Job Profile: Planning and Research Analyst

Pay Level: CG-29  
Point Band: 622-675

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**JOB SUMMARY**

The Planning and Research Analyst provides analytical and professional work in planning, researching and analyzing matters relating to federal/provincial training and employment agreements.

**Key and Periodic Activities**

- Performs statistical research using a variety of software packages (i.e. compiling, tabulating, analyzing, editing and reporting information in departmental statistical publications).
- Provides statistical/analytical support to management by reviewing, analyzing and preparing reports on a wide range of indicators.
- Revises the K-12 School Profile System on the web to enable schools, districts, parents and other stakeholders to access school level indicators/statistics.
- Updates and reviews statistics, formatting information for the web, importing data into spreadsheets and reviewing indicators for accuracy.
- Re-scripts current statistical reporting systems for public examination item analyses and criterion referenced tests.
- Completes informal requests for the department, outside agencies, and the general public.
- Provides other administrative duties such as mail outs, faxing materials, etc.

**SKILL**

**Knowledge**

- **General and Specific Knowledge:**
  - Specific knowledge of conducting research projects and statistical applications.
- **Formal Education and/or Certification(s):**
  - Minimum: Undergraduate degree in Business, Statistics, Social Sciences or related field
- **Years of Experience:**
  - Minimum: 1 - 2 years of experience
- **Competencies:**
  - Proof-reads, edits and formats a variety of documents.
  - Writes detailed letters, policies, or other correspondence.
— Strong research and analytical skills.
— Strong writing skills to generate reports and correspondence.
— Ability to coordinate a number of simultaneous research projects.
— Conducts analysis and assessment.
— Uses various computer software programs such as spreadsheets, word processors, databases, and statistical packages.

### Interpersonal Skills

— A range of interpersonal skills are used to perform activities such as listening; asking questions to gather information; providing routine information and direction; communicating complex information and gaining the cooperation of others to complete work tasks.
— Communication occurs with employees within the immediate work area and department, including supervisors/managers and educational consultants.
— Most significant contacts are educational consultants, manager/supervisor, and co-workers. Interactions include consulting with co-workers and/or manager regarding research project topics such as content, time frames, templates, etc.

### EFFORT

#### Physical Effort

— Work demands do not result in considerable fatigue requiring periods of rest.
— Occasionally required to lift/move objects, such as files and records weighing up to 10 lbs.
— Work provides the opportunity to occasionally stand and walk within the office environment.
— Constantly required to sit to perform fine finger/precision work while entering and manipulating data in electronic documents by using a mouse and keyboard.

#### Concentration

— **Visual concentration** is constant during data entry and verification in spreadsheets; compiling computer codes; and writing reports, emails and other correspondence.
— **Auditory concentration** is required to consult with co-workers and supervisor/manager regarding research topics and daily work tasks.
— **Repetition requiring alertness** is evident when updating code.
— **Interruptions and multiple time pressures/deadlines** exist with a lack of control over work pace (i.e. requests from executive or boards/agencies).
— **Eye/hand coordination** is required for data entry.
— **Exact results and precision** are required when writing complex computer code/syntax for a variety of statistical reports and to utilize statistical software to compile, tabulate, analyze and report statistical information.

#### Complexity

— Performs a series of tasks and activities that are quite different but allow the use of similar skills and knowledge.
— Problems tend to be simple with obvious solutions and tasks are different but related.
— The most typical challenge or problem relates to performing statistical research using a variety
of software packages to compile, tabulate, analyze and report statistical information and providing statistical/analytical support to management by reviewing, analyzing and preparing reports (i.e. generating/modifying computer codes for custom statistical reports).
— Co-workers, policies, procedures, guidelines, acts and regulations exist to assist and address issues and challenges (i.e. Schools Act).

RESPONSIBILITY

Accountability and Decision-Making
— Work tasks and activities are generally prescribed and controlled.
— Decisions can be made when determining what published information can be sent to stakeholders or responding to a request for information.
— Requires supervisor’s approval for all other decisions.
— Work tasks involving the releasing of confidential information require independent discretion and judgment.

Impact
— Impacts generally affect immediate work area, department, outside the organization and on clients/general public.
— Work activities impact processes, systems, information, material resources, and corporate image.
— Inaccurate reporting may result when an inaccurate statistic is published or reported to the general public.
— In the event of a mistake or error the consequence is directly felt on information processes and systems.
— Legislation, policies, and procedures are in place to mitigate the impacts of errors. Work is reviewed by supervisors and others.

Development and Leadership of Others
— Not responsible for the supervision of staff.
— May be required to provide orientation and/or on-the-job training.

WORKING CONDITIONS

Environmental Working Conditions
— Does not require any special precautions or safety equipment.
— No unusual adverse environmental conditions exist.