

Ministry: Health
Branch: Policy Branch
Location: Victoria

Working Title: **Senior Policy Analyst**
Level: Range 27
Classification: Policy Analyst

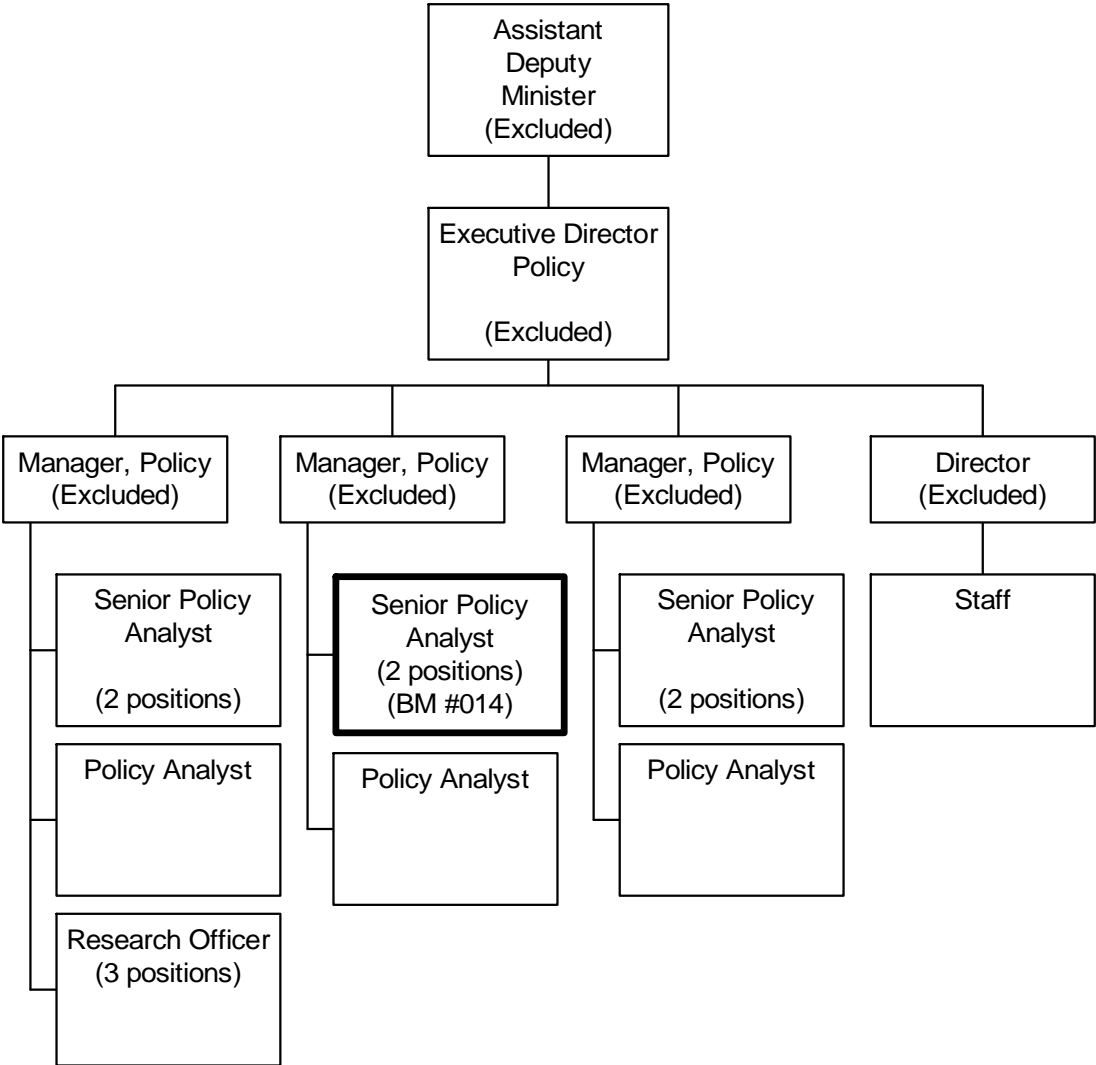
PRIMARY FUNCTION

To coordinate and lead the research, analysis, development and implementation of strategic policies and legislation for significant program areas within the Ministry of Health (e.g., the Medical Services Plan, which provides medical coverage for over 4 million BC residents).

