



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

CLASSIFICATION STANDARD

ECONOMICS, SOCIOLOGY & STATISTICS

Scientific and Professional Category

© Minister of Supply and Services Canada 1985

Classification Standard - Norme de classification

Economics, Sociology & Statistics - Économie, Sociologie et Statistique

RECORDS OF AMENDMENT - REGISTRE DES MODIFICATIONS

Amendment No. / Modification n°	Date	Inserted by/ Fait e par	Remarks/Remarques
New Standard	1 July 1981		The New Standard replaces all earlier Standards and amendments
Nouvelle norme	1 juillet 1981		La nouvelle norme remplace toutes les normes et modifications précédentes

ECONOMICS, SOCIOLOGY AND STATISTICS

Treasury Board

INTRODUCTION

This standard describes the classification plan to be used in allocating positions to the Economist, Sociology and Statistics (ES) Group and in evaluating their relative worth. It consists of an Introduction, Definitions of the Scientific and Professional Category and the ES Group, the level structure and level point boundaries, the position evaluation plan with rating scales and point values and the bench-mark position descriptions.

The point-rating method of position evaluation is used to determine the level of positions allocated to the ES Group, with the exception of positions in Level 1 for which a narrative description is provided. Point-rating is an analytical, quantitative method of determining the relative worth of positions and is particularly suited to occupational groups with a heterogeneous mix of functions. Essentially point-rating plans identify and define the factors and the factor degrees to be used in evaluating the positions and allocating a numerical value to each factor degree. The sum of the factor degree values determines the level of the position.

FACTORS

The combined factors do not cover all aspects of the work being performed, but deal with those more common characteristics that have been identified as being 1) of greatest significance to the type of functions included in the group and 2) of most use in evaluating the relative worth of the positions.

The evaluation plan has five factors: Nature and Complexity, Professional Responsibility, Supervision/Coordination, Impact and Representation. Three factors have two dimensions that are defined in terms of related elements and Supervision/ Coordination and Representation each have a single dimension and rating scale.

POINT RATING PLAN

The maximum value assigned to each factor reflects its relative importance. Similarly point values have been assigned to the factor degrees.

<u>FACTOR</u>	<u>PERCENTAGE OF TOTAL POINTS</u>	<u>MAX. POINT VALUES</u>
Nature and Complexity	30	300
Professional Responsibility	30	300
Supervision/Coordination	15	150
Impact	15	150
Representation	10	100
	<hr/> 100	<hr/> 1,000

For the first two factors, Nature and Complexity and Professional Responsibility, additional points can be given, if characteristics of two consecutive factor degrees are identified in the duties being analyzed and evaluated. But only one + adder is allowed for each factor, e.g. B+2 or B2+ is permissible in Nature and Complexity and Professional Responsibility, but B+2+ is not.

BENCH-MARK POSITION DESCRIPTIONS

Bench-mark position descriptions are an integral part of the evaluation plan and are used to confirm the position ratings and to provide consistency in the application of the factors and factors degrees. Each description contains a brief summary, a list of the principal duties with percentage of time devoted to each, and a specification which relates the duties to the evaluation factors. Such descriptions are not intended to illustrate the format to be used in describing the duties, but rather to exemplify a particular level of work difficulty and the appropriateness of the factor degrees assigned.

The bench-mark position descriptions have been evaluated and the factor degrees and levels indicated are those that best correspond to the duties and responsibilities described. The level and total points are shown on the first page of the position description.

USE OF THE STANDARD

The following steps are to be taken in applying this standard.

- (1) The position description is studied to ensure an understanding of the position as a whole •id allocation to the Scientific and Professional Category and the EE '7roup is only confirmed after reference to the category and group definitions and their inclusion and exclusion criteria.
- (2) The organizational setting in which the position is located is studied to ensure that the relationship of the position being evaluated to superior and subordinate positions is understood and considered.
- (3) Tentative degree ratings for each factor are determined by comparison to the factor degree definitions in the rating scales. Uniform application of the factor degree definitions requires frequent reference to the factor descriptions and the notes to raters.
- (4) The description of the factors in each of the bench-mark positions exemplifying the degree tentatively established is compared to the description of that factor in the position being evaluated. Comparisons are also to be made with descriptions of the factor in bench-mark positions for the degrees above and below the one tentatively established.

- (5) The numerical point values for all factors are added to determine the total numerical point value and the level.
- (6) The position being rated is compared as a whole to the bench-mark positions and to other ES positions that have a similar point rating total and are at the same level.

DETERMINATION OF LEVELS

The objective of position evaluation is the determination of the relative difficulty of positions. Positions are regarded as being of equal difficulty when their total point values fall within a designated range of point values and will be assigned to the same level in the level structure.

SPECIAL NOTE TO RATERS

During 1981 a significant number of ES-8 positions (and some ES-7s) were reallocated to the Management Category. Consequently there is no ES-8 bench-mark position description to illustrate the ultimate degree of several factors. Positions that rate at 750 points or above should therefore be submitted for review by the Senior Management and Executive Compensation Group, Personnel Policy Branch, Treasury Board of Canada.

CLASSIFICATION STRUCTURE AND LEVEL BOUNDARIES

LEVEL		LEVEL DESCRIPTION	
LEVEL 1			
LEVEL 2	<		141
LEVEL 3	141	-	250
LEVEL 4	251	-	370
LEVEL 5	371	-	500
LEVEL 6	501	-	650
LEVEL 7	651	-	800
LEVEL 8	801	-	1000

FACTOR RATING SCALES	FACTOR WEIGHT
NATURE AND COMPLEXITY	30%
PROFESSIONAL RESPONSIBILITY	30%
SUPERVISION/COORDINATION	15%
IMPACT	15%
REPRESENTATION	10%

CATEGORY DEFINITION

Occupational categories were repealed by the Public Service Reform Act (PSRA), effective April 1, 1993. Therefore, the occupational category definitions have been deleted from the classification standards.

