

# JOB DESCRIPTION

## Benchmark Job #305

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Ministry: Education, Skills and Training  
Branch: Governance and Legislation  
Location: Victoria

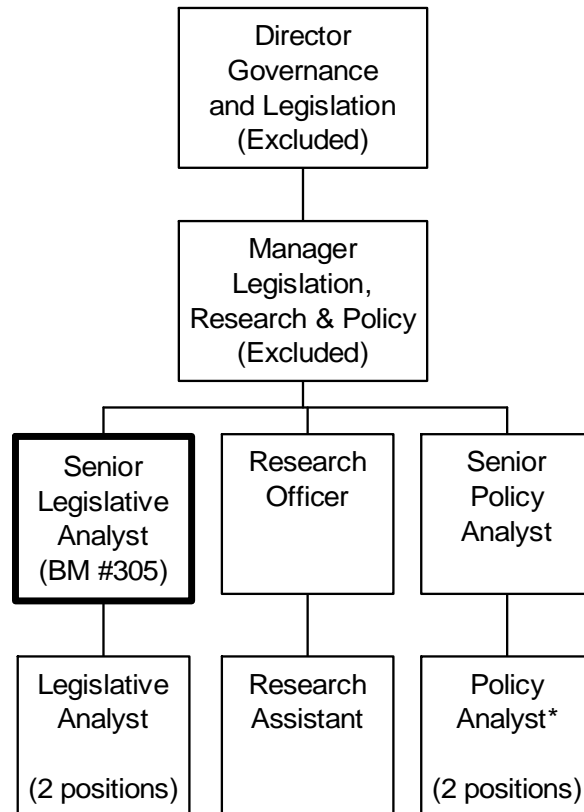
Working Title: **Senior Legislative Analyst**  
Level: Range 27  
Classification: Policy Analyst - SEH

### PRIMARY FUNCTION

To lead the research, development and processing of legislation and policy through required stages and coordinate implementation of new legislation for the ministry.

### JOB DUTIES AND TASKS

1. Coordinates and leads a legislative and legal research and analytical program to support the ministry's legislative program
  - a. coordinates research, prepares and presents confidential reports and briefing notes, including Cabinet Submissions and Requests for Legislation, to support initiatives and activities
  - b. researches, and reports on provincial and federal statutes, and regulations affecting the ministry's legislative initiatives
  - c. initiates, organizes and conducts research into the historical disposition of statutes, regulations and orders relating to the Ministry's programs and initiatives
  - d. searches for and analyzes judicial and administrative tribunal decisions affecting the ministry's legislation, policies or operations
  - e. analyzes legal opinions to assess impacts on ministry programs and initiatives
  - f. coordinates the monitoring of educational, immigration, multicultural and human right development and legislation in other jurisdictions to assess their impacts on BC
  - g. provides authoritative advice on protocols for developing legislation
2. Leads the preparation and presenting of proposed legislation to support the ministry's legislative program
  - a. initiates, reviews and completes legislative information and documents, including Cabinet Submissions and Requests for Legislation
  - b. leads teams in the drafting of proposed legislation, regulations and orders
  - c. organizes consultation with ministry officials, ministry solicitors, Legislative Counsel
  - d. organizes, formulates, reviews, and develops proposed legislation, regulations and orders in consultation with executive, program staff, solicitors, Legislative Counsel, and other stakeholders
3. Coordinates the implementation of new legislation and resolves implementation issues
  - a. provides advice to the Minister, ministry executive, senior management and other stakeholders on current and proposed legislation
  - b. responds to queries concerning the ministry's legislation
  - c. represents the branch at meetings which deal with legislative policies
  - d. responds by telephone or in writing to phone calls and correspondence from ministry officials, other ministries and agencies, stakeholders and members of the general public
4. Performs other related duties
  - a. supervises, trains, hires and appraises the work of staff
  - b. provides advice to staff on how to approach or resolve difficult legislative issues
  - c. provides data on the cost of developing legislation for input into ministry budget



\* Comparable to BM #014

## REASON FOR CLASSIFICATION

Benchmark Job #305

Job Title: Senior Legislative Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand all related issues of a significant program to plan legislative analysis, research and development of proposed legislation, provide authoritative advice on strategic/corporate legislative options and positions for input into inter-ministry and national initiatives; and recommend best solutions to Minister and Ministry Executive.</p>	I	305
2	<p><b>MENTAL DEMANDS</b> Judgement to evaluate effectiveness of proposed legislation and develop proposals for improvement, ensuring intent is preserved and legal obligations are met.</p>	H	250
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Persuasion required to use basic counselling skills to discuss and explain employee performance problems and provide advice for improvement.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to update data on legislative initiatives by computer with some requirements for speed to meet deadlines.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general ministry standards and guidelines, plans and organizes projects to develop proposed ministry legislation and coordinate processes, and ensure legislative options and positions reflect consensus of the Ministry Executive.</p>	F	160
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Moderate financial responsibility to provide data on the cost of developing legislation for input into ministry budget.</p>	D	22.5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to control quality of information or data used in the development of strategic and corporate legislation.</p>	D	22.5

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise staff and appraise employee performance (2 FTEs).	DE	20
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Moderate care and attention for the well-being of the public by ensuring that social and economic impacts of proposed legislation have been assessed.	C	15
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused requirement to frequently coordinate multiple legislative reviews with project teams/committees.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate effort to frequently focus visual attention to federal statutes, regulations, legislative proposals.	C	12
12	<b>SURROUNDINGS</b> Exposure to occasional unpleasant dealing with others upset about legislative changes and program reviews.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 885**

**Level: Range 27**