

# JOB DESCRIPTION

## Benchmark Job #300

Ministry: Health  
Branch: Economics and Planning  
Location: Victoria

Working Title:  
Level:  
Classification:

**Manager, Health Economics**  
Range 33  
Economist

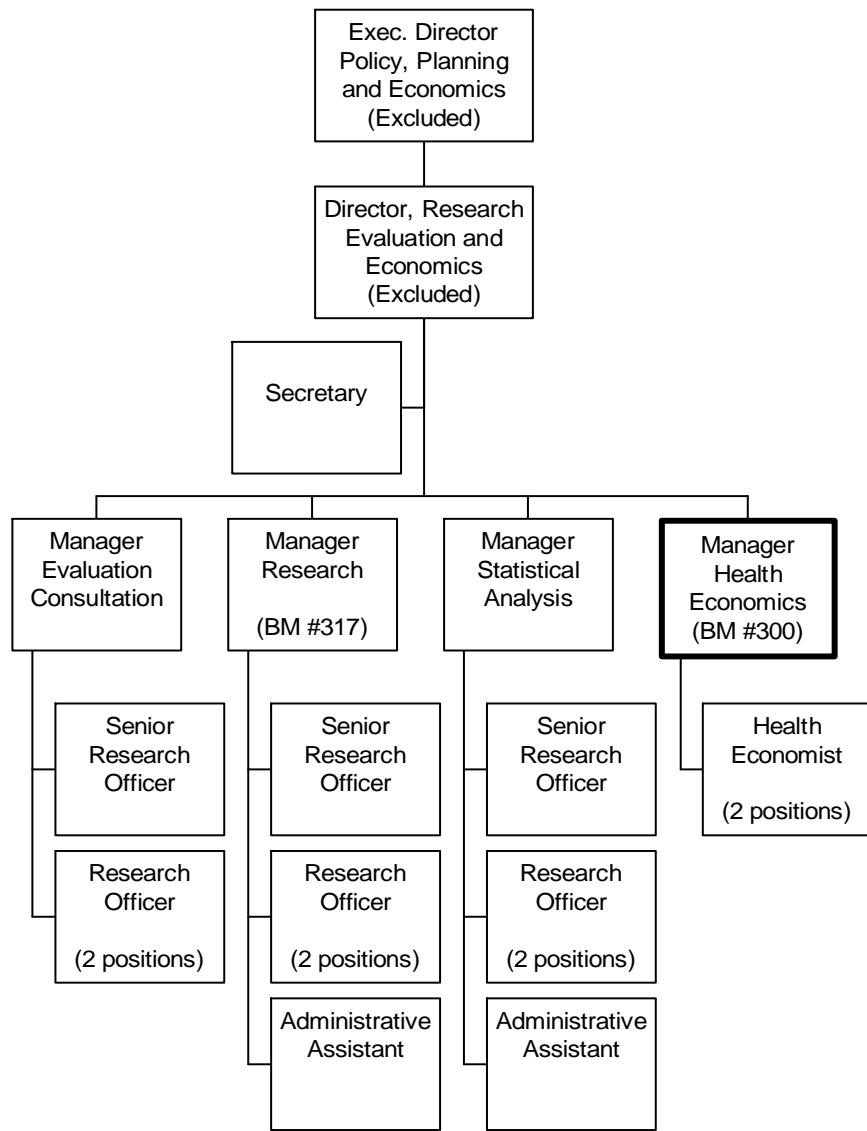
### PRIMARY FUNCTION

To manage ministry economic, financial, statistical and forecasting activities and analysis to meet the ministry's economic information needs in planning, program delivery and policy development and to manage projects requiring inter-governmental and inter-ministerial coordination.

### JOB DUTIES AND TASKS

1. Manages overall economic, financial, and statistical analysis to meet the ministry's corporate economic information needs in program delivery, decision-making and policy formulation processes for health programs such as pharmacare, medical services plan, ambulance services or federal-provincial cost sharing
  - a. manages cost/benefit analysis of all ministry or ministry-funded programs
  - b. manages economic research and studies to improve the efficiency of resource allocation in the delivery of health services
  - c. advises the Minister and senior ministry management on trends in financing and utilization of health care services in other jurisdictions
  - d. coordinates the gathering, manipulation and analysis of economic, financial and utilization data from within the Ministry and from other federal, provincial and international sources
  - e. manages joint projects with Health and Welfare Canada, Statistics Canada, Treasury Board Staff, BC Stats, and other agencies/institutions to obtain information, provide utilization, economic and financial information and consult with respect to appropriate use and potential of health-related data such as National Physician Database, Payment Schedule Comparisons
  - f. coordinates and prepares economic reports on new health programs, financial/fiscal analysis of health spending and programming, and revenue sources in other jurisdictions
2. Conducts economic and fiscal planning and forecasting activities for the Ministry
  - a. forecasts fiscal future of publicly-funded health care given cost and demographic trends as well as macro-economic circumstances
  - b. forecasts financial policy and program delivery effects on health care system of emerging and anticipated technologies
  - c. provides ministry programs with demographic and economic outlooks at the local level to facilitate local capital, human resources and program planning
  - d. leads development of five-year and twenty year Ministry of Health expenditure outlooks to support budget-related decision-making
3. Conveys economic theory in plain language
  - a. provides information on health-economics principles to staff of programs and other ministries
  - b. prepares speeches for the Minister and Deputy Minister on technical economic and fiscal issues
  - c. prepares or coordinates preparation of statistics for use in publicly-released reports and speeches
  - d. provides explanations of technical issues to members of the news media on behalf of the Communications and Education Division
4. Supervises two Economists (2 FTEs)
  - a. supervises staff, including hiring and training
  - b. assigns, reviews and monitors work of staff
  - c. sets work priorities and standards for section
  - d. appraises employee performance and takes disciplinary action

ORGANIZATION CHART  
Benchmark Job #300



## REASON FOR CLASSIFICATION

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Job Title: Manager, Health Economics

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand all related issues of the provincial health program to manage the long-term economic and fiscal planning and forecasting for the Ministry of Health to support provincial policy and program development and decision-making.</p>	J	330
2	<p><b>MENTAL DEMANDS</b> Judgement to conduct long term economic planning where past trends cannot be relied upon to develop proposals for long term improvements for the Ministry of Health's economic and fiscal planning and forecasting activities.</p>	I	300
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Persuasion required to use basic negotiation skills to gain consensus from ministry directors and executive on five and twenty year Ministry of Health expenditure outlooks used to support budget-related decision-making</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to input data into computer for analysis purposes with some requirement for speed to meet deadlines.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by ministry goals and objectives, provide major policy advice to develop long term expenditure, cost and utilization outlooks and analyses and manage the assessment of economic and fiscal information to improve resource allocation models and the delivery of provincial health services.</p>	H	220
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Major financial responsibility to manage ministry cost-benefit analysis and identify long term trends for health care financing to forecast options for future allocation and utilization of the health care budget.</p>	G	58
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Major level of responsibility to manage the control of detailed processes in the economic assessment and output of data for use by the Minister and senior management in decision-making.</p>	F	43

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise Economists, appraise employee performance and take disciplinary action (2 FTEs).	DE	20
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Moderate care and attention for the well being of others to conduct forecasting activities for the utilization of health care resources.	C	15
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused requirements to frequently read statistical data and reports.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention to data on computer screen and/or printed reports and documents.	C	12
12	<b>SURROUNDINGS</b> Exposure to office setting with minimal disagreeable elements.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 1076**

**Level: Range 33**