ECONOMICS, SOCIOLOGY AND STATISTICS

GROUP DEFINITION

For occupational group allocation, it is recommended that you use the [Occupational Group Definition Maps](#), which provide the 1999 group definition and their corresponding inclusion and exclusion statements. The maps explicitly link the relevant parts of the overall 1999 occupational group definition to each classification standard.

- administration of programs of economic, socio-economic or social development.
- planning, production and distribution of publications and promotional material about government programs.
- technical or mechanical operations relating to the distributing, compiling and editing of survey/census input and output data.

Also excluded are positions in which the primary duties are included in the Commerce Group, Mathematics Group, or Computer Systems Group.

MINIMUM QUALIFICATIONS

Graduation with an acceptable degree from a recognized university and specialization in economics, sociology or statistics.

LEVEL DESCRIPTION

ES LEVEL 1

This is a recruitment and learning level for employees involved in economic, sociological and statistical studies and data analysis. These employees either gather and prepare information required for studies, surveys and work programs, or set up procedures for the compilation and tabulation of data. Assignments are received with the purposes, methods and sources of information indicated. The work is reviewed for progress and adherence to instructions, and final results are reviewed for completeness, thoroughness and validity of conclusions. This is an entry level in which increasingly complex work is assigned as the employee shows progress. The work may include the supervising and guiding of support staff engaged in collecting, processing and tabulating data.

NATURE AND COMPLEXITY OF WORK

This factor is used to evaluate the nature and complexity of the work and the requirements for theoretical and subject matter area knowledge.

- A. The Nature of the Work includes the manner in which objectives are stated, the frequency of assignment occurrence and the scope and diversity of the assignments.

The manner in which assignment objectives are stated will range:

- from objectives that are defined by past practice or set by a more senior analyst or supervisor in accordance with departmental requirements;
- to objectives that are stated in general terms due to the undefined or unique nature of the assignment.

The frequency of assignments will range:

- from recurring studies or surveys and individual studies or surveys relating to the same subject matter area;
- to unique and complex assignments covering the review of the most significant or strategic areas of concern.

The scope and diversity of assignments will range:

- from studies or surveys involving a subject matter area;
- to the most complex assignments that include either in-depth and unique . studies in an area of specialization or wide-ranging reviews extending across a number of subject matter areas.

- B. The Complexity of the Work includes the availability and nature of the information and data used, the subtlety of the variable factors and the nature of their relationships, the use and development of techniques, methods and approaches and the requirements for theoretical and subject matter area knowledge.

The availability and nature of information and data will range:

- from the selection and use of information and data that have a direct bearing upon the study or survey;
- to the seeking out of obscure sources of information and data and the identification of material relevant to the assignment or the abstraction of information and data from a variety of sources not usually associated with the area under study.

The subtlety of variable factors and the nature of their relationships will range:

- from the consideration of variable factors related through a study or survey;
- to the identification and consideration of a large number of variable factors having complex and difficult to define relationships because of the unique nature of the assignment or the variety of subject matter areas affected.

The use and development of techniques, methods and approaches will range:

- from the use of techniques, methods and approaches established by past practice or reviewed by a more senior analyst or supervisor;
- to the development of techniques, methods and approaches designed to meet the needs of the most unique study or of the most complex team assignment.

The requirement for theoretical and subject matter area knowledge will range:

- from a knowledge of theories and principles and the relevancy of their application and the continuation of study in the areas of program or regulation activity;
- to a comprehensive knowledge of advanced theories and principles along with a complete understanding of the legislation, policies, programs, or departmental activities affected.

NOTES TO RATERS

When analyzing some position descriptions against the elements of this factor, evaluators may find that the duties require the consideration of characteristics found in two factor degree definitions. If this spanning of two consecutive factor degree definitions occurs then the application of the + (plus) adder may be appropriate to that factor considered most significant.

e.g. A specialist, working in an area with limited or no ES professional supervision or guidance, may carry out a number of equally complex studies. Some will have their objectives defined by past practice and some, because they are new or unique in nature, will have their objectives defined in more general terms and will require the review of a number of subject matter areas.

In such cases consideration of the + (plus) adder may be appropriate for the Nature element. Only one adder is permitted, i.e., C+3 or C3+. Ratings such as C+3+ are not permitted.

		<u>NATURE AND COMPLEXITY</u>			
<u>NATURE</u>	<u>DEGREE A</u>	<u>DEGREE B</u>	<u>DEGREE C</u>	<u>DEGREE D</u>	
<u>“+” ADD 2 1</u>	Assignments, under the control of a more senior analyst or supervisor, have objectives defined by past practice or set in accordance with departmental requirements and consist of recurring studies or surveys and individual studies or surveys relating to the same subject matter area.	Assignments have objectives that are defined, but not detailed, and consist of unique or recurring studies or surveys that are carried out simultaneously. Such studies or surveys involve the review and analysis of information and data from related subject matter areas.	Assignments have objectives stated in general terms that are defined by the incumbent in conjunction with a senior official, manager or client. Such assignments consist of unique and complex studies and surveys that either require in-depth investigations in the area of specialization or involve the broad review of a number of subject matter areas.	Assignments have objectives stated in general terms due to the undefined or unique nature of the work. Such assignments cover the review of the most significant or strategic areas of concern or the solution of the most complex problems and consist of either in-depth and unique investigations in the area of specialization or wide ranging and extensive reviews the results of which involve and implicate a number of subject matter areas.	
<u>“+” ADD 2 1</u> <u>COMPLEXITY</u>					
<u>Degree 1</u> The work requires the selection and use of information and data related to the study or survey. The variable factors considered have apparent interrelationship and the techniques, methods and approaches have been established or are reviewed by a more senior analyst or supervisor. A knowledge of theories and principles and the relevancy of their application and the continuation of study in program or regulation activity is required.	43	86	128	170	
<u>Degree 2</u> The work requires the determination, selection and use of relevant information and data from a variety of sources including some not previously associated with the study or survey. The variable factors to be considered are related but not apparent and the techniques, methods and approaches have to be modified to suit the needs of the assignments. A thorough knowledge of theories and principles and the appropriateness of their application to the variety of assignments is required along with an understanding of the policies, programs, regulations and departmental activities affected.	87	129	171	213	
<u>Degree 3</u> The work requires the identification of sources of information and data used in the assignments controlled by the incumbent. The variable factors have to be identified and evaluated by the incumbent to establish their relationships and determine their value to the assignment. The techniques, methods and approaches have to be developed or modified to suit the needs of the assignments. An in depth knowledge of theories and principles and the application of such knowledge into expanded or new areas is required along with a thorough understanding of the legislation, policies, programs, regulations and departmental activities affected.	130	172	214	257	
<u>Degree 4</u> The work requires the seeking out of obscure sources of information and data or the abstraction of material from a variety of sources not usually associated with the area under study. A large number of variable factors having complex and difficult to define relationships have to be identified and considered. The techniques, methods and approaches have to be developed to suit the most unique and complex assignments. A comprehensive knowledge of advanced theories and principles is required along with a Complete understanding of the legislation, policies, programs, and departmental activities affected.	173	215	258	300	

