

JOB DESCRIPTION

Benchmark Job #425

Ministry: Citizens' Services
Branch: Information Access Operations
Location: Victoria

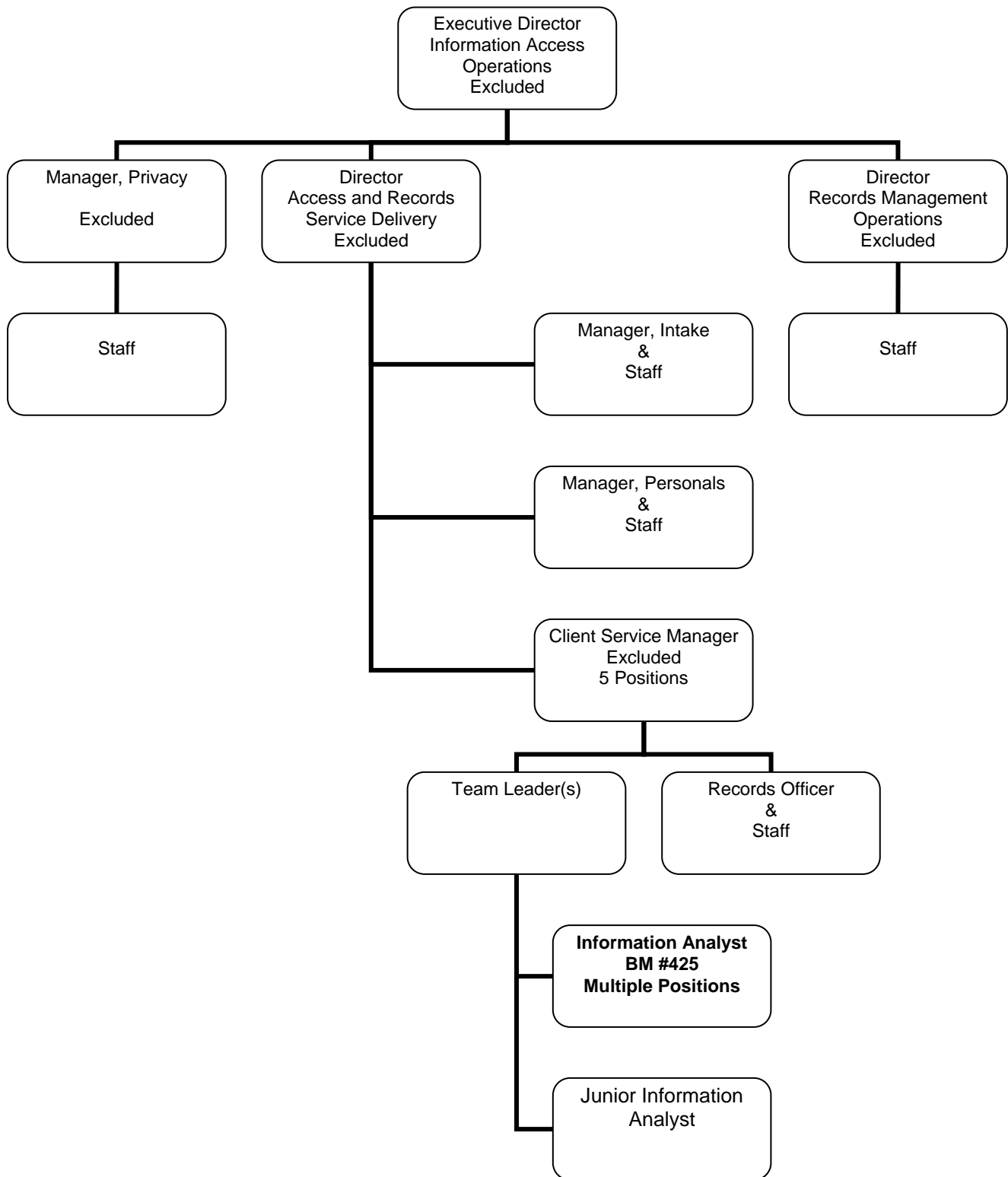
Working Title: **Information Analyst**
Level: Range 18
Classification: Administrative Officer

PRIMARY FUNCTION

To provide advice and guidance on the implementation of the *Freedom of Information and the Protection of Privacy Act (FOIPP)*, and other relevant legislation, and make recommendations on the release of information and the protection of privacy for a ministry, a pod of ministries or a caseload of ministry clients.

