

Ministry: Small Business, Tourism and Culture
Branch: Government Agents
Location: Victoria

Working Title: **Project Analyst**
Level: Range 21
Classification: Administrative Officer

PRIMARY FUNCTION

To provide analysis and advice to management and executives on the delivery and impact of policies, practices, programs and delivery initiatives for the Government Agents (GA) Branch, which processes several million transactions a year across numerous GA offices.

JOB DUTIES AND TASKS

1. Conducts and supports diverse analyses of service delivery and issues arising from ministry programs
 - a. identifies and incorporates appropriate methodology for economic, demographic and socio-economic analysis
 - b. analyzes information and issues to support development of initiatives
 - c. designs and evaluates performance measures/standards for new programs and policies
 - d. reviews existing programs and policies and recommends improvements, continuation or cessation based on analysis
 - e. assesses the impact of new programs or service delivery methodologies, and recommends improvements
 - f. ensures information sources, current trends, issues and delivery alternatives are evaluated or considered
2. Coordinates, collects and conducts demographic, financial, social and economic analysis
 - a. coordinates and/or provides technical support for program planning and development, and for strategic planning processes through project teams
 - b. coordinates and/or conducts cost benefit analysis of existing or new programs or services
 - c. coordinates work of contractors or project staff engaged in economic and socio-economic analysis
 - d. provides project management advice and direction as required to branch staff
 - e. reviews and submits analyses as part of input into programs, budgets, briefing books and Treasury Board submissions
 - f. participates in inter-ministry and inter-governmental committees and groups to discuss issues
 - g. gathers and exchanges information and discuss results of program reviews and analysis with representatives of industry, community, and other ministries and stakeholders
3. Develops and establishes a management information framework and reporting system for GA program and utilizes a variety of models to interpret results, produce reports and translate policy
 - a. gathers and analyzes statistics from Government Agents Revenue Management System (GARMS) and other systems
 - b. establishes and maintains tracking and reporting system
 - c. gathers information from GA offices to analyze impact of services and programs and prepares reports
 - d. analyzes and gathers information from other sources (i.e. Statistics Canada, BC Stats, etc.)
 - e. determines methodology and computer models which best support analysis of issues and produces managerial and cost/benefit reports
 - f. modifies models to meet needs of each unique study
 - g. prepares workload analysis report for executive, senior management and staff
 - h. prepares program proposals including changes to policies and standards
 - i. analyzes existing programs and maintains an awareness of current developments
4. Performs other related duties
 - a. monitors and controls contractual arrangements with outside consultants; adapts standardized language to prepare requests for proposals (RFP), reviews proposals and recommends successful consultants
 - b. prepares and sets contract standards/criteria, verifies successful completion and recommends payment
 - c. responds to inquiries from the public/outside groups and drafts Minister's letters

ORGANIZATION CHART
Benchmark Job #318



REASON FOR CLASSIFICATION

Benchmark Job #318

Job Title: Project Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of program evaluation and management to analyze fiscal, economic, social and demographic data to coordinate and/or support strategic planning process for Government Agents Branch offices; assess the design and performance of policies and program standards to develop recommendations for change; and develop a management information framework and reporting system.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify systems and models to assess the impact of policies, programs, and legislation on the Government Agents Branch, to design and evaluate performance standards and measures for programs, and review and analyze existing policies and programs and recommend improvements, continuation or cessation.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILLS Discretion required to exchange information with industry, community and stakeholders needing an explanation of the results of program reviews and analysis.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity to use keyboards to develop programs and services with some requirement for speed to meet deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general branch policies and standards, plan and organize program reviews, evaluate new and/or old branch programs, policies and initiatives and recommend improvements, develop reporting systems to gather data and analyze the impact of services and branch programs.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to adapt standardized contract language for outside consultants.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control the quality of information by selecting or developing the appropriate methodology for analyzing program data and statistics.</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 project staff (approximately 3 FTEs).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsible for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently balance the demands of conflicting priorities, program changes and project deadlines.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screen and/or printed reports and documents while preparing reports.	C	12
12	SURROUNDINGS Exposure to office setting with occasional unpleasant dealings with industry and community stakeholders.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 800

Level: Range 21