

Position: **Benchmark Job #260**

Ministry: Social Services and Housing

Working Title: **Ministry Forms Analyst**

Branch: Administrative Services

Level: Range 21

Location: Victoria

NOC Code: 1221

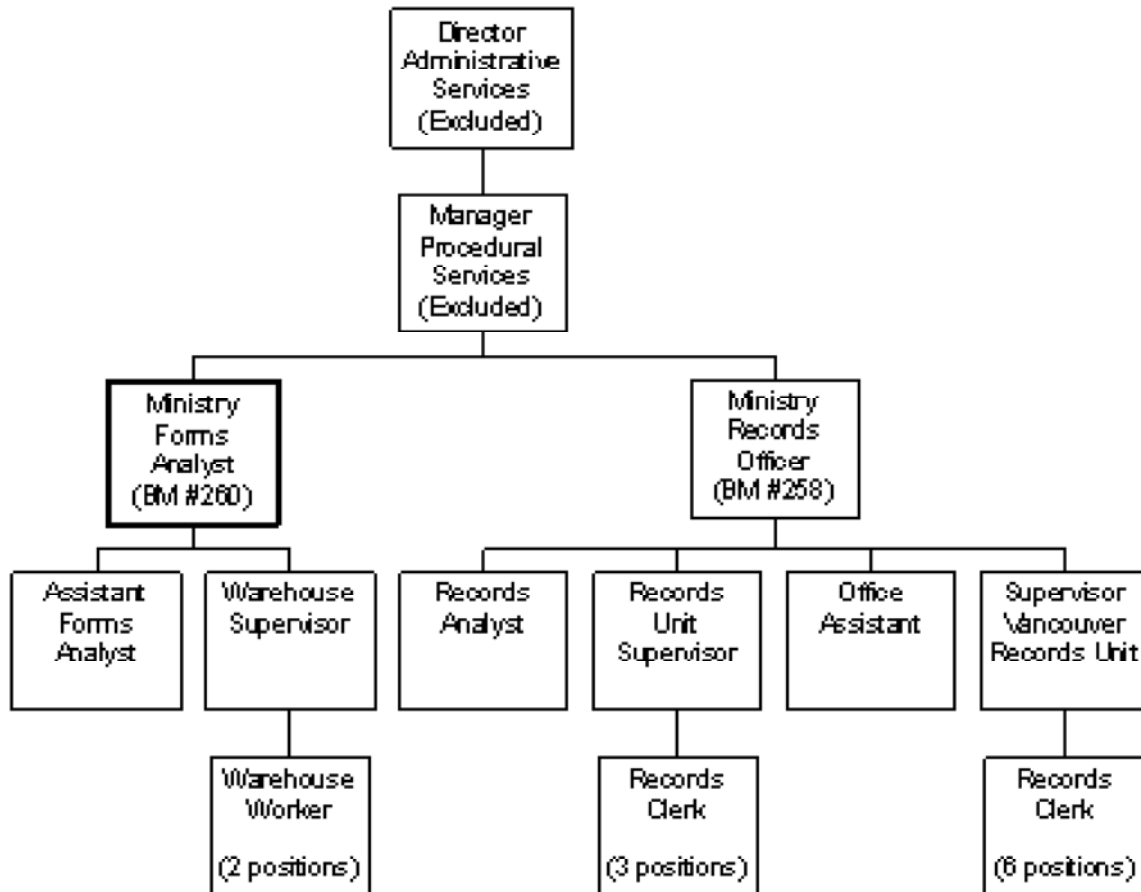
PRIMARY FUNCTION

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



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>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</p>	G	200

	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.		
3	INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counseling skills to discuss and explain employee performance problems with workers and provide advice for improvement.	D	45
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use computer to design new forms with some requirement for speed to meet deadlines.	C	15
5	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.	E	120
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to perform cost-benefit analysis of manual and electronic forms design, security, transferability and confidentiality.	E	33

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</p> <p>Considerable responsibility to design or modify ministry-wide forms (700+ corporate forms) used to capture information on ministry programs and clients.</p>	E	33
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES</p> <p>Responsibility to supervise Forms Analyst and Warehouse Workers, appraise employee performance and take disciplinary action (4 FTEs).</p>	DE	20
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</p> <p>Limited care and 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.</p>	B	10
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS</p> <p>Focused attention to detail to frequently visually scrutinize forms for design and maintenance needs and to eliminate duplication.</p>	C	12
11	<p>PHYSICAL EFFORT</p> <p>Moderate physical effort to frequently focus visual attention to computer screen and printed material while designing and maintaining ministry forms.</p>	C	12
12	<p>SURROUNDINGS</p> <p>Exposure to office setting with minimal disagreeable elements.</p>	A	2
13	<p>HAZARDS</p> <p>Limited exposure to hazards from frequent keyboarding.</p>	B	4

Total Points: 756

Level: Range 21