

JOB DESCRIPTION

Benchmark Job #260

Ministry: Social Services and Housing
Branch: Administrative Services
Location: Victoria

Working Title:
Level:
Classification:

Ministry Forms Analyst
Range 21
Administrative Officer

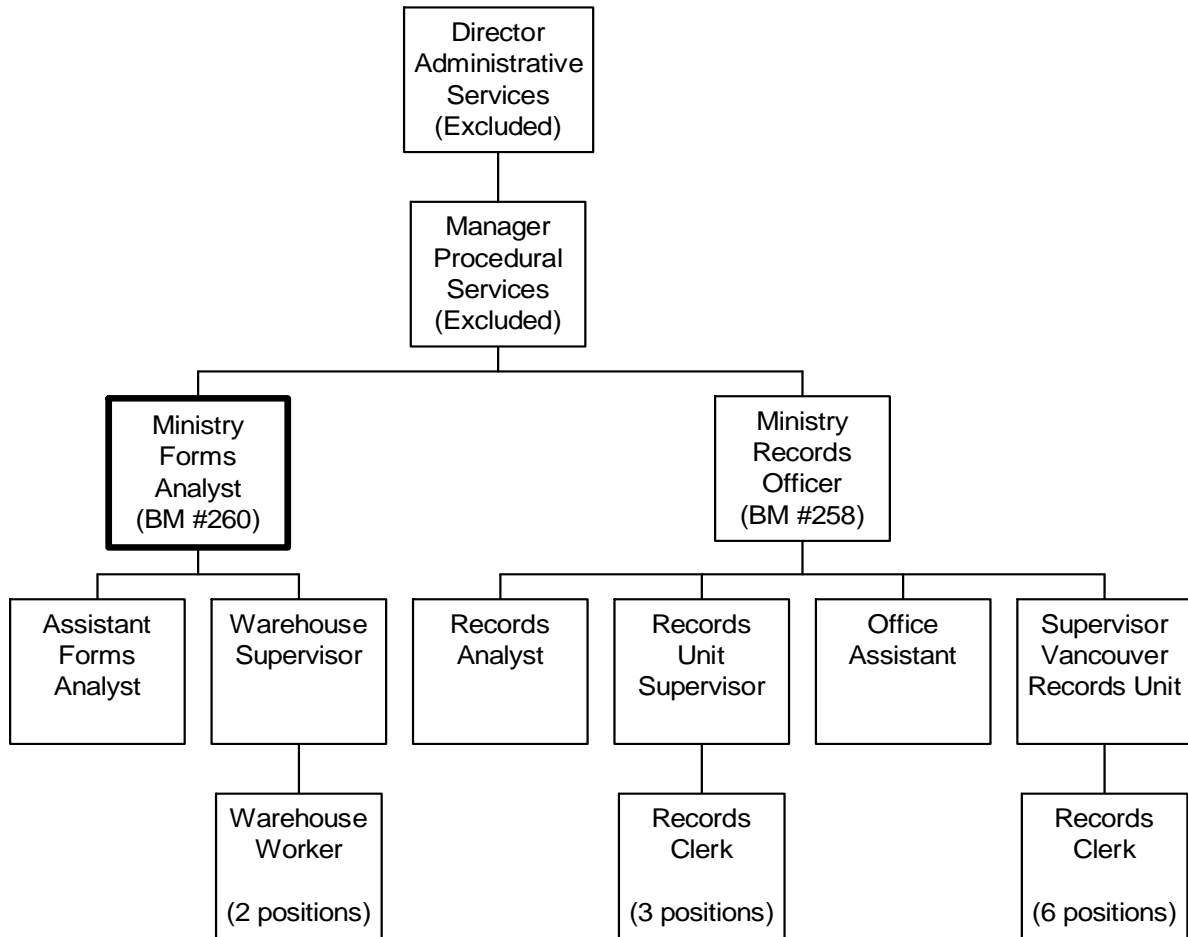
PRIMARY FUNCTION

To administer a ministry-wide program to capture, retain, secure, and retrieve information in manual and electronic formats in direct support of ongoing business program-area requirements.

