

JOB DESCRIPTION

Benchmark Job #424

Ministry: Citizens' Services
Branch: Shared Services
Location: Victoria

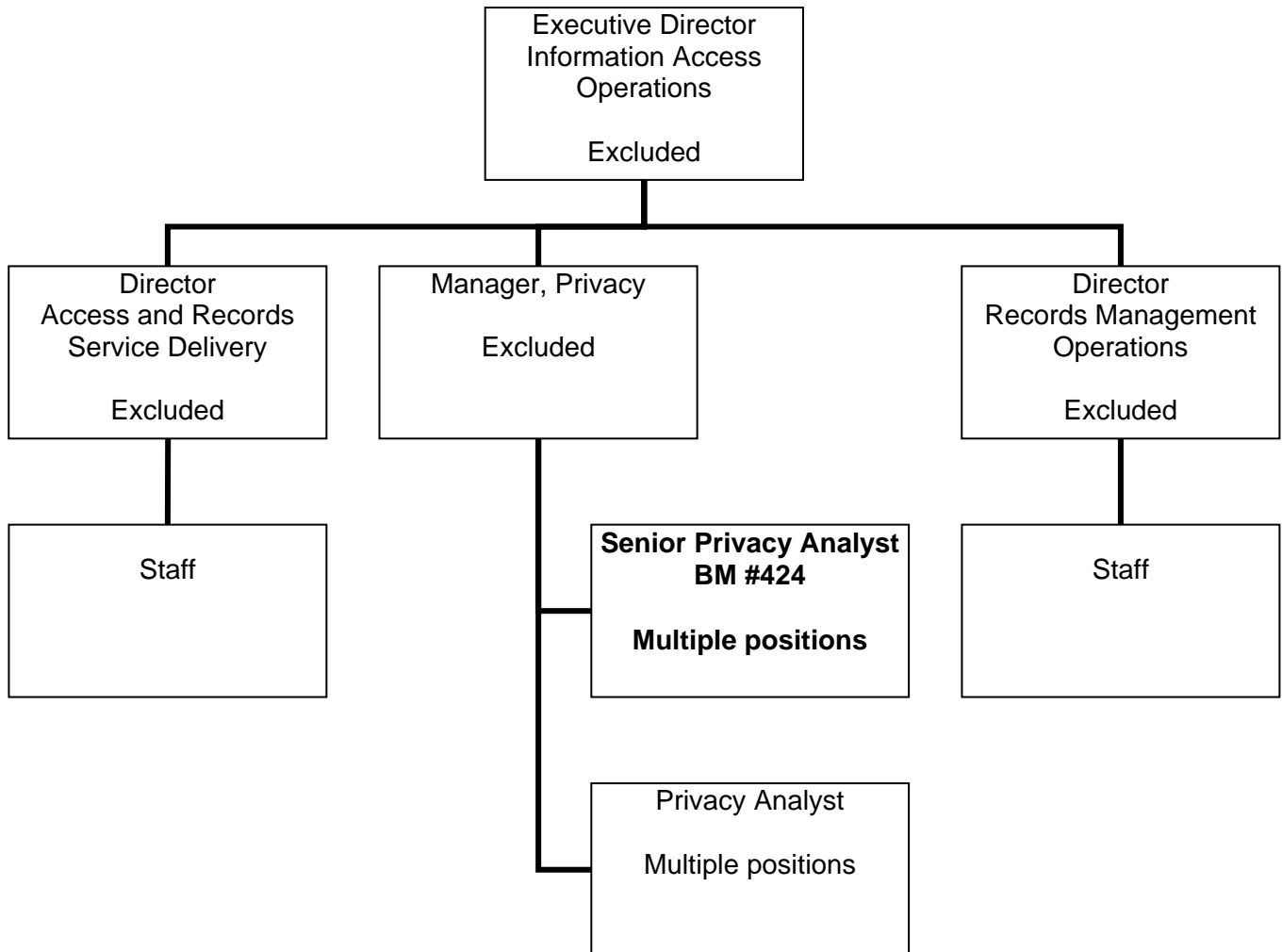
Working Title: **Senior Privacy Analyst**
Level: Range 21
Classification: Administrative Officer

PRIMARY FUNCTION

To develop strategies and procedures and provide expert consultation to ensure the safeguarding of privacy in the development and operation of programs, services, new information technology and information management systems for a large and diverse client portfolio that includes multiple ministries, agencies, boards and commissions.

