommendations in reports for presentation to senior and executive management
  - a. organizes and presents results to ministry executive/senior management for decision
  - b. defends report and makes any necessary adjustments to ensure that it is used
  - c. recommends program termination, change in Government policy, reorganization, staffing changes, redefinition of a program's rationale or program reform
4. Manages additional evaluation activities
  - a. provides authoritative advice to managers and directors on new programs to ensure the development of logical linkages between the strategic objectives and program outputs
  - b. leads the participation in, and direction of evaluation plans, strategies and key performance indicators for programs
  - c. develops monitoring and accountability frameworks for post-secondary institutions
  - d. coordinates the overall design of data collection systems for new/existing programs to facilitate efficient/effective evaluations
  - e. provides advice on the design and development of the overall ministry-wide evaluation process
  - f. provides guidance and training in program evaluation
  - g. manages policy development, analysis and planning services in support of other divisional projects:
  - h. leads the analysis of background documents to be discussed by senior management, ministry executive and Cabinet
  - i. develops and reviews briefing notes outlining suggested ministry positions
  - j. represents the ministry and participates in or chairs inter-ministry committees and working groups
5. Performs other related duties
  - a. develops RFPs; selects consultants, adapts standardized language to negotiate contracts and certifies performance
  - b. supervises staff, including hiring and training
  - c. appraises work performance and takes disciplinary action as required
  - d. sets work priorities and standards for the section



## REASON FOR CLASSIFICATION

Benchmark Job #307

Job Title: Manager, Program Evaluation

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand all related issues of a major program to plan, manage and develop program analysis, integration, development and implementation within the PSE system; leads and/or develops strategic/corporate program evaluation options and positions for input into inter-ministry and national initiatives; provides authoritative advice and recommends best solutions to Ministry and Ministry Executive.</p>	J	330
2	<p><b>MENTAL DEMANDS</b> Judgement to conduct the development and implementation of major program evaluation initiatives, conduct long term planning initiatives; recommend corporate solutions and alternatives; lead the analysis of new legislation, Cabinet documents and program proposals to assess corporate impacts and best solutions.</p>	I	300
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Persuasion required to use basic counselling skills to discuss and explain employee performance problems with workers and provide advice for improvement.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Some coordination and dexterity required to update data on policy initiatives by computer with minimal requirements for speed.</p>	B	10
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by ministry goals and objectives to plan, design, commit resources and manage major program evaluation initiatives and changes; initiates and conducts impact studies of policy options; functions as the senior Ministry representative on inter-ministry and inter-governmental committees.</p>	H	220
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Significant financial responsibility to adapt standardized language to negotiate contracts.</p>	E	33
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Major level of responsibility to manage ministry program evaluation processes and establish standards for the collection and analysis of data.</p>	F	43

## REASON FOR CLASSIFICATION

Benchmark Job #307

Job Title: Manager, Program Evaluation

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise staff, appraise employee performance and take disciplinary action (3 FTEs).	DE	20
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Significant care and attention required to lead the development of ministry processes which impact the quality of education programs for the province.	D	25
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused requirement to frequently coordinate multiple policy reviews with project teams/committees.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently visually focus on computer and printed materials while reading and preparing program evaluation documents and reports.	C	12
12	<b>SURROUNDINGS</b> Exposure to occasional unpleasant dealing with others upset about policy changes and program reviews.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 1056**

**Level: Range 33**

# JOB DESCRIPTION

## Benchmark Job #315

Ministry: Education, Skills and Training  
Branch: Policy, Program Evaluation and Research  
Location: Victoria