PROFESSIONAL RESPONSIBILITY

This factor is used to evaluate the work in terms of the two elements of ADVICE and PLANNING/ANALYSIS. These two elements have been combined as the horizontal and vertical dimensions of one factor rating scale and the value of the professional responsibility aspect of the work is determined by reference to the most appropriate degrees on the rating scale.

- A. Advice includes the provision of technical instruction and expert professional advice to management, other professionals and support staff and will range:
- from the provision of technical instruction, guidance and advice to other professionals and support staff;
 - to the provision of authoritative and expert advice to senior managers and policy advisors on major socio-economic issues that have a direct bearing upon policy or regulatory legislation. Also the provision of expert advice on policy or legislation to senior officials from other levels of government, the private sector or representatives of special interest groups.
- B. Planning and Analysis includes the requirement to identify, define or review areas of concern or problems to be solved, to determine the necessity or extent of an assignment and to analyze and interpret information, results or findings.

Planning will range:

- from the review of the extent and the terms of reference of established or recurring studies, surveys or forecasts to ensure they are understood and appropriate;
- to the determination of the extent of major assignments and initial investigations. Proportioning work into viable studies or surveys, establishing the overall assignment parameters and determining the need for additional reviews.

Analysis will range:

- from the analysis and interpretation of data and information pertaining to a study or survey and the compilation of reports or forecasts reviewed by a more senior analyst or manager;
- to the analysis and interpretation of the results of the assignments and development of overall conclusions and recommendations.

NOTE TO RATERS

When analyzing some position descriptions against the elements of this factor, evaluators may find that the duties require the consideration of characteristics found in two factor degree definitions. If this spanning of two consecutive factor degree definitions occurs then the application of the + (plus) adder may be appropriate to that factor considered most significant

e.g. A specialist working in an area with limited or no ES professional supervision or guidance may be required to provide management with advice relating to both the results of studies and the effects such results could have upon program, policy or regulatory issues. In such cases, consideration of the + (plus) adder may be appropriate for the Advice element. Only one adder is permitted i.e. B+2 or B2+. Ratings such as B+2+ are not permitted.

	<u>PROFESSIONAL RESPONSIBILITY</u>			
<u>ADVISE</u>	<u>DEGREE A</u>	<u>DEGREE B</u>	<u>DEGREE C</u>	<u>DEGREE D</u>
<p><u>“+” ADD 22</u></p> <p>Providing instruction and technical guidance to support staff assigned to a study or survey and guidance to other professionals requesting assistance and information about a particular subject, technique or approach.</p>	<p>Providing professional advice and guidance to other professionals and management personnel on study or survey results, on methods of socio-economic analysis or on statistical techniques and systems as they are applied to the area under study.</p>	<p>Providing professional and expert advice to professional and management personnel on the socio-economic implications of various studies or surveys and the affect of their results upon policies, programs or regulations.</p> <p>or</p> <p>Providing expert advice on advanced analytical methods and techniques and the relevancy of their use to the area under study.</p>	<p>Providing authoritative and expert advice to senior managers and policy advisors on major socio-economic issues directly affecting policy or regulatory legislation.</p> <p>Providing expert advice on policy or legislation matters to senior officials from other levels of government or the private sector or representatives of special interest groups.</p>	
<p><u>“+” ADD 22</u></p> <p><u>PLANNING AND ANALYSIS</u></p>				
<p><u>Degree 1</u></p> <p>Reviewing the extent and terms of reference of established or recurring studies or surveys. Analyzing and interpreting data and information pertaining to the study or survey and compiling reports and forecasts that are reviewed by a more senior analyst or manager.</p>	30	75	121	166
<p><u>Degree 2</u></p> <p>Determining, in conjunction with a senior analyst, manager or client, the extent and the terms of reference of studies or surveys. Analyzing and interpreting data, trends and information pertaining to the area of review and preparing substantive reports, forecasts or conclusions.</p>	74	120	165	211
<p><u>Degree 3</u></p> <p>Determining the extent of complex studies or surveys and establishing the relevant terms of reference. Analyzing, interpreting and integrating information, trends and study findings from related areas and other sources and preparing comprehensive reports, forecasts and conclusions.</p>	119	164	210	255
<p><u>Degree 4</u></p> <p>Determining the extent of major assignments and initial investigations. Proportioning work into viable studies or surveys, establishing the overall assignment parameters and determining the need for additional reviews. Analyzing and interpreting the results of the reviews and developing overall conclusions and recommendations.</p>	163	209	254	300

SUPERVISION/COORDINATION

This factor is used to evaluate the work in terms of the assigned responsibility to supervise human, financial and physical resources or to act as the coordinator of the activities of task forces and project teams.

Supervision of human, financial and physical resources will range:

- from the occasional supervision of professionals or support staff and the effective use of office services and equipment;
- to supervision, through subordinate unit heads, of a large staff performing work of a socio-economic or statistical nature, the retention of consultants and the negotiation of their fees, the administration and control of a budget, the administration of assignment funding and the planning of space, equipment and service utilization.