JOB DUTIES AND TASKS

1. Establishes a ministry-wide forms design and management process considering need for transferability, security, confidentiality and fraud reduction
 - a. develops and implements an overall plan to coordinate ministry program requirements and communication network of forms contact persons throughout the province
 - b. provides forms design advice and guidance for the ministry through a consultative process including work flow analysis, cost-benefit analysis, and end-user operational requirements
 - c. consults with Queen's Printer staff and private sector vendors to assess printing requirements, ensure currency with new technologies (e.g. imaging), and resolve issues
 - d. maintains a large automated relational database of the inventory of corporate forms (700+ forms)
 - e. maintains a numerical and historical control record system and a security system for protection storage and transfer of ministry forms and negotiate documents
 - f. coordinates the development of training programs and material to orient staff to the ministry protocol regarding forms development and management
 - g. designs specialty forms (i.e. negotiable documents) in support of new or sensitive projects for distribution external to the ministry
 - h. runs a small facility for off-site storage
 - i. orders and takes periodic inventory of all ministry forms
 - j. develops and revises ministry procedures and standards regarding all aspects of forms management
2. Analyzes cost effectiveness and impacts of forms management program
 - a. advises ministry executive, managers, and staff on the purpose, objectives, and benefits of efficient and effective forms management
 - b. develops short and long term program forecasts for equipment, systems, and resource requirements (i.e. FTEs) to support budget preparation
 - c. prepares and monitors budget expenditures for forms management program
 - d. assesses cost implications of new technologies, off-site storage security, etc.
3. Supervises Assistant Forms Analyst and warehouse staff (4 FTEs)
 - a. supervises staff, including hiring and training
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. appraises work performance, and takes disciplinary action, if required
4. Performs other related duties
 - a. coordinates purchasing of related technology and peripherals
 - b. administers and monitors projects and project staff used in ministry-wide initiatives
 - c. coordinates the development and maintenance of policy and procedures manual
 - d. provides advice to ministry executive on the implications of new programs or services

ORGANIZATION CHART
Benchmark Job #260



REASON FOR CLASSIFICATION

Benchmark Job #260

Job Title: Ministry Forms Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of a forms management program for a ministry to develop, analyze, interpret, and implement ministry policy, procedures and standards for forms management; provide advice to Ministry Executive on implications of new programs or services, assess program needs through work flow analysis, cost-benefit analysis and end-user operational requirements.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to modify techniques and methods of forms analysis to work with new or changed program needs to develop and implement a ministry-wide forms program to capture, retain and retrieve information in a diversity of manual and on-line formats; develop, revise and implement ministry procedures and standards within the government's legislated and statutory framework; design specialty forms; assess security requirements for the protection, storage and transfer for ministry forms and negotiable documents.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counseling skills to discuss and explain employee performance problems with workers and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use computer to design new forms with some requirement for speed to meet deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by Ministry policies and guidelines, applies accepted work methods in a different way to design forms and develop plans for the implementation of a ministry forms program within a government legislated and statutory framework.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to perform cost-benefit analysis of manual and electronic forms design, security, transferability and confidentiality.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to design or modify ministry-wide forms (700+ corporate forms) used to capture information on ministry programs and clients.</p>	E	33

REASON FOR CLASSIFICATION

Benchmark Job #260

Job Title: Ministry Forms Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise Forms Analyst and Warehouse Workers, appraise employee performance and take disciplinary action (4 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care to attention to ensure safety procedures are available to staff in the Ministry's warehouse where there is some risk of accident or injury due to moving equipment.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually scrutinize forms for design and maintenance needs and to eliminate duplication.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to computer screen and printed material while designing and maintaining ministry forms.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 756

Level: Range 21