

Ministry: Social Services

Working Title:

**Project Leader  
(Programming/Analysis)**

Branch: Systems Services

Level:

Range 27

Location: Vancouver

Classification:

Information Systems

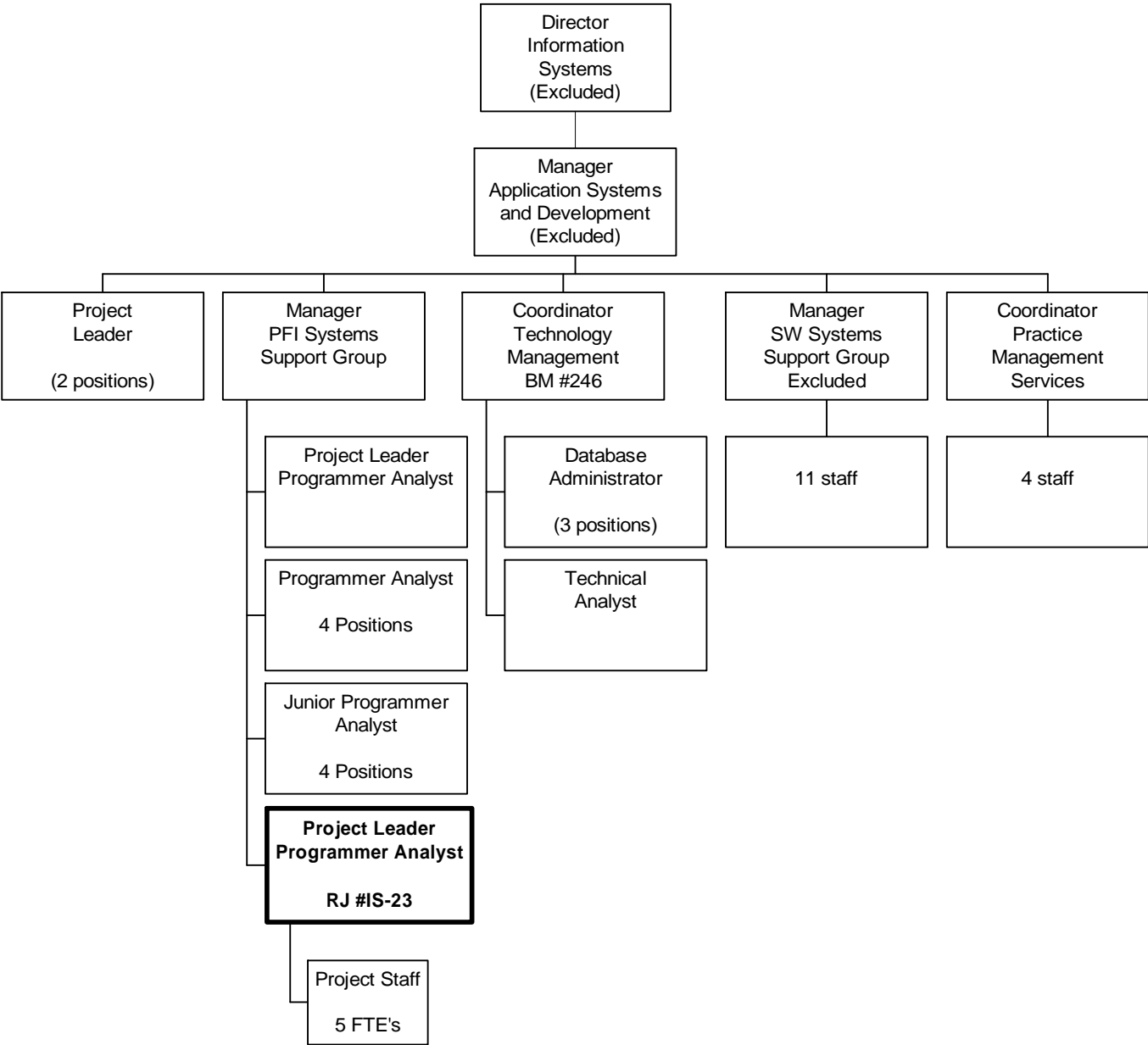
## PRIMARY FUNCTION

To lead and coordinate application development teams which are enhancing and maintaining the provincial GAIN or income assistance systems, which affect a substantial portion of the provincial population.

