Job Class Profile: Management Analyst I

Pay Level: CG-26
Point Band: 490-533

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**JOB SUMMARY**

The Management Analyst I assists in the tracking and management of information, and provides and analyzes data in support of the ongoing operations and strategic goals of a Department.

**Key and Periodic Activities**

— Maintains spreadsheet on all staffing information to track recruitment statistics for monthly reporting.
— Reviews employee extension payroll reports to ensure employee extensions are processed and submitted in a timely manner.
— Assists in compiling and formatting quarterly reports for executive review regarding all departmental Occupational Health and Safety statistics.
— Monitors on spreadsheets the Integrated Disability Management annual budget for assessment.
— Receives, tracks and disseminates Accident Incident Forms to Occupational Health & Safety Consultants for follow-up.
— Liaises with districts and the Workplace Health, Safety and Compensation Commission (WHSCC) regarding Hearing Loss Claims and maintains the related database.
— Maintains a Workplace Inspection database to ensure all are completed.
— Assists with the development of protocols, Directives and information packages.

**SKILL**

**Knowledge**

**General and Specific Knowledge:**

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

**Years of Experience:**
— Minimum: 3-4 years of related job experience.
### Competencies:
- The ability to use a number of computer applications.

### Interpersonal Skills
- Interpersonal skills are used to ask the appropriate questions and listen attentively to gather information and provide routine information and direction to others.
- The most significant contacts are with employees and supervisors/managers within the immediate work area and employees throughout the Department.

### EFFORT

#### Physical Effort
- Work demands do not result in considerable fatigue requiring periods of rest.
- Work provides the opportunity to occasionally stand and walk within the office environment.
- Occasionally required to physically handle and lift files and objects up to 25lbs.
- There is a constant requirement to sit at a desk maintaining databases but there is some freedom to move about. This also requires fine finger/precision work while operating a computer mouse.

#### Concentration
- Visual concentration is constantly required when reviewing reports and databases.
- Auditory concentration and regularly required while gathering information for others.
- By nature the payroll and monthly reports are governed by enforced **deadlines**.
- There are times when conflicting demands effects **control over work pace**.
- **Exact precision eye/hand coordination** and **repetition requiring alertness** are regularly required when entering data into spreadsheets.

#### Complexity
- Work involves the tracking and management of information and the analyses of data in support of the ongoing operations and strategic goals of a Department which may involve different but related processes and methods.
- Occasionally, challenges/problems are more complex which requires some interpretation to select from a number of possible and prescribed solutions the most appropriate course of action to suit the circumstances.
- Typical problems arise at payroll cutoff when additional information is required.
- Position has co-workers, managers, policies, collective agreements, etc. as reference to address problems or issues.

### RESPONSIBILITY

#### Accountability and Decision-Making
- Work tasks and activities are generally prescribed or controlled.
- As work is performed independently on a day-to-day basis, without formal approval work will involve compiling and providing information to the Department on issues such as employee extension requirements; recruitment and staffing activities; budget monitoring; occupational health and safety statistics, etc. in support of operational and strategic planning processes.
Purchases or outside services require supervisory approval.

**Impact**

- Impacts generally affect the immediate work area and within the Department.
- Work involves providing information and statistics to management which impacts the department’s operational and strategic decision making processes.
- A consequence of error could result in an employee not getting paid on a timely basis, however, this would be detected by payroll and rectified. Errors are typically identified, resolved quickly and have short term implications.

**Development and Leadership of Others**

- There is no requirement to provide supervision and is not involved in the development and leadership of others nor is there a requirement to play a team leader role.

**WORKING CONDITIONS**

**Environmental Working Conditions**

- Work does not require that any special precautions be followed or safety equipment be used.
- There is a very limited likelihood of minor, bruises, abrasions or minor illnesses if normal health and safety precautions are followed.
- Occasional exposure to some undesirable environmental conditions such as unusual/distracting noise and lack of privacy.