Coordination requires the incumbent to act as the project team or task force lead and will range:

- from coordinating the activities of support or technical staff assigned to a departmental project or a series of closely related or recurring projects;
- to coordinating the activities of intergovernmental task forces or senior personnel from the private sector assigned to advisory committees or task forces.

NOTE TO RATERS

To maintain the value of sustained supervisory activities or the ongoing coordination of project teams, the requirement to plan and review the work of consultants is not to be considered under this factor. Consultants, as recognized experts in their respective fields, do not require the same kind of direction or assistance the normal master/servant relationship demands.

SUPERVISION/COORDINATION

<p>Degree 1</p> <p>Responsible for the occasional supervision of professionals or support staff or the coordination of the activities of support and technical staff assigned to departmental projects and task forces. Makes effective use of office service and equipment and modifies established procedures to suit the need of the unit, the project or the task force.</p>	<p>10</p>
<p>Degree 2</p> <p>Responsible for the sustained supervision of an organizational unit or the coordination of the activities of professionals assigned to departmental or interdepartmental project teams or task forces. Maintains an authorized budget, and modifies assignment procedures to suit changing work environments.</p>	<p>75</p>
<p><u>Degree 3</u></p> <p>Responsible for the supervision, through subordinate unit heads, of a large staff performing work of a socio-economic or statistical nature or the coordination of the activities of intergovernmental task forces or advisory committees composed of senior personnel from the private sector. Is also responsible for the hiring of consultants and the negotiation of their fees. Administers a budget or assignment funds and plans the utilization of space, equipment and services.</p>	<p>150</p>

IMPACT

This factor is used to measure the EXTENT to which work assignments impact upon industrial sectors, geographic regions or segments of the population and the INFLUENCE that a position can have upon an end product.

Assignments usually consist of economic/social studies or require the development of survey material. End products are usually in the form of results, conclusions or recommendations used by senior management in their decision making.

- A. Extent refers to the size and diversity of the industrial sector, the geographic region or the segment of the population immediately affected by the assignment. Only such primary impacts are to be considered under this element, for most federal government projects, no matter how localized, have secondary or tertiary affects upon other sectors, regions or groups.

The size and diversity of the industrial sector affected will range:

- from a small industrial sector or segments of an industry;

- to large related industrial sectors.

The size and diversity of the geographic regions affected will range:

- from small geographic areas having limited socio-economic diversity;

- to the whole country.

The size and diversity of the population affected will range:

- from small specialized or local segments of the population having similar economic or social interests;

- to the total population.

- B. Influence refers to the degree to which a position can affect, within the organization structure in which it is located, an end product. In most cases the degree of influence diminishes as the position's distance from the decision making authority increases.

The influence a position can have upon an end product will range:

- from where the studies and analyses provide results forming part of larger assignments or surveys, or provide comprehensive background material to be used in studies carried out by senior analysts or supervisors;

- to where the studies provide recommendations that are accepted by senior management and have substantial influence on major decisions affecting federal policy or legislation.

		<u>IMPACT</u>			
<u>EXTENT</u>	<u>DEGREE A</u>	<u>DEGREE B</u>	<u>DEGREE C</u>	<u>DEGREE D</u>	
<u>INFLUENCE</u>	The primary impact of the work affects a small industrial sector, segments of an industry, the social or economic development of a small geographic area with limited socio-economic diversity, or a small specialized segment of the population.	The primary impact of the work affects a significant industrial sector, the social or economic development of a significant geographic region, or a special interest group representing a significant segment of the population	The primary impact of the work affects a major industrial sector, the social or economic development of a large and diverse geographic region or a large segment of the population with diverse or conflicting interests.	The primary impact of the work affects large related industrial sectors, the social or economic development of the country or the total population.	
<u>DEGREE 1</u> Studies and analyses provide results forming part of a larger assignment or survey, <u>or</u> provide comprehensive background material that will be used in studies carried out by senior analysts or supervisors.	35	43	52	60	
<u>DEGREE 2</u> Studies provide results that are accepted by senior analysts or supervisors and contribute to the design of surveys or the conclusions of major studies <u>or</u> the development of programs.	57	65	74	82	
<u>DEGREE 3</u> Studies provide conclusions that are accepted by management and have substantial influence on the design of major surveys <u>or</u> on recommendations arising out of major studies or on program or regulatory decisions.	80	88	97	105	
<u>DEGREE 4</u> Studies provide recommendations that are accepted by senior management and have substantial influence on major program <u>or</u> regulatory decisions or on decisions affecting federal policy or legislation.	102	110	119	127	
<u>DEGREE 5</u> Studies provide recommendations that are accepted by senior management and have substantial influence on major decisions affecting federal policy or legislation.	125	133	142	150	

REPRESENTATION

This factor measures the extent to which a position is required to maintain contacts or attend meetings as departmental representative with other Federal Government Departments, other levels of government, special interest or private sector representatives and officials of foreign countries. Contacts within the department or attendance at inter-branch or inter-divisional meetings within the department where the position is located are not to be considered under this element.

Representation will range:

- from contacting other Federal Government Departments and agencies, other levels of government or private sector and special interest groups to exchange information or to explain approaches, methods, programs or policies.
- to attending meetings as the Federal Government's on-the-scene subject matter expert assessing and responding to proposals affecting a significant sector of the national economy or the country's social situation.

or

When acting as Chairperson at meetings with representatives of industry or special groups convened in advance of formal regulatory public hearings to reach preliminary agreements or to resolve significant issues without formal hearings.