## JOB DUTIES AND TASKS

1. Leads teams in the development, enhancement and maintenance of the provincial GAIN or income assistance system
  - a. analyzes user requests and conducts business and procedure analyses
  - b. designs and develops appropriate technical or procedural solutions to meet client needs
  - c. designs, develops and documents technical design specifications
  - d. ensures implications of systems changes are understood by users and other systems professionals
  - e. performs cost benefit and performance analysis
  - f. tests all systems components to ensure quality assurance of end product
  - g. travels to regional offices to conduct and lead Joint Application Design sessions
2. Leads key multi-year systems projects from initiation to completion
  - a. receives requests for systems changes and additions and recommends priority
  - b. determines resource requirements and resolves resource and scheduling conflicts
  - c. develops project plans, tracks progress of team activities and negotiates changes to plans with project sponsors
  - d. develops contract language for development/enhancements and certifies satisfactory contract performance
  - e. guides and directs the work of regular and contract project team members
  - f. assigns tasks to team members and monitors performance
  - g. reviews all detailed systems specifications, schedules and implementation plans produced by project team members
  - h. ensures post implementation review and performance analyses are conducted and documented
3. Provides primary support for the operation of systems
  - a. conducts diagnostic procedures to isolate unknown conditions and resolve problems
  - b. designs, codes, tests and implements system releases ensuring system and data integrity
  - c. designs and implements on-line screen changes and user reports
  - d. presents various design materials and system flowcharts
  - e. develops prototype systems with users
  - f. performs unit, integration, systems and volume tests
  - g. works with technical mainframe and/or client server environments using a number of database access methods such as IMS and DB2 and uses a variety of development tools and software languages

ORGANIZATION CHART  
Reference Job #IS-23



## REASON FOR CLASSIFICATION

Reference Job #IS-23

Job Title: Project Leader (Programming/Analysis)

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the theory of systems design and programming to lead systems development, enhancement and maintenance projects for ministry applications (e.g., GAIN income assistance system); design, test and implement system releases and conduct post implementation reviews, ensure quality and integrity of systems and data and perform procedure and performance analyses.</p>	H	280
2	<p><b>MENTAL DEMANDS</b> Judgement to plan and evaluate effectiveness and develop proposals for improvements to ministry information systems which affect clients across the province by leading development, maintenance and enhancement projects, performing business, cost benefit, procedure and performance analysis of new and enhanced systems, reviewing all detailed systems specifications, schedules and implementation plans produced by team members and conducting post implementation reviews of systems releases.</p>	H	250
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Persuasion required to use basic negotiation skills to gain cooperation with project sponsors and management on project plans.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to use a computer keyboard with some requirement for speed.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general ministry policies, overall plans and technical standards, plan systems development, enhancement and maintenance projects for ministry applications by determining user business requirements and project resource requirements, developing project plans.</p>	F	160
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Considerable financial responsibility to develop contract language for systems development and enhancements where results are defined in terms of a general statement of requirements.</p>	F	43
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Major level of responsibility to lead the development, enhancement and maintenance of ministry computer systems such as the GAIN system.</p>	F	43

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to assign, monitor and review work of project teams (5 FTEs).	CD	14
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Limited care and attention to occasionally drive a vehicle to regional offices to conduct and lead JAD sessions.	B	10
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused requirement to frequently meet tight schedules and deadlines.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to apply frequent visual attention to computer screen to produce systems specifications, procedures and documentation.	C	12
12	<b>SURROUNDINGS</b> Exposure to occasional overnight travel when travelling to regional offices to conduct and lead JAD sessions.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 890**

**Level: Range 27**