JOB DUTIES AND TASKS

1. Manages formal records access requests made under the FOIPP Act, including ministry, cross-government and other requests
 - a. reviews and ascertains the nature and extent of information requests, making preliminary decisions, such as whether the request is within the ministry's jurisdiction or if another public body has a greater interest
 - b. discusses requests with applicants or their legal counsel to ensure requests are clearly defined and understood, that applicant understands the FOI process, to report status and respond to questions and complaints
 - c. discusses time extensions or multiple releases of information for complex or extensive requests with applicants and ministry staff and applies for time extensions under the Act where required
 - d. prepares fee estimates for requests that involve a large volume of records, or which may otherwise incur considerable public expense
 - e. researches information in response to formal requests to ensure that all records relating to the request are identified, located and retrieved, and consults with ministry and external agency staff to determine relevance of background information
 - f. makes determinations regarding the sensitivity of the information requested and whether executive and Public Affairs Bureau should be notified /involved and participates with the Public Affairs Bureau in the issues management process that may be required for specific requests
 - g. conducts reviews of requested records to determine if any mandatory or discretionary exceptions specified in the FOIPP Act apply and what materials can be released ensuring risks, legal and security issues to the author, applicant, third parties and/or the client are considered
 - h. severs required information, in accordance with statutory requirements, prior to the release of information
 - i. corresponds with applicants to explain the rationale for information being released or withheld, and, if necessary, the Information and Privacy Commissioner's review processes
 - j. prepares ministry arguments, in consultation with senior management, program staff and legal advisors, in order to defend or justify ministry decisions relating to the disclosure or withholding of ministry records
 - k. represents the Ministry with regard to requests for review mediated by the Office of the Information and Privacy Commissioner, between the Ministry, the applicant, and legal counsel, when necessary
2. Provides information and privacy expertise, advice and guidance
 - a. analyzes ministry program areas for policy implications relating to access to information issues, prepares reports and recommends remedial actions
 - b. provides advisory services to ministry staff in program areas, contractors, members of the public and/or specific target groups on privacy and freedom of information issues and requests
 - c. develops and recommends policies, guidelines and procedures for the administration of the FOIPP Act
 - d. participates as a representative of the ministry on cross-government policy development teams to collect and present information relevant to the ministry and ensure that the ministry's interests are communicated
4. Other related duties
 - a. develops and delivers training sessions for ministry staff on information access and privacy issues
 - b. provides briefings for executive on issues that may be politically sensitive or of particular public or media interest



REASON FOR CLASSIFICATION

Benchmark Job #425

Job Title: Information Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of information management to locate all information related to a formal FOI request, assess the sensitivity of the information, determine if mandatory or discretionary exceptions apply and what materials can be released ensuring risks, legal and security issues to the author, applicant, third parties and/or the ministry are considered.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to apply structured study, analysis and interpretation of FOIPP Act requirements and choose an approach using a combination of accepted procedures to respond to requests for access to potentially sensitive government records, ensure that risks, security and legal issues to all parties have been considered, determine if any mandatory or discretionary exceptions apply and what materials can be released.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Discretion required to exchange information needing an explanation of the FOI process and the rationale for information being released or withheld with staff, and applicants or their legal counsel</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to keyboard with some requirement for speed to meet deadlines when preparing explanations of the rationale for releasing or withholding information and other FOI reports.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Comparative Effects – IIIa. / Freedom to Act – Level 5</p> <p>Guided by general Freedom of Information and Protection of Privacy policies, standards and guidelines, assesses requests for access to potentially sensitive government records and determines what materials need to be withheld and what materials can be released, ensuring risks and legal and security issues to the author, applicant, third parties and/or the ministry are considered.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to prepare fee estimates for FOI requests that involve a large volume of records or which may otherwise incur considerable public expense.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to guide the dissemination of information through the application of FOI legislation and policies.</p>	D	22.5

REASON FOR CLASSIFICATION

Benchmark Job #425

Job Title: Information Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training to client staff on information access and privacy issues.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to ensure that risks and security issues to all parties have been considered before releasing government records.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently view computer screen and documents while processing FOI requests.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view information on computer screen and/or printed reports and documents.	C	12
12	SURROUNDINGS Normal office setting.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding while preparing correspondence and FOI reports.	B	4

Total Points: 651.5

Level: Range 18