REPRESENTATION

<p>This factor is to be considered only when representation is an integral part of the duties and occurs on a regular basis. Duties requiring contacts or attendance at meetings within the department, or the provision of support to the departmental representative, are not to be rated under this factor. Support to own departmental representative is to be rated under the advice element of Professional Responsibility</p>	
<p style="text-align: center;"><u>Degree 1</u></p> <p>Contacting other departments, other levels of government or private sector and special interest groups, to exchange information or to explain approaches, methods, programs or policies.</p> <p style="text-align: center;"><u>OR</u></p> <p>Attending regulatory hearings as an observer in order to brief senior management on the proceedings.</p>	<p><u>Points</u></p> <p>10</p>
<p style="text-align: center;"><u>Degree 2</u></p> <p>Attending meetings with officials from other departments, other levels of government or the private sector to ensure that the departmental point of view, policies and regulations are understood and considered in the decision making process.</p> <p style="text-align: center;"><u>OR</u></p> <p>Attending regulatory hearings of a routine or recurring nature to assess the economic implications of applications and submissions and ensure that all economic aspects are presented for consideration by the panel.</p>	<p>30</p>
<p style="text-align: center;"><u>Degree 3</u></p> <p>Attending meetings with officials from other departments, other levels of government or the private sector where contentious issues are considered and where the commitment of departmental resource. has to be negotiated.</p> <p style="text-align: center;"><u>OR</u></p> <p>Attending regulatory hearings dealing with contentious or precedent setting issues to ensure that their economic implications are understood and considered in reaching regulatory decisions.</p>	<p>60</p>
<p style="text-align: center;"><u>Degree 4</u></p> <p>Acting as the Federal Government's on-the-scene subject matter expert at international meetings assessing and responding to proposals that could affect a significant sector of the Canadian economy or the country's social situation.</p> <p style="text-align: center;"><u>OR</u></p> <p>Chairing meetings with representatives of industry or special interest groups, convened in advance of a formal regulatory public hearing to reach preliminary agreement, or meetings that attempt to resolve significant issues without a formal hearing.</p>	<p>100</p>

BENCH-MARK POSITION DESCRIPTIONS

NUMBER	LEVEL	TITLE
18	7	Assistant Director, International Trade Policy
17	7	Assistant Director, Industrial Prices Sub-Division
16	6	Senior Analyst, Citizenship and Official Languages
20	6	Chief, Electrical Policy Analysis
15	6	Chief, Policy Advisory, Air Services Analysis
14	5	Section Head, Macroeconomics, econometrics
13	5	Head, Microbiology and Nutrition Statistics Unit
12	5	Commodity Economist
11	5	Project Leader, Special Surveys
10	5	Senior Project Officer
9	4	Research Officer - Policy Studies
8	4	District Economist (Non-Metro)
7	4	Industry Analyst
6	4	Research Officer - Indian Affairs
5	4	Tax Policy Officer
19	4	Senior Statistician, Retail Trade
4	3	Forecaster, System and Forecast
3	3	Water Management Analyst
2	2	Assistant Economist
1	2	Statistician, Airport Activity Survey

BENCH-MARK POSITION FACTOR RATINGS

NUMBER	LEVEL	DEPT.	N&C	P.R.	S/C	IMP.	REP.	TOU L POINTS
18	7	AGR	C3 - 214	D4 - 300	- 10	C4 - 119	- 100	743
17	7	SC	C3 - 214	C3+ - 232	- 150	D3 - 105	- 30	731
16	6	SEC	C2+ - 192	C3 - 210	- 75	A4 - 102	- 10	589
20	6	EMR	B+3 - 193	C2+ - 187	- 75	A3 - 80	- 30	565
15	6	CTC	B3 - 172	C3 - 210	- 10	B3 - 88	- 60	540
14	5	NEB	B2+ - 150	B2 - 120	- 75	C2 - 74	- 30	449
13	5	HWC	B2 - 129	B2+ - 142	- 75	A3 - 80	- 10	436
12	5	EMR	B2 - 129	B+3 - 186	- 10	A3 - 80	- 30	435
11	5	SC	B2 - 129	B2 - 120	- 75	B2 - 65	- 10	399
10	5	TES	B2+ - 150	B2 - 120	- 10	B2 - 65	- 30	375
9	4	SGC	B2 - 129	B+2 - 142	- 10	A2 - 57	- 10	348
8	4	EIC	B2 - 129	B2 - 120,	- 10	A2 - 57	- 10	326
7	4	SC	B2 - 129	A+2 - 96 ¹	1 - 10	B2 - 65	- 10	310
6	4	IANC	B1+ - 107	B2 - 120	- 10	A2 - 57	- 10	304
5	4	FIN	A+2 - 108	B1+ - 97	10	B2 - 65	- 10	290
19	4	SC	B1+ - 107	A+2 - 96	- 10	E1 - 43	- 10	266
4	3	TC	A2 - 87	A+1 - 52	- 10	B1 - 43	- 10	202
3	3	EC	A+1 - 64	B1 - 75	- 10	A1 - 35	- 10	194
2	2	AGR	A1 - 43	A1 - 30	- 10	BI - 43	- 10	136
1	2	SC	A1 - 43	A1 - 30	- 10	A1 - 35	- 10	128

BENCH-MARK POSITION DESCRIPTION

Bench-Mark Position Number: 1

Level: 2

Descriptive Title: STATISTICIAN, AIRPORT ACTIVITY SURVEY
AVIATION STATISTICS CENTRE

Point Rating: 128

Summary

Reporting to the Head, Airline Traffic and Economic Analysis Unit, collects and assesses operational data on approximately 45 Canadian and foreign airlines operating domestic and international air services. Conducts special statistical studies and comparative analyses to test survey methods and to service user requirements. Participates in the development of procedures covering the collection, processing, analysis and publication of Airport Activity and Traffic Flow data and implements proposed changes. Reviews the data reported by airlines and provides operational and market share statistics to other government departments. Participates in other divisional projects and performs other duties as required.