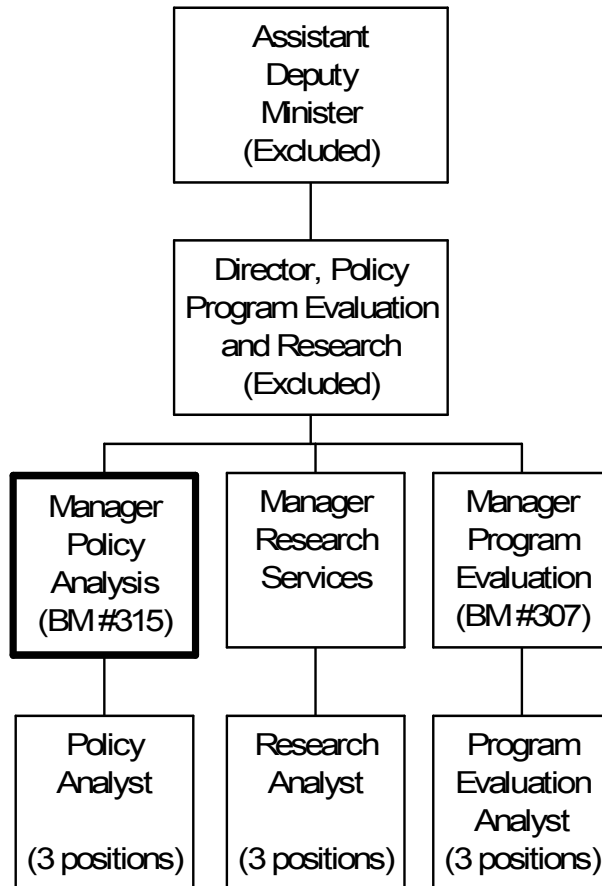
Working Title: **Manager, Policy Analysis**  
Level: Range 33  
NOC Code: 4166

### PRIMARY FUNCTION

To manage ministry policy analysis, integration, development and implementation work on issues and environmental conditions which impact the post-secondary education system and to manage ministry impact studies of policy options.

### JOB DUTIES AND TASKS

1. Manages the development and implementation of ministry strategic/corporate policy
  - a. leads the development of ministry policy options and positions reflecting consensus of the ministry executive for input into inter-ministry and national initiatives
  - b. chairs and/or participates in inter-ministry and inter-governmental committees as the ministry representative
  - c. provides advice to committees and ministry executive on policy development, issues impacting mandate/policies, and recommends appropriate solutions and alternatives
  - d. leads ministry policy and program initiatives to address existing and emerging issues (local, provincial, national and international)
  - e. ensures staff consider labour market, economic, demographic and social trends and government priorities when conducting policy analyses and development
  - f. supervises and conducts analyses to produce corporate policy options and alternatives and determines which best meet the ministry's goals and objectives
  - g. develops solutions for policy issues considering program needs and organizational dynamics
  - h. plans and develops corporate recommendations in the form of position papers, briefing notes, submissions, legislative proposals, presentations to executive, Minister, Treasury Board and Cabinet
  - i. leads the corporate analysis of new legislation, Cabinet documents and program proposals discussed at Cabinet, Treasury Board and/or Deputy Ministers' committees to assess the impact of initiatives on the ministry
  - j. manages the provision of policy support and expertise to program divisions involved in program policy development
  - k. leads and participates in corporate or ministry policy development with staff from program areas and line divisions (e.g. Post-Secondary Education, Skills Development, etc.)
2. Manages ministry impact studies of policy options on the ministry's mandate
  - a. leads and undertakes studies of the post secondary education environment considering information related to the labour market, social, demographic, economic and environmental information
  - b. determines impact of trends on post secondary programming and skills development, including nature of work, labour markets, economy, etc.
  - c. organizes analytical support, and provides advice to identify the implication of post secondary education training and policy development/integration
  - d. determines the various sources of data and provides data analysis to guide ministry policy development
  - e. ensures ministry policy and programs remain responsive to a broad range of evolving labour market, social and economic needs
  - f. organizes and/or researches policy developments and innovations in other jurisdictions
  - g. manages policy development to ensure submissions from the ministry are supported by recommendations, options and alternatives
  - h. ensures policy recommendations meet the ministry's and government's priorities, goals, objectives and mandate
  - i. develops, controls and implements ministry policy processes to ensure elected officials and ministry executive receive quality information
3. Performs other related duties
  - a. develops RFPs, selects consultants, negotiates research contracts and certifies performance
  - b. supervises staff, appraises work performance and takes disciplinary action as required



