

JOB DESCRIPTION

Benchmark Job #401

Ministry: Finance and Corporate Relations
Branch: Income Taxation
Location: Victoria

Working Title:
Level:
Classification:

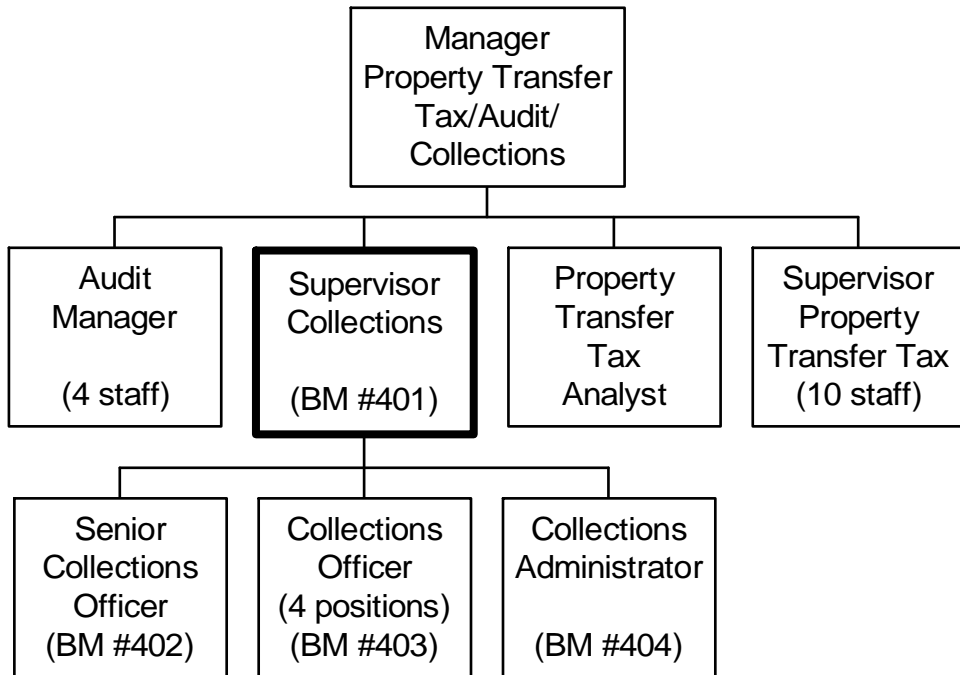
Supervisor, Collections
Range 27
Financial Officer

PRIMARY FUNCTION

To supervise the collection and administration of delinquent income taxes owing under several tax acts and related federal and provincial legislation.

JOB DUTIES AND TASKS

1. Enforces the collection of revenue owing to the province to maximize compliance and dollar recovery
 - a. signs various legal instruments, under a range of tax legislation, such as third party demands up to \$50,000, court certificates and liens on property with unlimited amounts by designated legislation
 - b. approves and negotiates long term (over 12 months) or unusual payment proposals by analyzing financial statements, impacts on individuals, businesses and other statutory creditors to determine business viability
 - c. recommends the acceptance of partial settlement of tax debts in unusual cases
 - d. directs bailiffs in contentious disputes regarding seizure of assets or closure of business
 - e. consults and directs Legal Counsel (AG) regarding various enforcement activities undertaken by the Branch
 - f. reviews and recommends the write-off of tax debts valued at \$10 to \$12 million per annum
2. Supervises the Collections section (6 FTEs)
 - a. supervises collections section staff, including hiring and training
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. conducts formal appraisals of work performance
3. Responds to legal precedents in other jurisdictions to enhance the Province's collection priority
 - a. develops, recommends and implements operational policy changes
 - b. identifies appropriate cases to pursue for precedent
 - c. recommends legislative changes that may affect the Province's ability to collect delinquent income taxes such as in receivership cases
4. Improves efficiency of section operations
 - a. leads special projects, including research and analysis, and technical data collection
 - b. develops and manages computer applications and integration into the collections system
 - c. shares information with other branches and ministries
5. Performs other related duties
 - a. resolves collection related problems that are referred by MLA's, Minister's Office and the Office of the Ombudsman
 - b. serves as Commissioner by witnessing legal documents and administering the oath of employment
 - c. gives evidence under oath and controls evidence collection processes to ensure information quality will meet standards of evidence for civil court proceedings



REASON FOR CLASSIFICATION

Benchmark Job #401

Job Title: Supervisor, Collections

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of civil law to plan and review sensitive collections cases, develop collections policy, recommend legislative changes and identify cases to pursue for precedents to enhance the Province's collection priority.</p>	H	280
2	<p>MENTAL DEMANDS Judgement required to evaluate the effectiveness of the collections program, develop collections policy, recommend legislative changes and identify cases to pursue for precedents to enhance the Province's collection priority.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to discuss and explain employee performance and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use a keyboard to search databases for collections information and prepare reports with some requirement for speed to meet deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by legal precedent and legislation, develops collections operational policy, recommends legislative changes and identifies cases to pursue for precedents to enhance the Province's collection priority.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Major financial responsibility to review and recommend write-off of tax debts valued in excess of \$2.5 million per annum.</p>	G	58
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable level of responsibility to control evidence collection processes to ensure information quality meets standards of evidence for civil court proceedings.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility for supervising and appraising the performance of collections staff (6 FTEs).	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention for the well-being of others to ensure that the financial well-being of individuals is not negatively affected by negotiated repayment plans.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently read financial statements, databases and reports.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently visually focus on financial statements, databases and reports.	C	12
12	SURROUNDINGS Exposure to regular unpleasant dealings with hostile and angry delinquent taxpayers.	B	4
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 909

Level: Range 27