Duties

% of time

- | | |
|---|----|
| 1. Collects and assesses the operational data from the approximately 45 Canadian and foreign airlines operating domestic and international scheduled services by: | 30 |
| - reviewing and designing questionnaires for the collection of the data; | |
| - developing tables and catalogue formats for the publication of the data; | |
| - assessing the validity of data compiled for publication; | |
| - preparing reports and textual material for publications and special releases of data; | |
| - updating reference material following changes in air service authorities and by initiating the reporting of data by new airlines; | |
| - reviewing and controlling the procedures used in the collecting, editing, compiling, analyzing and publishing of airline statistics; | |

- reviewing accounting practices used by airlines operating in Canada and implementing new or revised procedures to facilitate the processing of financial data following changes in airline accounting methods.
2. Participates in the review and development of procedures used in the collection, processing, analysis and publication of Airport Activity and Traffic Flow data by: 25
- determining the status of Airport Activity and Traffic Flow publications in relation to Statistics Canada's publication standards and norms;
 - developing revised edit criteria to reflect new air service patterns and new services being provided by the airlines;
 - revising the statistics collected and produced by the survey to reflect changes in government policy; and
 - implementing new or revised procedures to accommodate changes in data processing technology and in government regulations.
3. Tests the survey methods and services user requirements by: 25
- conducting special statistical studies to ensure that sound statistical and economic principles are employed within the survey;
 - conducting a comparative analysis of Airport Activity and Traffic Flow data with data from other sources such as other surveys within the Centre and the International Civil Aviation Organization (ICAO);
 - identifying assignable causes of fluctuations and change and preparing and interpreting time series trends;
 - interpreting and explaining the limitations of the data and preparing reports on special studies to meet user requirements.

4. Reviews the timeliness, completeness and accuracy of data reported and ascertains the data users operational and market share statistics requirements by:
- controlling a follow-up system and indicating to respondent airlines any irregularities or discrepancies discovered in their reports;
 - informing survey respondents of the status of their reporting and the accuracy of their reports;
 - providing respondents with comprehensive instructions on the filing of reports;
 - meeting, on a regular basis, with personnel from the Canadian Transport Commission's Air Services Analysis Branch and with economists from the Statistics and Forecast Branch of Transport Canada, to discuss their statistical requirements.
5. Also participates in divisional projects and performs other related duties as required. 5

SPECIFICATIONS

Degree Points

Position Profile

The work is statistical in nature with the principal assignments being the collection and assessment of airline operational data and the continuing coordination of the quarterly and annual report of the Airport Activity and Traffic Flow Survey. Other studies result in the preparation of special data releases and the review and verification of data sources and methods of data compilation.

Nature and Complexity of the Work

Nature: The objectives of the Air Traffic Flow Survey are defined by ongoing and existing practices established to be in accordance with Statistics Canada and user requirements. Objectives of studies covering specific airport or airline activity or data collection and method assessment are defined by the data users or the Head, Airline Traffic and Economic Analysis Unit.

A1 43

Complexity: The production of the Survey requires the collection, assessment and use of operational information and data from the 45 Canadian and foreign airlines operating domestic and international air services in Canada. The factors considered are directly related (through the subject and universe of the Survey) to airport and airline activities and any changes proposed to statistical or reporting methods or techniques are reviewed by the Unit Head and the data users. A knowledge of statistical theory and principles and the relevance of their application in a computerized environment is required along with an understanding of the operational and accounting practices of the airlines operating in Canada.

Professional Responsibility

Advice: The work requires the provision of advice to production staff on the procedures to be used in processing the Airport Activity and Traffic Flow Survey data to ensure its compliance, accuracy and consistency. Also the limitations of the data produced are explained to the users and instructions are provided to survey respondents regarding the complexity and filing of reports and survey questionnaires.

A1 30

Planning and Analysis: The extent and the terms of the Survey and of the ad-hoc statistical services are reviewed, to ensure that changes or proposed changes in Statistics Canada's or the user's requirements are reflected in the type of information collected and produced. There is a requirement to review the methods used in the production of Survey material or study results and to interpret the statistical findings and limitations for the data users. Reports and time series data are prepared to suit the user's requirements.

Supervision/Coordination

There is no requirement to supervise other employees or to act as a project leader.

1 10

Impact

Extent: The primary effect of the work impacts upon the carrier segment of the aviation industry through the use made of the data by government department analysts and the airline personnel.

A1 35

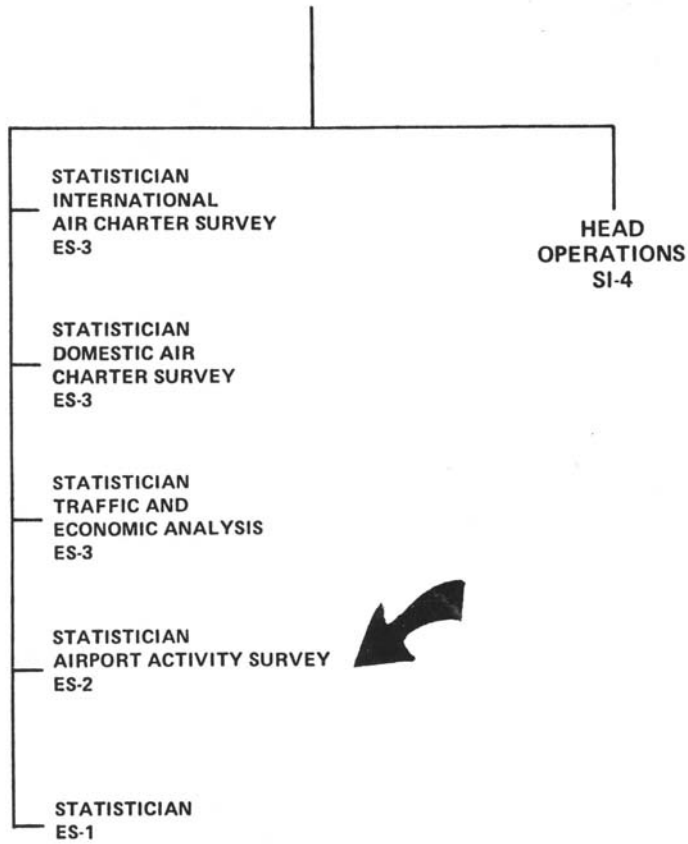
Influence: The Survey and statistical services provide data and information used in studies carried out by analysts in Transport Canada and the Canadian Transport Commission and by officials of airlines and air transportation associations.