# ORGANIZATION CHART

Benchmark Job #315

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b>            Understand all related issues of a major program to manage the development and implementation of strategic and corporate policy for the post-secondary education system; recommend best solutions to minister and ministry executive; manage ministry impact studies of policy options and ensure initiatives address existing and emerging issues.</p>	J	330
2	<p><b>MENTAL DEMANDS</b>            Judgement to plan, organize and evaluate the development and implementation of ministry post-secondary education policy, conduct long term policy initiatives; recommend and develop strategic policy and corporate solutions and alternatives.</p>	I	300
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b>            Persuasion required to use basic counselling skills to discuss and explain employee performance problems with workers and provide advice for improvement.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b>            Some coordination and dexterity required to update data on policy initiatives by computer with minimal requirement for speed.</p>	B	10
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b>            Guided by ministry goals and objectives, plan and develop major ministry policy for post-secondary education system; provide expert advice to committees and ministry executive and recommend appropriate solutions and alternatives for policy issues.</p>	H	220
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b>            Considerable financial responsibility to develop language for and negotiate research contracts involving analyses of labour market, social and economic needs and trends.</p>	F	43
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b>            Major responsibility to manage ministry policy processes to ensure elected officials and ministry executive receive quality information.</p>	F	43

ORGANIZATION CHART  
Benchmark Job #315

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise assigned staff, appraise employee performance and take disciplinary action (3 FTEs).	DE	20
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Significant care and attention to manage the development of ministry strategic and corporate policy processes which impact the quality of education programs for the province.	D	25
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused requirement to frequently coordinate multiple policy reviews with project teams, staff and committees.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual on computer screen and printed material while reading and preparing policy documents and reports.	C	12
12	<b>SURROUNDINGS</b> Exposure to occasional unpleasant dealing with staff and others upset about policy changes.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 1066**

**Level: Range 33**

# JOB DESCRIPTION

## Benchmark Job #300

Ministry: Health  
Branch: Economics and Planning  
Location: Victoria

Working Title:  
Level:  
NOC Code:

**Manager, Health Economics**  
Range 32  
4162

### PRIMARY FUNCTION

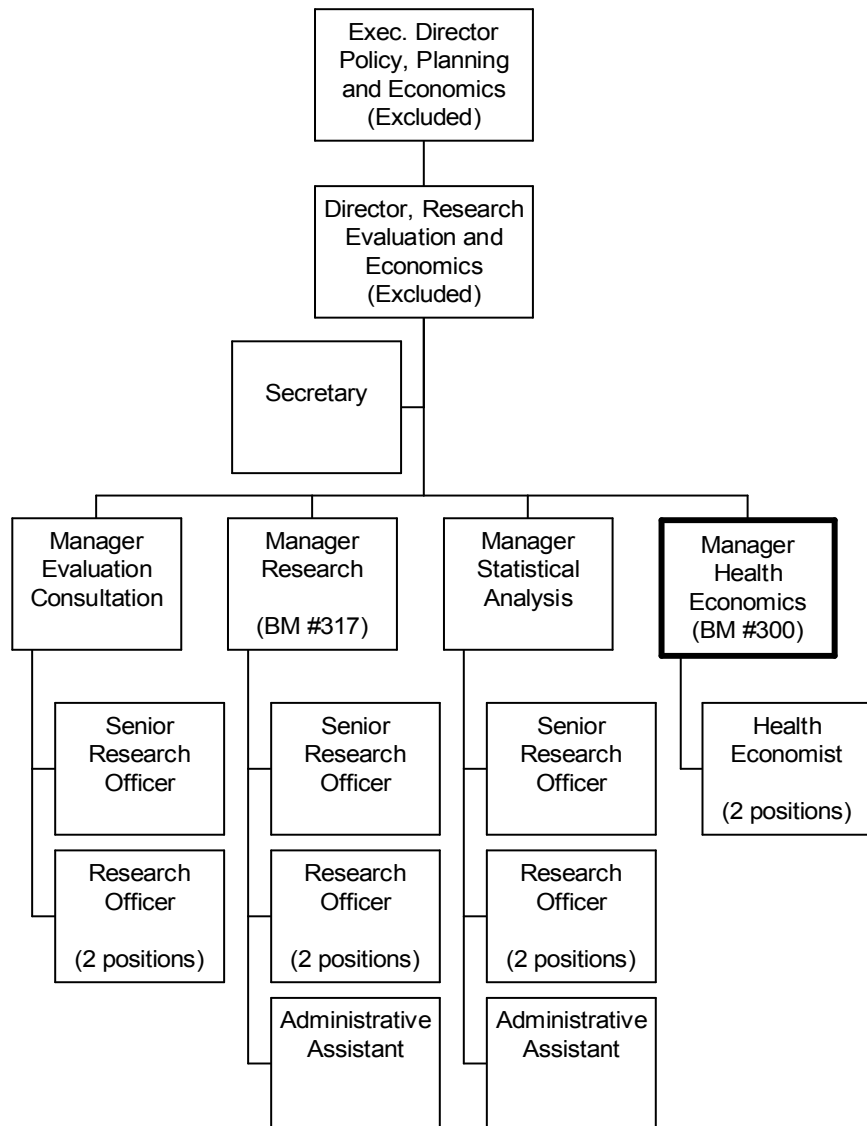
To manage ministry economic, financial, statistical and forecasting activities and analysis to meet the ministry's economic information needs in planning, program delivery and policy development and to manage projects requiring inter-governmental and inter-ministerial coordination.

