Job Class Profile: **Policy, Planning and Research Analyst**

Pay Level: **CG-35**   **Point Band:**   **766-789**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	4	1	4	5	5	5	1	2	
Points	280	67	6	19	150	108	103	21	21	775

JOB SUMMARY

The Policy, Planning and Research Analyst is responsible for policy planning, research, and development of organizational initiatives according to departmental plans and government policies.

Key and Periodic Activities
— Designs and implements policy frameworks and research studies for organizational programs and initiatives.
— Assists in the preparation of strategic plans/annual reports and additional reporting requirements.
— Conducts research for a variety of stakeholders (i.e. Cabinet, Departmental Executives, external groups, etc).
— Provides statistical data analysis and reporting (i.e. develops databases, ensures data integrity, performs data extracts for stakeholders, etc).
— Creates internal and external documents, reports, and presentations (i.e. terms of reference, information requests, briefing notes, policy papers, cabinet papers, etc).
— Provides technical assistance (i.e. developing proposals, assessment reports, evaluation criteria, and writing support) to internal clients and government agencies.
— Administers surveys (i.e. tourism surveys, health surveys, etc) on behalf of the organization (i.e. Department or Agency)
— Represents government on various committees and boards (i.e. website committee, planning group, etc).
— Develops and delivers training to staff and education programs to the public (i.e. researches programs and develops materials).

SKILL

Knowledge
General and Specific Knowledge:
— Specific knowledge of conducting research projects and statistical applications.
Formal Education and/or Certification(s):
— Minimum: Undergraduate degree in Business, Statistics, Social Sciences or related field

Years of Experience:

— Minimum: 2 - 3 years of experience

Competencies:

— Proof-reads, edits and formats a variety of documents.
— Writes detailed letters, policies, or other correspondence.
— Strong research and analytical skills.
— Strong writing skills to generate reports and correspondence.
— Coordinates simultaneous research projects.
— Conduct analysis and assessment.
— Uses computer software programs such as spreadsheets, word processors, databases, and statistical packages.

Interpersonal Skills

— A range of interpersonal skills are used to perform activities such as listening; asking questions and gathering information for research purposes; providing information and direction; communicating complex information; gaining the cooperation of others (i.e. commitment from stakeholders on research projects) and making formal presentations.
— Communications occur with employees within the immediate work area, department and organization including research project stakeholders, supervisor/manager and other management personnel including departmental executive staff.
— Most significant contacts are employees within immediate work area, other departments, and Supervisors/Managers.

EFFORT

Physical Effort

— Work demands do not result in considerable fatigue requiring periods of rest.
— Work provides the opportunity to occasionally stand and walk within the office environment.
— Constantly required to perform fine finger/precision work while entering and manipulating data in electronic documents by using a mouse and key board.
— Occasionally required to drive to various locations to perform work duties.

Concentration

— **Visual concentration** is required constantly for data entry and verification of information in spreadsheets as well as to write reports, emails and other correspondence.
— **Auditory concentration** includes constant listening to multiple stakeholders requesting information, questioning for clarity and communicating complex responses.
— Occasionally **interruptions** create **a lack of control over the work pace** as a result of immediate requests for data or information. **Reporting deadlines** occur regularly.
— **Exact results and precision** are required for all reports and information requests.

Complexity

— Work involves a series of tasks and activities that are quite different but allow the use of similar skills and knowledge to define new challenges and their solutions. Solutions generally have

strategic or policy significance.
— Typical challenges/problems involve creative problem definition, analysis, and the development of complex solutions.
— The most typical challenges or problems are preparing briefing notes, completing requests with limited information available, etc.
— Problems are multifaceted and often require custom analysis.
— Policies, procedures, guidelines, acts and regulations exist to assist and address issues and challenges.

RESPONSIBILITY

Accountability and Decision-Making

— Work tasks and activities are moderately prescribed or controlled.
— Decisions can be made regarding design, development and implementation of research projects; policy development; and report writing.
— Formal approval required for purchases, staffing related issues and commitments on behalf of the department/organization.
— Works independently and exercises a high degree of discretion and judgement.
— Work tasks involving the accessing or releasing of confidential information are completed with discretion and independent judgment.

Impact

— Impacts generally affect immediate work area, department, outside the organization, and on clients and the general public.
— Work activities impact processes and systems, information, finances and corporate image (i.e. department policies, information requested by stakeholders, etc).
— Inaccurate reporting and data analysis affects the outcome of research projects, community resource planning, and the integrity of work performed.
— In the event of a mistake or error the consequence is directly felt on processes, systems, and on clients (i.e. personal information accessed without authorization).
— Legislation, policies, procedures, and sound judgment are used to mitigate most errors with work reviewed by supervisors and others.

Development and Leadership of Others

— Not responsible for the supervision of staff.
— May provide guidance, feedback, and direction to other staff; technical advisor; and reviews the work of colleagues.

WORKING CONDITIONS

Environmental Working Conditions

— Does not require any special precautions or safety equipment.
— Limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures or occupational illness resulting in partial or total disability.

— Exposure to unusual/distracting noise and glare from computer monitors.
— Occasionally required to travel for work.