Representation

Data users and Survey respondents are contacted to explain and interpret Survey material and questionnaire issues and to enlist participation in and support of data collection.

1 10

HEAD
AIRLINE TRAFFIC
& ECON. ANAL. UNIT
ES-5



TRANSPORTATION
AND COMMUNICATIONS
DIVISION

STATISTICS CANADA

BENCH-MARK POSITION DESCRIPTION

Bench-Mark Position Number: 2

Level: 2

Descriptive Title: ASSISTANT ECONOMIST

Point Rating: 136

Summary

Reporting to the Chief, Processing and Retailing in the Food Markets Analysis Division, assists economists with studies of food processing and retailing; assists in maintaining an information system; writes reports; and assists in the development or evaluation of new or existing policies and programs.

Duties

% of time

- | | |
|--|----|
| 1. Assists more senior economists to carry out studies in the area of food processing and retailing to assess information on the number and size of firms, production methods and marketing practices, the effect of vertical integration on food prices, and effectiveness of government policies and programs, by: | 80 |
| - maintaining an awareness of developments in the industry, and of policy issues and related research in the department and elsewhere; | |
| - identifying economic research needs and discussing objectives with other economists and the Section Chief; | |
| - gathering information and data on new products and processes, costs and prices and on ownership and market structures; | |
| - suggesting an appropriate methodology, including computer programs, to perform analyses and confirm or quantify relationships and effects; | |
| - writing background reports on results of analyses, with interpretations as required, for review by the supervisor and senior officials, and occasionally for publication; | |
| - using knowledge of industry institutions and operations, and of appropriate theory and methods to assist in the development or evaluation of policy options and programs; | |

% of time

- participating in the development and maintenance of an information system on the food processing and retailing sectors, and
- preparing briefing notes and discussion papers as required for senior officials.

2. Performs related duties such as reviewing literature and reports related to the food industry, and reports on statistical or analytical methodology; monitoring market performance through press and other reports, and by contacts with economists and others in government departments, and industry or marketing agencies; attending seminars and conferences; reviewing and criticizing papers and publications of various governmental or private sector agencies or individuals. 20

SPECIFICATIONS

Degree Points

Position Profile

The work is analytic in nature and includes obtaining information and data on the food processing and retailing sectors, and analysing the structure, conduct and performance of these sectors, and preparing reports and forecasts for use by senior analysts or project leaders.

Nature and Complexity of the Work

Nature: Objectives of the work are defined by the Section Chief or a senior analyst and require gathering and assessing economic information on developments in the food processing and retailing sectors and carrying out analyses to evaluate the effect of government policies, or to identify changes in production or in the structure and operation of these sectors. The work requires being engaged simultaneously on a series of short-term individual studies and on longer term work as a member of a project team.

A1 43

Complexity: Data and information are usually available within the department, or from Statistics Canada, provincial governments or industry sources, but the work requires a knowledge of how the data was gathered and processed in order to make comparisons and identify trends. The analyses and forecasts generally make use of established methods and

techniques. Special or non-recurring studies occasionally require that analytic methods or techniques be modified, and work with a senior economist or the Section Chief to develop a suitable approach.

The work requires a knowledge of economic theory, and the methods and techniques of data gathering, statistical estimation, and economic modelling. Some knowledge and experience in the use of computers is required.

Professional Responsibility

Advice: Instructions and technical guidance are given to support staff collating data and information or preparing tables and diagrams for reports. As a member of project teams, the work requires advising other professionals regarding the structure and operations of the food processing and retailing sectors, and will provide similar assistance to other economists seeking information on the economics of food processing and retailing. Draft reports, briefing notes and ministerial correspondence.

A1 30

Planning and Analysis: The work requires discussing with the Section Chief the objective and scope of individual studies and the resources required, and suggesting changes in methods or techniques as may be necessary. Terms of reference for project teams will also be discussed and the incumbent's role defined. Projects and studies require the verification and analysis of data and preparation of reports and interpretations which will be reviewed by the project leader or the Section Chief.

Supervision/Coordination

There is no supervisor or project leader responsibility. The incumbent instructs support staff concerning the gathering and collation of data, or the preparation of reports.

1 10

Impact

Extent: The results of studies contribute to decisions and recommendations emanating from the Section that impact on the food processing, distributing and retailing sector of the Canadian economy with secondary implications for Canadian consumers.

B1 43

Degree Points

Influence: Studies and analyses provide background information for use by senior economists and the Section Chief in processing the effect of policies and programs and developing recommendations for changes.