### JOB DUTIES AND TASKS

1. Manages overall economic, financial, and statistical analysis to meet the ministry's corporate economic information needs in program delivery, decision-making and policy formulation processes for health programs such as Pharmacare, medical services plan, ambulance services or federal-provincial cost sharing
  - a. manages cost/benefit analysis of all ministry or ministry-funded programs
  - b. manages economic research and studies to improve the efficiency of resource allocation in the delivery of health services
  - c. advises the Minister and senior ministry management on trends in financing and utilization of health care services in other jurisdictions
  - d. coordinates the gathering, manipulation and analysis of economic, financial and utilization data from within the Ministry and from other federal, provincial and international sources
  - e. manages joint projects with Health and Welfare Canada, Statistics Canada, Treasury Board Staff, BC Stats, and other agencies/institutions to obtain information, provide utilization, economic and financial information and consult with respect to appropriate use and potential of health-related data such as National Physician Database, Payment Schedule Comparisons
  - f. coordinates and prepares economic reports on new health programs, financial/fiscal analysis of health spending and programming, and revenue sources in other jurisdictions
2. Conducts economic and fiscal planning and forecasting activities for the Ministry
  - a. forecasts fiscal future of publicly-funded health care given cost and demographic trends as well as macro-economic circumstances
  - b. forecasts financial policy and program delivery effects on health care system of emerging and anticipated technologies
  - c. provides ministry programs with demographic and economic outlooks at the local level to facilitate local capital, human resources and program planning
  - d. leads development of five-year and twenty year Ministry of Health expenditure outlooks to support budget-related decision-making
3. Conveys economic theory in plain language
  - a. provides information on health-economics principles to staff of programs and other ministries
  - b. prepares speeches for the Minister and Deputy Minister on technical economic and fiscal issues
  - c. prepares or coordinates preparation of statistics for use in publicly-released reports and speeches
  - d. provides explanations of technical issues to members of the news media on behalf of the Communications and Education Division
4. Supervises two Economists (2 FTEs)
  - a. supervises staff, including hiring and training
  - b. assigns, reviews and monitors work of staff
  - c. sets work priorities and standards for section
  - d. appraises employee performance and takes disciplinary action

