

JOB DESCRIPTION

Benchmark Job #428

Ministry: Housing and Social Development
Branch: Research, Evaluation and Statistics
Location: Victoria

Working Title: **Economist**
Level: Range 24
Classification: Economist

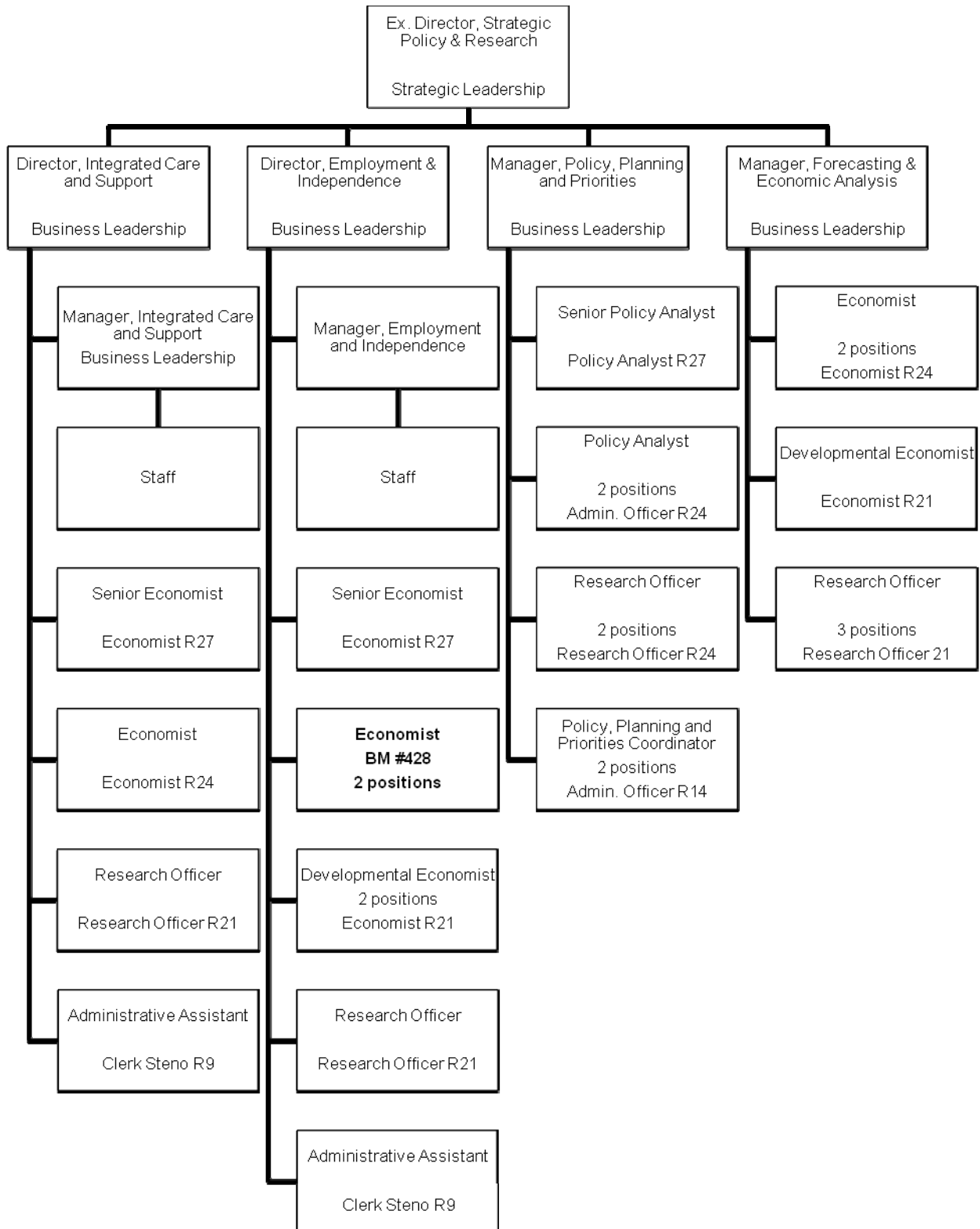
PRIMARY FUNCTION

To support ministry policy and program development by conducting research and performing economic, statistical and forecasting analysis to evaluate the impacts of new and existing income support programs.

JOB DUTIES AND TASKS

1. Conducts research involving the quantitative and qualitative analysis of socio-economic impacts of newly developed and existing ministry social programs to support improvements to, or the development of new policy and programs
 - a. performs research and analysis using various research methodologies, statistical and economic methods to determine the impacts of new policies and programs and whether they achieved their goals or if there were any unintended results
 - b. maintains, refines, tests and applies economic and mathematical modelling and statistical analysis techniques to develop simulations and prepares projections for provincial and regional costs and expenditures and predicts the financial impacts of program and policy changes
 - c. advises on research methodologies and study design
 - d. designs research methodologies and develops instruments or tools used for research and program evaluation, incorporating statistical/economical/mathematical concepts, models and simulations
 - e. proactively identifies emerging issues, trends and implications for the ministry/province and alerts senior staff to potential areas of difficulty or controversy
 - f. provides advice and information to senior management and program staff on matters relating to social issues
 - g. presents reports on issues impacting ministry initiatives, programs and policies including methodologies, findings, risks and implications for the ministry
2. Provides project management for research projects
 - a. develops project proposals and plans and implements monitoring measures
 - b. drafts business cases and cost benefit analyses, defining deliverables
 - c. recommends procurement of contracted resources
 - d. assigns, monitors and reviews the work of assigned project staff (1.5 FTEs)
 - e. provides advice to other branch staff in a team environment
3. Performs other related duties
 - a. prepares briefing materials, discussion and research papers addressing current issues for the Deputy Minister and senior ministry staff.
 - b. represents the branch on various ministry working groups and inter-ministry committees

ORGANIZATION CHART
Benchmark Job #428



REASON FOR CLASSIFICATION

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Job Title: Economist

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE</p> <p>Understand economic theory to apply economic and mathematical models and statistical analysis to analyze the socio-economic impacts of newly developed and existing ministry social programs.</p>	H	280
2	<p>MENTAL DEMANDS</p> <p>Judgment required to modify economic models, research methodologies and techniques in providing research and analytical services to support Ministry policy and program development.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION</p> <p>Discretion required to exchange information needing explanation of research methodology and data analysis to senior economists and ministry managers.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Moderate coordination and dexterity required to keyboard to prepare reports, summaries and briefing notes using a computer with some requirement for speed to meet deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Comparative Effects: IVa / Freedom to Act: Level 6</p> <p>Guided by various economic modelling, statistical and research standards and methods, provides direct professional advice and consultation by conducting research and analysis to determine the impacts of new or existing social programs.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Significant financial responsibility to apply forecasting models and prepare projections for provincial and regional costs and expenditures which requires detailed planning in order to predict the financial impacts of program and policy changes.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</p> <p>Considerable responsibility to control processes to ensure the integrity, accuracy and relevance of concepts, definitions and methodology used in research projects.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review work of assigned staff on a project basis. (1.5 FTEs)	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Reviews the impacts of policies or services on the welfare of individuals or groups.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently view computer screen and documents while conducting research and economic analysis.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view information on computer screen and/or printed reports and documents.	C	12
12	SURROUNDINGS Normal office setting.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding while developing standards and preparing reports on the results of research and economic analysis.	B	4

Total Points: 805

Level: Range 24