

Ministry: Finance and Corporate Relations
Branch: Superannuation
Location: Victoria

Working Title: **Manager, Actuarial and Tax Analysis**
Level: Range 33
Classification: Administrative Officer

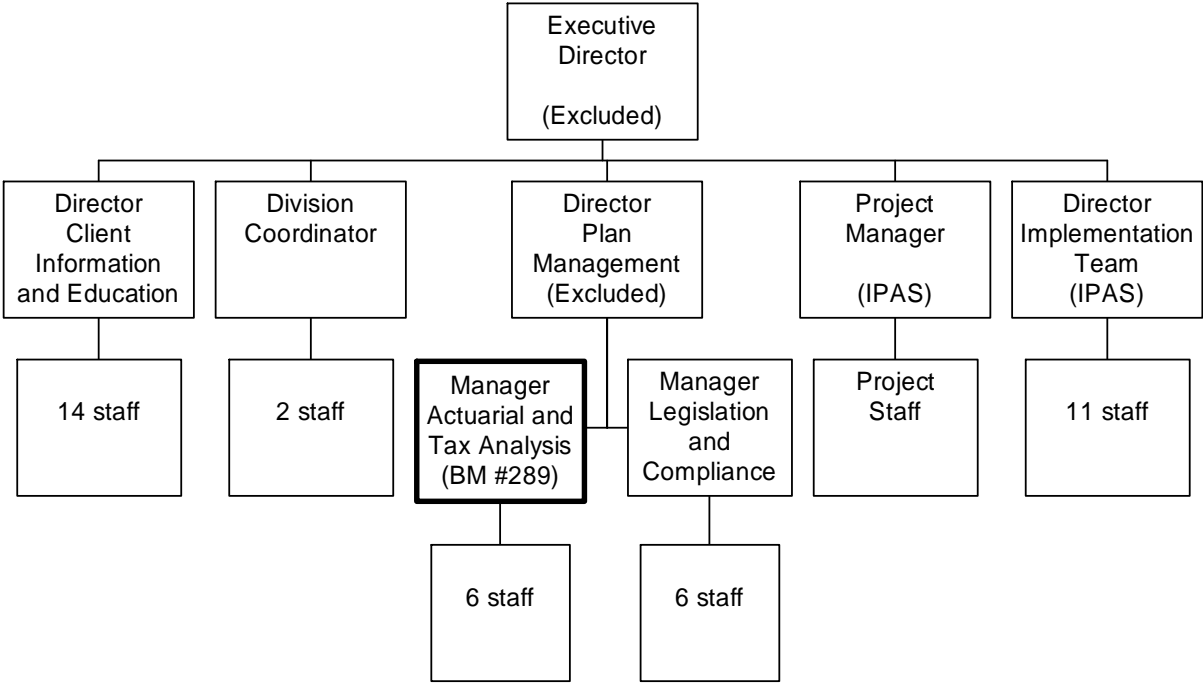
PRIMARY FUNCTION

To coordinate and manage analyses of actuarial issues, provide tax expertise and manage pension actuarial table installation, maintenance and caseload administration for the province.

JOB DUTIES AND TASKS

1. Manages in-depth analyses of actuarial issues and programs for nine BC pension plans encompassing 740 employers, 248,500 contributors and 67,000 pensioners with combined investment assets of over \$25.0 billion
 - a. develops provincial models and forecasts to estimate probabilities of death, sickness and length of retirement
 - b. leads assessment of future risks associated with pension programs and experience analysis
 - c. coordinates assembly, analysis and calculation of statistics and probabilities
 - d. executes global projections and reports on issues to Commission officials and Pension Board
 - e. manages pension actuarial table installation and maintenance
 - f. makes presentations on issues arising from analytical studies and tax-pension project evaluation reports, options and recommendations to Commission officials, Pension Board and other interested parties
 - g. forecasts and models actuarial evaluations
 - h. provides guidance on relative weights used in statistical cost/benefit and social analysis
2. Provides authoritative advice to Cabinet, Treasury Board, the Commission and Pension Board
 - a. provides authoritative actuarial input into policy papers and submissions to ensure that all pension and tax economic impacts of proposals have been considered
 - b. develops background papers, public discussion documents, and implementation requirements for new regulations, policies, and procedures
 - c. prepares draft submissions, reports and discussion papers for review by the Commission Executive
3. Manages the development and implementation of system specifications and ensures that the pension administration systems are performing the calculations according to the rules
 - a. manages and develops business systems specifications, enhancements and maintenance
 - b. leads, develops and maintains business and systems rules used to conduct actuarial analyses
 - c. organizes, develops and implements systems security and user profiles, including release and change control
 - d. organizes and coordinates the development, co-ordination, implementation, and evaluation of test plans
 - e. coordinates and advises on ad-hoc reporting administration
 - f. supervises integrated pension administration system project analyses
 - g. coordinates business and help desk administration
 - h. analyzes caseload administration to ensure systems and staff are performing calculations according to the rules
4. Directs the work of pension analysts tax, consultants and actuarial specialists
 - a. supervises, hires and trains staff (6 FTEs)
 - b. sets work priorities and standards
 - c. plans, assigns and reviews
 - d. appraises work performance and takes disciplinary action, as required
 - e. hires contractors and actuarial specialists using standardized contracts; explains contract standards and requirements to contractors, monitors and approves work

ORGANIZATION CHART
Benchmark Job #289



REASON FOR CLASSIFICATION

Benchmark Job #289

Job Title: Manager, Actuarial and Tax Analysis

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all related issued of a major and highly specialized provincial superannuation program for nine pension plans, provide authoritative advice to officials on actuarial issues and analyses, and manage modeling, forecasting and reporting of pension actuarial analysis.</p>	J	330
2	<p>MENTAL DEMANDS Judgement required to evaluate a provincial pension actuarial system and provide advice to officials and develop requirements for new regulations, policies and procedures.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic negotiation skills to gain consensus and agreement of tax-pension options and recommendations with Commission officials and Pension Board.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to keyboard with minimal requirement for speed to perform actuarial analyses and prepare reports.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by ministry and commission goals and objectives, provide major actuarial and tax advice affecting contributors, employers and pensioners in nine BC pension plans.</p>	H	220
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Corporate level of financial responsibility to assess financial risk for nine provincial pension plans with combined assets of over \$25 billion.</p>	H	73
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major responsibility to manage development and implementation of system specifications and global pension plan changes.</p>	F	43

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise pension analysts, appraise employee performance and take disciplinary action (6 FTEs).	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to develop pension actuarial recommendations, which affect the well-being of pension plan members.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently scrutinize data, reports and forecasts.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to computer screen or printed material.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Minimal exposure to hazards from occasional keyboarding.	A	2

Total Points: 1045

Level: Range 33