ORGANIZATION CHART  
Benchmark Job #300

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# ORGANIZATION CHART

Benchmark Job #300

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand all related issues of the provincial health program to manage the long-term economic and fiscal planning and forecasting for the Ministry of Health to support provincial policy and program development and decision-making.</p>	J	330
2	<p><b>MENTAL DEMANDS</b> Judgement to conduct long term economic planning where past trends cannot be relied upon to develop proposals for long term improvements for the Ministry of Health's economic and fiscal planning and forecasting activities.</p>	I	300
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Persuasion required to use basic counselling skills to discuss and explain employee performance problems with workers and provide advice for improvement.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Some coordination and dexterity required to input data into computer for analysis purposes with minimal requirement for speed.</p>	B	10
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by ministry goals and objectives, provide major policy advice to develop long term expenditure, cost and utilization outlooks and analyses and manage the assessment of economic and fiscal information to improve resource allocation models and the delivery of provincial health services.</p>	H	220
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Major financial responsibility to manage ministry cost-benefit analysis and identify long term trends for health care financing to forecast options for future allocation and utilization of the health care budget.</p>	G	58
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Major level of responsibility to manage the control of detailed processes in the economic assessment and output of data for use by the Minister and senior management in decision-making.</p>	F	43

ORGANIZATION CHART  
Benchmark Job #300

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise Economists, appraise employee performance and take disciplinary action (2 FTEs).	DE	20
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Moderate care and attention for the well being of others to conduct forecasting activities for the utilization of health care resources.	C	15
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused requirements to frequently read statistical data and reports.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention to data on computer screen and/or printed reports and documents.	C	12
12	<b>SURROUNDINGS</b> Exposure to office setting with minimal disagreeable elements.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 1071**

**Level: Range 32**

Ministry: Energy, Mines and Petroleum Resources  
Branch: Energy Management  
Location: Victoria

Working Title: **Manager, Economic Analysis**  
Level: Range 33  
NOC Code: 4162

### **PRIMARY FUNCTION**

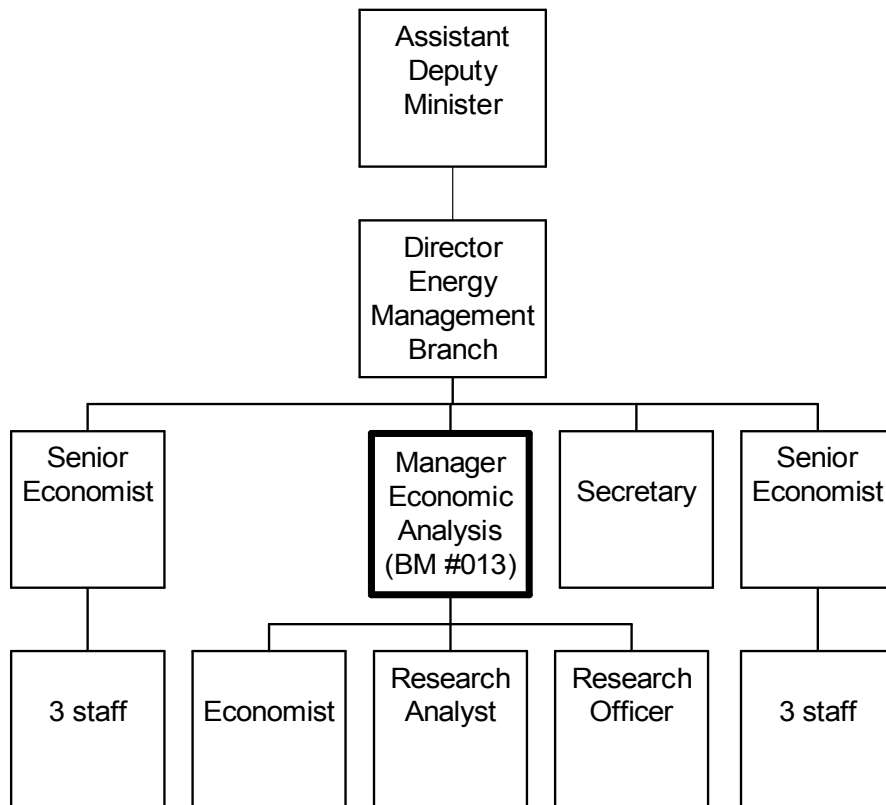
To provide economic analysis and policy advice related to natural gas, hydro electric energy and alternate forms of electrical generation.

