

Position: **Benchmark Job #324**

Ministry: Environment, Lands and Parks

Working Title: **Biometrician**

Branch: Wildlife/Fisheries

Level: Range 21

Location: Victoria

NOC Code: 2161

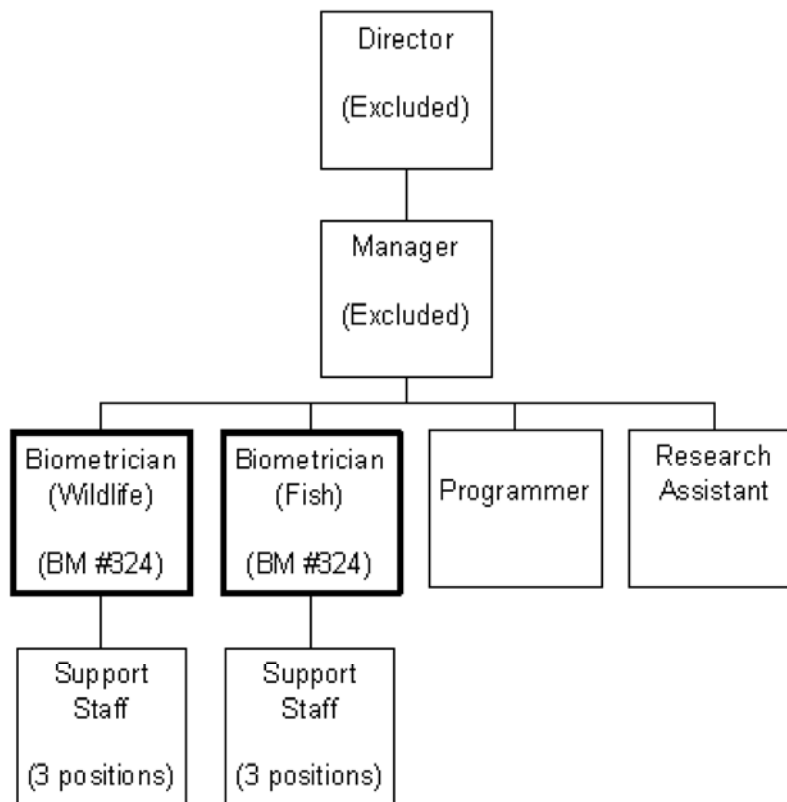
PRIMARY FUNCTION

To coordinate the provincial bio-statistical and computer analysis of wildlife and fish data for Ministry staff (i.e. biologists, technologists), government agencies and the public.

JOB DUTIES AND TASKS

1. Provides bio-statistical analysis and advice for Ministry staff, other agencies and the public
 - a. analyses a variety of biological data using bio-statistical methods
 - b. advises ministry staff on how to correctly sample wildlife/fish to meet their needs for data
 - c. designs and implements programs to analyze data and develop summaries
 - d. undertakes analysis of data collected in conjunction with annual surveys to determine activity of sports industry/members using selected criteria
 - e. analyses issues and gives presentations to managers and staff to explain survey outcomes
 - f. answers public and staff inquiries
2. Undertakes computer associated tasks for data/systems analyses
 - a. develops and implements computer based data applications
 - b. maintains user guides and suggests system enhancement to increase efficiency and effectiveness
 - c. produces standard reports on regular basis or on request from staff specialists
 - d. writes queries for special information available from master files
3. Coordinates province-wide resource user surveys and controls survey tools
 - a. organizes surveys to determine impact of sports industry on wildlife and fish resources
 - b. designs surveys, selects statistically valid samples and designs questionnaires to minimize bias and maximize response of client groups
 - c. creates master computer files of response data, rectifies errors (i.e. repair or replace data) and integrates results with other databases to determine accuracy of estimates
 - d. determines activity level and impact of sports industry on wildlife and fish populations and assesses species viability and survivability
 - e. reviews and improves accuracy of data reporting to meet management and staff needs
 - f. meets with the Ministry's ISB to provide input for the development and modification of programs
 - g. provides cost data on staffing and contract costs to gather information or to conduct provincial surveys
 - h. drives vehicle to field to gather or verify data and monitor work of field crews
 - i. compiles data from annual surveys and interprets results and trends using statistical analysis

4. Operates computer programs
 - a. uses programs to allocate limited entry hunting authorizations, conducts lottery to draw applications and prints authorizations and unsuccessful notices
 - b. compiles detailed reports to document harvest of wildlife and fish
5. Supervises staff and directs contract workers
 - a. supervises, recruits and trains staff (3FTE)
 - b. plans, schedules, assigns and reviews work
 - c. sets work priorities and standards
 - d. conducts formal appraisals of work performance and takes disciplinary action, if required
 - e. provides direction to contractors and monitors contract work to ensure adherence to ministry policies and standards



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Understand the theory of biometric systems information to plan, research and develop analyses, which measure the provincial impact of the sports industry on provincial wildlife/fish resources, design and implement computer programs to analyze data and ensure survey design minimize bias and maximize responses.</p>	H	280
2	<p>MENTAL DEMANDS</p> <p>Judgement to modify methods to work with changing environmental, governmental and social factors and requirements; determine activity level and impact of sports industry on provincial wildlife/fish populations and assess species viability and survivability.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL</p> <p>Persuasion required to use basic counselling skill to discuss and explain employee performance problems with workers and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Moderate coordination and dexterity to drive a vehicle to field locations to gather survey data and to verify work of consultants or staff gathering data.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by general policies and by data and quality control standards, applies accepted work methods in different ways with flexibility to resolve data/program issues and to design suitable surveys.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Moderate financial responsibility to provide data for budget input on the cost of using contractors or program staff to gather fish/wildlife data and information.</p>	D	22.5

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7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</p> <p>Considerable responsibility to set-up and control a multi-user bio-statistic information system and control processes to ensure accuracy and quality of survey data and information.</p>	E	33
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES</p> <p>Responsibility to supervise employees, appraise employee performance and take disciplinary action (3 FTEs).</p>	DE	20
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</p> <p>Limited care and attention to drive to field sites to gather or verify data and monitor work, as the driver of convenience.</p>	B	10
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS</p> <p>Focused attention to detail to frequently scrutinize bio-statistical data.</p>	C	12
11	<p>PHYSICAL EFFORT</p> <p>Moderate physical effort to frequently focus visual attention to view computer screen and data.</p>	C	12
12	<p>SURROUNDINGS</p> <p>Exposure to isolated field conditions occasionally while gathering bio-statistical data.</p>	B	4
13	<p>HAZARDS</p> <p>Limited exposure to hazards from frequent keyboarding.</p>	B	4

Total Points: 777.5

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