Job Class Profile: Senior Policy, Planning & Research Analyst

Pay Level: CG-40
Point Band: 916-949

<table>
<thead>
<tr>
<th>Factor</th>
<th>Knowledge</th>
<th>Interpersonal Skills</th>
<th>Physical Effort</th>
<th>Concentration</th>
<th>Complexity</th>
<th>Accountability &amp; Decision Making</th>
<th>Impact</th>
<th>Development and Leadership</th>
<th>Environmental Working Conditions</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rating</td>
<td>7</td>
<td>5</td>
<td>1</td>
<td>4</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>1</td>
<td>2</td>
<td>920</td>
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<tr>
<td>Points</td>
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<td>83</td>
<td>6</td>
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<td>210</td>
<td>130</td>
<td>103</td>
<td>21</td>
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**JOB SUMMARY**

The Senior Policy, Planning & Research Analyst is responsible for advanced professional, analytical, and administrative work in the research, development and evaluation of policies and programs for an assigned program area.

**Key and Periodic Activities**

— Develops policy in consultation with senior government officials.
— Leads research on program area and its impact provincially, nationally and internationally.
— Analyzes complex issues and trends related to proposed program area changes and their impacts on the department.
— Represents the Department on provincial and federal working groups.
— Liaises with industry professionals to determine priority issues affecting program area.
— Presents provincial policy positions to senior officials of the provincial, federal and international governments as required.
— Researches, develops, and supervises the development of program area databases and statistical indicators.
— Performs internal and external policy planning and research related functions such as survey development, data coding, maintenance, etc.
— Prepares reports; briefing notes; statistical analysis; Cabinet and Treasury Board submissions; Ministerial briefings; and policy statements.
— Develops, designs, writes, reviews and disseminates public education materials ensuring accuracy, appropriateness, and readability.
— Develops a complete evaluation framework for all programs/services as per departmental evaluation plan.
— Works with the Transparency and Accountability Office to develop the department’s annual reports and strategic plans.
— Reviews government’s policies and assists in the alignment of departmental programs and policies with strategic government direction.
— Provides responses to inquiries from departments, regional committees, and the general public.
— Interprets and provides feedback on internal and external reports and documents.
— Acts as a working group member on a variety of committees.
— Prepares materials for internal communication initiatives such as articles for internal
### Key and Periodic Activities

newsletters or departmental intranet site.

### SKILL

#### Knowledge

**General and Specific Knowledge:**
- Specific knowledge of conducting research projects and statistical applications.
- Departmental programs and initiatives.

**Formal Education and/or Certification(s):**
- Minimum: Undergraduate Degree in Business, Statistics, Social Sciences or related field

**Years of Experience:**
- Minimum: 4 - 5 years

#### 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
- Provides advice and direction to others on how to solve a problem or address an issue
- 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 including listening; asking questions; gathering information/data to complete tasks by holding discussions with professional agencies and other jurisdictions; providing information and direction; gaining the cooperation of others; consulting with senior management regarding policy development and presents provincial policy positions to senior officials and preparing and delivering formal presentations.
- Communication occurs with employees in the immediate work area, department/group including supervisors, managers, and Executive.
- Most significant contacts are Executive, senior management, and co-workers.

### EFFORT

#### Physical Effort

- Work demands do not result in considerable fatigue requiring periods of rest.
- There may be an occasional requirement to lift/move objects, such as files and records up to 10 lbs.
- Work involves constant sitting to perform a variety of computer work but also provides the opportunity to occasionally stand and walk within the office environment.
- Constantly required to perform fine finger/precision work while entering and manipulating data
Concentration

— **Visual concentration** is constant while performing statistical research (i.e. data entry, proofing data, creation of formulas, formatting, analyzing, etc).
— **Auditory concentration** includes clarifying information requests and providing accurate verbal information in response to client requests.
— **Repetition requiring alertness** is required to enter data accurately.
— Regularly impacted by **interruptions** and multiple **time pressures/deadlines** with a lack of **control over work pace**. Reporting deadlines can occur regularly and immediate requests for data happens occasionally.
— **Exact results and precision** are required when performing statistical calculations, preparing research, and providing written and verbal reports.

Complexity

— Work typically involves tasks that are quite different but require the application of similar knowledge and skills.
— Problems tend to have limited opportunity for standardized solutions and regularly have strategic or policy significance.
— The most typical challenges or problems are predictive modeling parameters, time constraints on deliverables, and interjurisdictional cooperation.
— Co-workers, policies, procedures and guidelines exist to assist and address issues and challenges.

RESPONSIBILITY

Accountability and Decision-Making

— Work tasks and activities are somewhat prescribed and controlled.
— Decisions can be made when delegating certain tasks to support positions in the Division, development of research projects, and policy development.
— Requires supervisor’s approval for travel, purchases, distribution of information, final policy changes.
— Work tasks involving the presentation of information at meetings or the releasing of confidential information are completed using discretion and independent judgment.

Impact

— Impacts generally affect immediate work area, department, outside the organization, and on clients and the general public.
— Work activities impact finances, information, processes, systems, and corporate image.
— Inaccurate reporting could result in the release of inaccurate public information, financial liability for department or province, or inadequate policies or procedures.
— In the event of a mistake or error, the consequence is directly felt on information resources.
— Consequences of mistakes or errors may not be readily identifiable and may require effort to resolve.
— Co-workers, policies, procedures and guidelines exist to assist and address issues and
challenges.

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<thead>
<tr>
<th>Development and Leadership of Others</th>
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<tbody>
<tr>
<td>— Not responsible for the supervision of staff.</td>
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<td>— May be required to provide advice and/or common guidance to new employees.</td>
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**WORKING CONDITIONS**

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<th>Environmental Working Conditions</th>
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<tr>
<td>— Does not require any special precautions or safety equipment.</td>
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<tr>
<td>— Limited to no likelihood of minor cuts, bruises, abrasions or minor illnesses.</td>
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<tr>
<td>— May be occasionally exposed to unusual/distracting noise, glare from computer monitors.</td>
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<td>— Occasionally required to travel.</td>
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