JOB DUTIES AND TASKS

1. Coordinates and develops new or modified program policies by reviewing relevant policies to ensure consistency with legislation and ministry objectives
 - a. reviews strategic policies and establishes guidelines to ensure consistent policy development
 - b. develops recommendations for statutory and regulatory amendments to legislation administered by the Ministry
 - c. initiates projects to develop recommendations for new health legislation when required
 - d. provides direction to several project staff
2. Researches and analyzes program issues and develops program policies on a variety of health issues
 - a. researches subject areas relevant to program issues and policies, using various research methodologies, statistical methods/analysis and health care systems concepts
 - b. consults with other ministries, provinces and senior management to obtain, discuss and/or exchange information on health issues or policies
 - c. evaluates a variety of existing or new programs, policies and legislation
 - d. provides advice and cost/benefit data to senior management and program staff on key matters relating to policy considerations
3. Participates in strategic planning and program evaluation initiatives
 - a. identifies program evaluation tools (e.g. surveys, interview guides) for use by Program Managers
 - b. recommends evaluation plans, strategies and performance indicators for programs
 - c. provides evaluation advice on research methods, sampling techniques, questionnaire design, data analysis and other evaluation processes
 - d. provides advice to program staff on how to improve the design and/or analysis of projects
4. Prepares and/or coordinates the preparation of briefing materials or letters on current issues for the Minister, Deputy Minister, senior ministry staff and Cabinet
 - a. researches issues and prepares briefing materials
 - b. reviews and edits materials prepared by divisional staff
 - c. presents recommendations to Deputy Minister and/or Minister
 - d. prepares responses that are consistent with ministry and government policy
5. Performs other related duties
 - a. coordinates arrangements and briefings for visiting VIP delegations
 - b. gives public speeches on controversial Ministry policy to various groups
 - c. chairs and/or participates on various Ministry committees
 - d. prepares detailed reports, including charts, graphs and spreadsheets using a computer and by accessing relevant databases

ORGANIZATION CHART
Benchmark Job #014



REASON FOR CLASSIFICATION

Benchmark Job #014

Job Title: Senior Policy Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of health management and policy development (i.e. research methodology, statistical methods/analysis and health care systems concepts) to plan and conduct research, analyze and review health issues and develop policies and solutions; and work with program managers on planning and program evaluation.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to conduct and lead research to develop significant strategic health policy recommendations, examine health policy alternatives; present recommendations to Minister and/or Deputy Minister; develop indicators and regulatory amendments; and recommend evaluation plans, strategies and performance indicators.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILLS Persuasion required to use basic negotiation skills to represent the ministry position on controversial health policy to the public.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to input information to prepare charts, graphs, and spreadsheets using computer software with some requirement for speed to meet deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general ministry policies and guidelines, plan and organize policy development projects on a variety of health care issues; review existing policies; and recommend statutory and regulatory amendments to legislation.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to provide cost/benefit data requiring application of program knowledge and detailed planning to determine financial impacts of key policy considerations.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control processes which ensure the quality of information against research and statistical standards.</p>	E	33

REASON FOR CLASSIFICATION

Benchmark Job #014

Job Title: Senior Policy Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide technical direction and assign, monitor and review tasks for one to two workers on a project basis (1 FTE).	CC	13
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to develop policies that guide the provision of health services to the public.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently read and write reports and prepare charts, graphs and spreadsheets on computer screen.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention on computer screens while developing graphs and spreadsheets.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding to operate computer.	B	4

Total Points: 874

Level: Range 27