

Position: **Benchmark Job #013**

Ministry: Energy, Mines and Petroleum Resources

Working Title: **Manager, Economic Analysis**

Branch: Energy Management

Level: Range 33

Location: Victoria

NOC Code: 4162

## PRIMARY FUNCTION

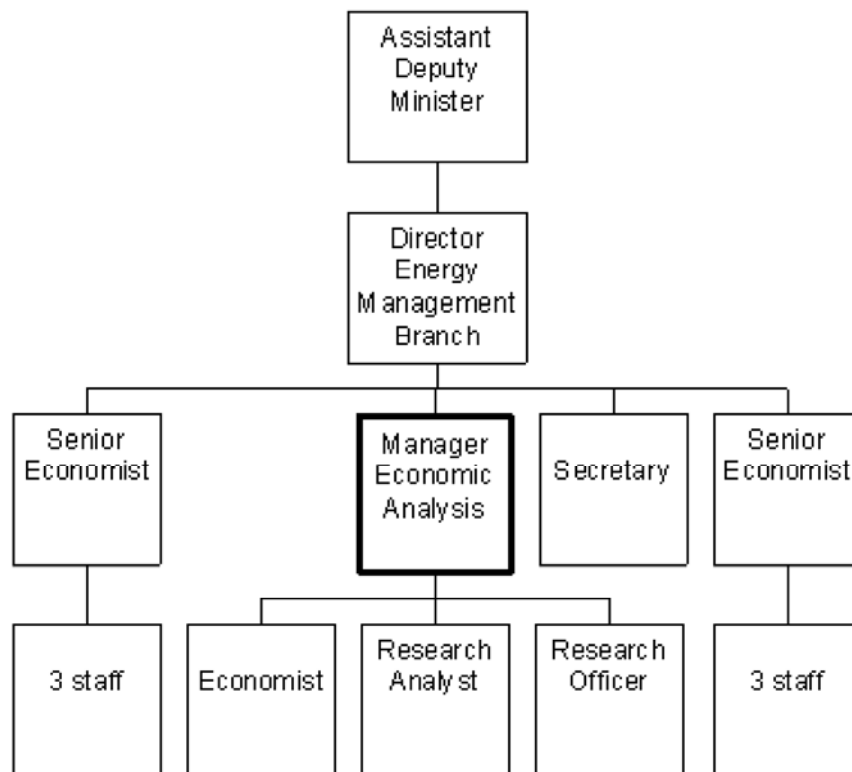
To provide economic analysis and policy advice related to natural gas, hydro electric energy and alternate forms of electrical generation.

## JOB DUTIES AND TASKS

1. Directs and evaluates research and provides expert advice to senior management, the Minister and Cabinet
  - a. researches, drafts and interprets regulations and legislation
  - b. modifies or improves existing regulations and legislation to ensure consistency
  - c. anticipates the Province's energy requirements and proposes original and unique approaches to problems and situations for consideration by senior management, the Minister and Cabinet
  - d. assesses and makes recommendations to Treasury Board and Cabinet concerning priorities governing the production, pricing, marketing and delivery of provincial energy resources
  - e. plans, prepares and directs internal government policy position papers and cabinet submissions concerning provincial energy resources
2. Coordinates the evaluation of proposals for the removal of resources from the province
  - a. coordinates the use of manual and computerized economic and financial analysis to assess the feasibility of proposed projects
  - b. participates in joint studies, reviews, committees and inter-agency project teams
  - c. summarizes study results into reports with conclusions and recommendations and presents to senior management
  - d. identifies potential problems in proposals and recommends solutions
  - e. assesses the impact of issues and developments outside of the province that could affect BC's energy resource industry and recommends appropriate policy responses
3. Functions as the Ministry's representative for provincial energy management
  - a. participates in intergovernmental and international conferences, task forces and committees
  - b. meets with senior officials of industry, the BC Petroleum Corporation, BC Utilities Commission and BC Hydro to identify and assess concerns with regard to government policies, to negotiate acceptable terms in the event of conflict and to ensure compliance with provincial policy
  - c. provides communities with information related to energy exploration projects and ensures that public concerns are conveyed to senior management
  - d. evaluates recommendations concerning programs to enhance social, economic and industrial projects related to energy policies
  - e. communicates with senior staff from other agencies and jurisdictions including the National Energy

Board, federal ministries, Alberta departments and from the United States Pacific Northwest to gather information and develop policy

- f. negotiates controversial energy agreements with other governments, agencies and industry
- 4. Supervises section staff
  - a. supervises, recruits and trains section staff (3FTE)
  - b. plans, schedules, assigns and reviews work
  - c. sets work priorities and standards
  - d. conducts formal appraisals of work performance
- 5. Performs other related duties
  - a. provides information to assist in budget development for Branch
  - b. sets up and maintains files for energy projects



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p><b>JOB KNOWLEDGE</b></p> <p>Understand all related issues of a major provincial energy program to plan and conduct research to develop policies and recommendations for Cabinet regarding energy projects and energy resource use; functions as the chief representative of the Ministry for electrical generation projects.</p>	J	330
2	<p><b>MENTAL DEMANDS</b></p> <p>Judgement to conduct major research and long term economic planning to develop strategic policies for energy projects and to propose solutions to provincial energy issues.</p>	I	300
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b></p> <p>Influence and formal negotiation skills required to function as representative of government to negotiate controversial energy agreements with other governments, agencies and industry.</p>	E	60
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b></p> <p>Some coordination and dexterity required to input data into computer for analysis purposes with a minimal requirement for speed.</p>	B	10
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b></p> <p>Guided by ministry goals and objectives, provide major policy advice on provincial energy requirements to senior management, the Minister and Cabinet.</p>	H	220
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>Major financial responsibility to determine prices for provincial energy resources required to meet revenue targets defined by government (+\$2.5 million).</p>	G	58

<b>FACTOR</b>	<b>REASON FOR CLASSIFICATION</b>	<b>DEGREE</b>	<b>POINTS</b>
7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Major level of responsibility to manage the control of economic and financial processes for use by the Minister and Cabinet in decision-making on provincial energy projects.	F	43
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise workers, appraise employee performance (1+ to 5 FTEs).	DE	20
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Moderate care and attention for the well being of others by recommending policy to support the perpetuation of energy resources.	C	15
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused attention to detail to frequently read reports.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention to computer screens and printed material while reviewing reports.	C	12
12	<b>SURROUNDINGS</b> Exposure to occasional unpleasant dealing with upset clients.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 1086

Level: Range 33