JOB DUTIES AND TASKS

1. Manages the privacy risk management program for a portfolio of client organizations
 - a. oversees and conducts the evaluation of draft ministry legislation and makes recommendations to senior ministry staff to ensure compliance with the access and privacy requirements of the *Freedom of Information and Protection of Privacy Act* (FOIPP)
 - b. oversees the analysis of existing client ministry legislation and interdependent corporate legislation for privacy implications
 - c. develops strategies and procedures to improve or refine Privacy Impact Assessment (PIA) processes throughout the client organizations.
 - d. identifies risks and develops and recommends responsive mitigation strategies.
 - e. provides expert advice on the privacy impacts of alternative service delivery initiatives and contracting-out of services.
 - f. evaluates protocol agreements, electronic access and data sharing agreements and privacy impact assessments drafted by branches to ensure compliance with the FOIPP Act, makes recommendations for changes and provides sign-off
 - g. ensures ministry/agency program initiatives, including proposed legislation, address existing and emerging FOIPP issues and works with program branches in the development of new programs and information systems to ensure compliance with FOIPP requirements.
 - h. oversees the review of ministry wide policies and procedures to ensure FOIPP legislation and policy requirements have been included and, if deficient, drafts appropriate revisions for the program area
 - i. ensures ministry programs remain responsive to a broad range of evolving FOIPP requirements.
 - j. reviews and analyses requests from stakeholders and the public to revoke permission to use personal information, and develops strategies, policies and procedures to address the impact of such requests on ministry services and programs
 - k. Leads teams of ministry staff and/or contracted resources for work on privacy risk and impact analyses, assessment and risk mitigation strategies
2. Performs other related duties
 - a. participates on cross-government and inter-agency committees and task-forces to address a variety of privacy issues



REASON FOR CLASSIFICATION

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Job Title: Senior Privacy Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of information management to assess the privacy implications of the business activities for a diverse client group and provide advice and direction to mitigate risk and ensure compliance with the FOIPP Act.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to conduct privacy impact assessments on client legislation, programs, systems or other client initiatives that collect, use, retain or disclose information and modify approaches and strategies to mitigate risk exposure and ensure compliance with FOIPP legislation.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic negotiation skills to gain consensus with clients on mitigation strategies as a result of the Privacy Impact Assessment.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to keyboard with some requirement for speed to meet deadlines when preparing Privacy Impact Assessments and other reports.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Comparative Effects – IIIa. / Freedom to Act – Level 5 Guided by general Freedom of Information and Protection of Privacy policies, standards and guidelines, affects clients' programs by providing advice and recommendations on the privacy implications of client legislation, programs, systems and initiatives.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to verify satisfactory contract performance, from clear specifications, of consultants working on privacy risk and impact analyses, to allow payment by the expense authority.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to review the development of client information technology and information management systems in relation to the access and use of private information, ensuring compliance with FOIPP legislation, identifying risks and recommending responsive mitigation strategies.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to lead project teams for work on privacy risk and impact analyses, assessment, and risk mitigation strategies.</p>	CC	13
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to ensure that the privacy of individuals is safeguarded in the development and operation of ministry programs, services, new information technology and information management systems.</p>	B	10
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently view computer screen and documents while conducting privacy assessments.</p>	C	12
11	<p>PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view information on computer screen and/or printed reports and documents.</p>	C	12
12	<p>SURROUNDINGS Normal office setting.</p>	A	2
13	<p>HAZARDS Limited exposure to hazards from frequent keyboarding while developing standards and preparing privacy impact assessment reports.</p>	B	4

Total Points: 731
Level: Range 21