

Position: **Benchmark Job #320**

Ministry: Human Resources

Working Title: **Program Review Analyst**

Branch: Prevention, Compliance and Enforcement

Level: Range 21

Location: Victoria

NOC Code: 4164

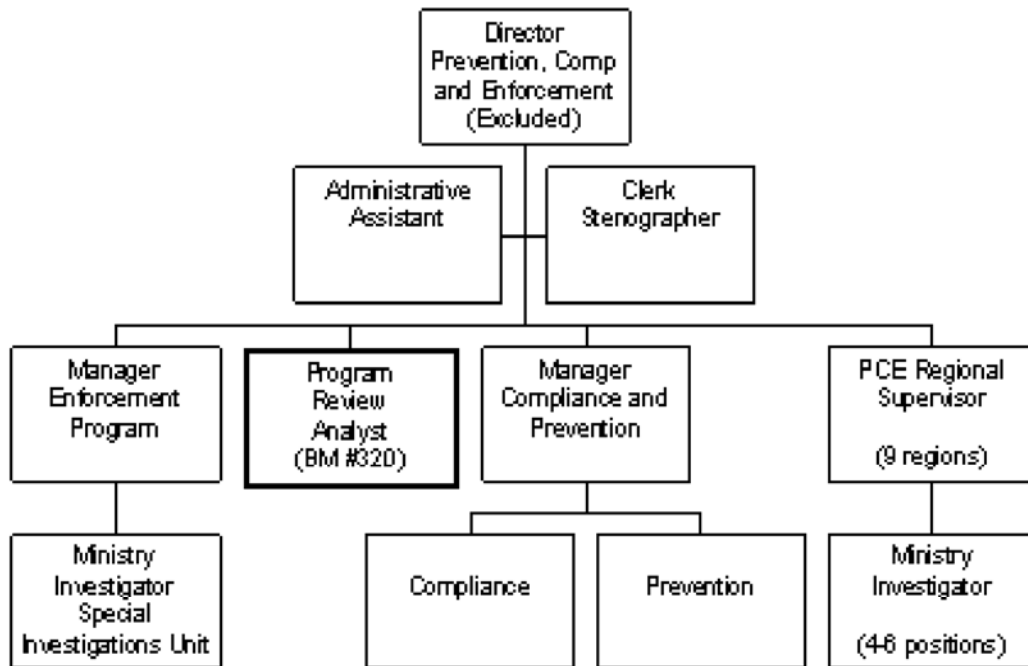
PRIMARY FUNCTION

To develop and provide ongoing analytical and advisory support to management for the Ministry's Prevention, Compliance and Enforcement programs and initiatives.

JOB DUTIES AND TASKS

1. Develops approaches to track the impact of current and/or new policies, programs and initiatives
 - a. Works with management and professional staff to define policy or program information, objectives and requirements
 - b. determines degree to which prevailing program objectives can be defensibly measured by the use of theories, statistical and mathematical models and program evaluation techniques
 - c. defines program review requirements incorporating use of statistical and mathematical concepts, models and simulations
 - d. adapts and validates computerized statistical and mathematical methodologies to measure program specific review objectives
 - e. liaises with Systems Services to modify computer based applications to derive statistical data from which analysis can be undertaken and conclusions drawn
 - f. conducts tests and trials to verify the adequacy of chosen concepts and techniques to ensure consistency with the needs and expectations of management and staff
2. Guides the implementation and ongoing conduct of policy and program review projects
 - a. assumes responsibility for the accuracy and validity of all data regardless of source
 - b. compiles, analyzes and documents conclusions into formats for review by management and executive
 - c. prepares scheduled and ad-hoc reports to alert management to interim findings and evolving trends
 - d. prepares comprehensive reports documenting conclusions, observations and recommendations for management
 - e. supplies statistical data to management for the development of issue papers and related materials
 - f. conducts and participates in briefings before executive and senior management to gain consensus on program review recommendations
3. Provides analytical support to management and program staff regarding project outcomes and implications for ministry programs
 - a. attends sessions with management and professional staff across the Ministry regarding policy and program planning
 - b. circulates project results and conclusions to make staff aware of emerging trends and issues in Prevention, Compliance and Enforcement policy and program development

- c. provides additional interpretation concerning concluded projects
 - d. identifies the need for additional studies and the requirement for different methods of program monitoring and review
4. Performs other related duties
- a. assigns, monitors and reviews work of assigned staff on a project basis (1.5 FTEs)
 - b. identifies resources (e.g. financial, human and material) required to meet project needs



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Understand the theory of program review to provide analytical support to management; adapt methodologies, validate and interpret analysis and findings of research and statistical analysis; determine how prevailing program objectives can be measured by the use of applied research techniques; and document conclusions, observations and recommendations for management</p>	H	280
2	<p>MENTAL DEMANDS</p> <p>Judgement to modify analytical and statistical methodologies to conduct program reviews.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL</p> <p>Persuasion required to use basic negotiation skills to obtain consensus of executive and senior management on program review recommendations.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Some coordination and dexterity required to input data to computer for analysis purposes with a minimal requirement for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by general ministry and branch policies, guidelines and program objectives, plan and coordinate program review projects and prepare reports and recommendations for management.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Some financial responsibility to identify financial resources required to meet project needs within available budget.</p>	C	15

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control the development and validation of computerized statistical/mathematical methodologies to measure program objectives.	E	33
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review work of assigned staff on a project basis. (1.5 FTEs)	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently read statistical data and reports.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view data on computer screen and/or printed reports and documents.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 792

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