### **JOB DUTIES AND TASKS**

1. Directs and evaluates research and provides expert advice to senior management, the Minister and Cabinet
  - a. researches, drafts and interprets regulations and legislation
  - b. modifies or improves existing regulations and legislation to ensure consistency
  - c. anticipates the Province's energy requirements and proposes original and unique approaches to problems and situations for consideration by senior management, the Minister and Cabinet
  - d. assesses and makes recommendations to Treasury Board and Cabinet concerning priorities governing the production, pricing, marketing and delivery of provincial energy resources
  - e. plans, prepares and directs internal government policy position papers and cabinet submissions concerning provincial energy resources
2. Coordinates the evaluation of proposals for the removal of resources from the province
  - a. coordinates the use of manual and computerized economic and financial analysis to assess the feasibility of proposed projects
  - b. participates in joint studies, reviews, committees and inter-agency project teams
  - c. summarizes study results into reports with conclusions and recommendations and presents to senior management
  - d. identifies potential problems in proposals and recommends solutions
  - e. assesses the impact of issues and developments outside of the province that could affect BC's energy resource industry and recommends appropriate policy responses
3. Functions as the Ministry's representative for provincial energy management
  - a. participates in intergovernmental and international conferences, task forces and committees
  - b. meets with senior officials of industry, the BC Petroleum Corporation, BC Utilities Commission and BC Hydro to identify and assess concerns with regard to government policies, to negotiate acceptable terms in the event of conflict and to ensure compliance with provincial policy
  - c. provides communities with information related to energy exploration projects and ensures that public concerns are conveyed to senior management
  - d. evaluates recommendations concerning programs to enhance social, economic and industrial projects related to energy policies
  - e. communicates with senior staff from other agencies and jurisdictions including the National Energy Board, federal ministries, Alberta departments and from the United States Pacific Northwest to gather information and develop policy
  - f. negotiates controversial energy agreements with other governments, agencies and industry
4. Supervises section staff
  - a. supervises, recruits and trains section staff (3FTE)
  - b. plans, schedules, assigns and reviews work
  - c. sets work priorities and standards
  - d. conducts formal appraisals of work performance
5. Performs other related duties
  - a. provides information to assist in budget development for Branch
  - b. sets up and maintains files for energy projects

ORGANIZATION CHART  
Benchmark Job #013

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# ORGANIZATION CHART

Benchmark Job #013

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand all related issues of a major provincial energy program to plan and conduct research to develop policies and recommendations for Cabinet regarding energy projects and energy resource use; functions as the chief representative of the Ministry for electrical generation projects.</p>	J	330
2	<p><b>MENTAL DEMANDS</b> Judgement to conduct major research and long term economic planning to develop strategic policies for energy projects and to propose solutions to provincial energy issues.</p>	I	300
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Influence and formal negotiation skills required to function as representative of government to negotiate controversial energy agreements with other governments, agencies and industry.</p>	E	60
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Some coordination and dexterity required to input data into computer for analysis purposes with a minimal requirement for speed.</p>	B	10
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by ministry goals and objectives, provide major policy advice on provincial energy requirements to senior management, the Minister and Cabinet.</p>	H	220
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Major financial responsibility to determine prices for provincial energy resources required to meet revenue targets defined by government (+\$2.5 million).</p>	G	58
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Major level of responsibility to manage the control of economic and financial processes for use by the Minister and Cabinet in decision-making on provincial energy projects.</p>	F	43

ORGANIZATION CHART  
Benchmark Job #013

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise workers, appraise employee performance (1+ to 5 FTEs).	DE	20
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Moderate care and attention for the well being of others by recommending policy to support the perpetuation of energy resources.	C	15
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused attention to detail to frequently read reports.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention to computer screens and printed material while reviewing reports.	C	12
12	<b>SURROUNDINGS</b> Exposure to occasional unpleasant dealing with upset clients.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 1086**

**Level: Range 33**