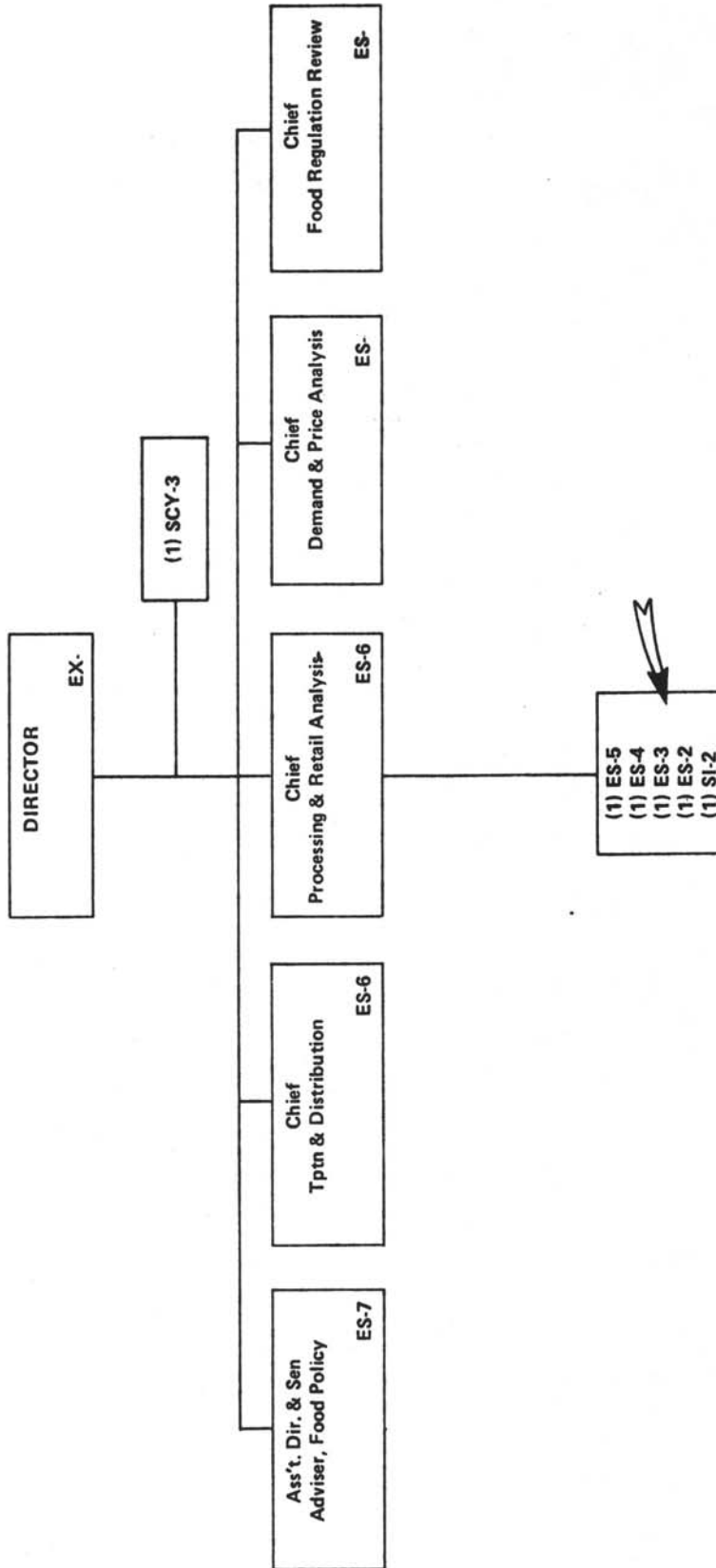
Representation

The work requires contacting officers in other departments and provincial governments and representatives of industry to obtain data and information and in some cases to explain the purpose or results of studies.

1

10

MARKET ANALYSIS & TRADE POLICY DIRECTORATE
 FOOD MARKETS ANALYSIS DIVISION



II-2,5

BENCH-MARK POSITION DESCRIPTION

Bench-Mark Position Number:

Level: 3

Descriptive Title: WATER MANAGEMENT ANALYST,
SOCIAL STUDIES SECTION

Point Rating: 194

Summary

Reporting to the Head, Social Studies Section studies the socio-economic and spatial dimensions of water management. Provides advice and assistance to the planners and managers of regional federal-provincial flood or water basin planning projects. Provides advice, and prepares proposals, on a variety of water management issues for consideration by management. Also provides guidance to technical and support staff and performs other duties as required.

Duties

% of Time

- | | |
|---|----|
| 1. Investigates the socio-economic and spatial aspects of, and the problems associated with, water management policies, programs and strategies by: | 50 |
| - examining and analyzing the socio-economic, demographic and environmental factors that affect, or are affected by, the federal-provincial water management policies, programs and strategies; | |
| - examining and analyzing the geographic, environmental and regional socio-economic factors affecting the water management or development of particular river or lake basins; | |
| - preparing background material describing the problems and concerns neither covered nor created by the existing policies, programs and strategies; | |
| - preparing reports with solutions to problems or proposing the development of new programs or the modification to the content or thrust of existing programs to increase their sensitivity to regional and environmental issues. | |
| 2. Provides advice and assistance to the planners and managers of regional federal-provincial projects by: | 25 |

- reviewing the socio-economic and spatial implication that general water management policies, programs and strategies could have upon local and regional problems in such areas as flooding or river basin planning;
- analysing alternative solutions proposed to alleviate such problems and determining the financial gain or loss implications that the alternatives could have upon those affected;
- carrying out studies of specific water management issues at the request of planning boards and planners, to enable them to establish project priorities and make appropriate water management decisions.

3. Provides advice to the Section Head and the Chief, Socio-Economic Division, and prepares recommendations for their consideration on a variety of water management issues by: 20

- summarizing the content of technical reports and papers on the latest economic, social, geographic, environmental, demographic aspects of water management;
- exchanging information and maintaining contacts with professionals in other federal government departments, other levels of government, academic institutions, etc. on matters relating to water management;
- preparing proposals for consideration by management, to effect changes in policies, programs and strategies to overcome problems identified by regional and local planners;
- attending departmental meetings as the divisional representative, to exchange information, to explain the socio-economic implications of studies carried out and to keep management informed of current trends and developments.

4. Also provides guidance to technical or support staff assigned to divisional studies, advises management on the need to hire consultants to carry out special studies and performs other duties as required. 5

SPECIFICATIONS

Position Profile

The work is socio-economic in nature, with the principle responsibility being the study of water resource management policies and programs.

Nature and Complexity of the Work

Nature: The objectives of the assignments are defined by the Division Chief, Unit Head or regional planners, with responsibility to transpose those objectives into study deadlines and priorities. Assignments consist of long term investigations of the impact that departmental policies, programs and strategies have upon Canadian water management and planning. Shorter studies in specific areas are also requested by local and regional planners. The information and data used is drawn from the related subject areas of land use and basin planning, flood damage and control, and the socio-economic development of lake and river basins.

A+1

64

Complexity: The data and information selected for use in the studies is usually available from departmental sources or regional offices. The factors considered are of an economic, social, demographic and geographic nature and their relationships to water resource planning are generally understood and apparent. The assignments require the application of developed theories and precedent to current and particular empirical situations. Case study methodology is often used in the review of specific problems and there is a requirement to develop or review ideas or hypotheses to explain or describe particular circumstances.

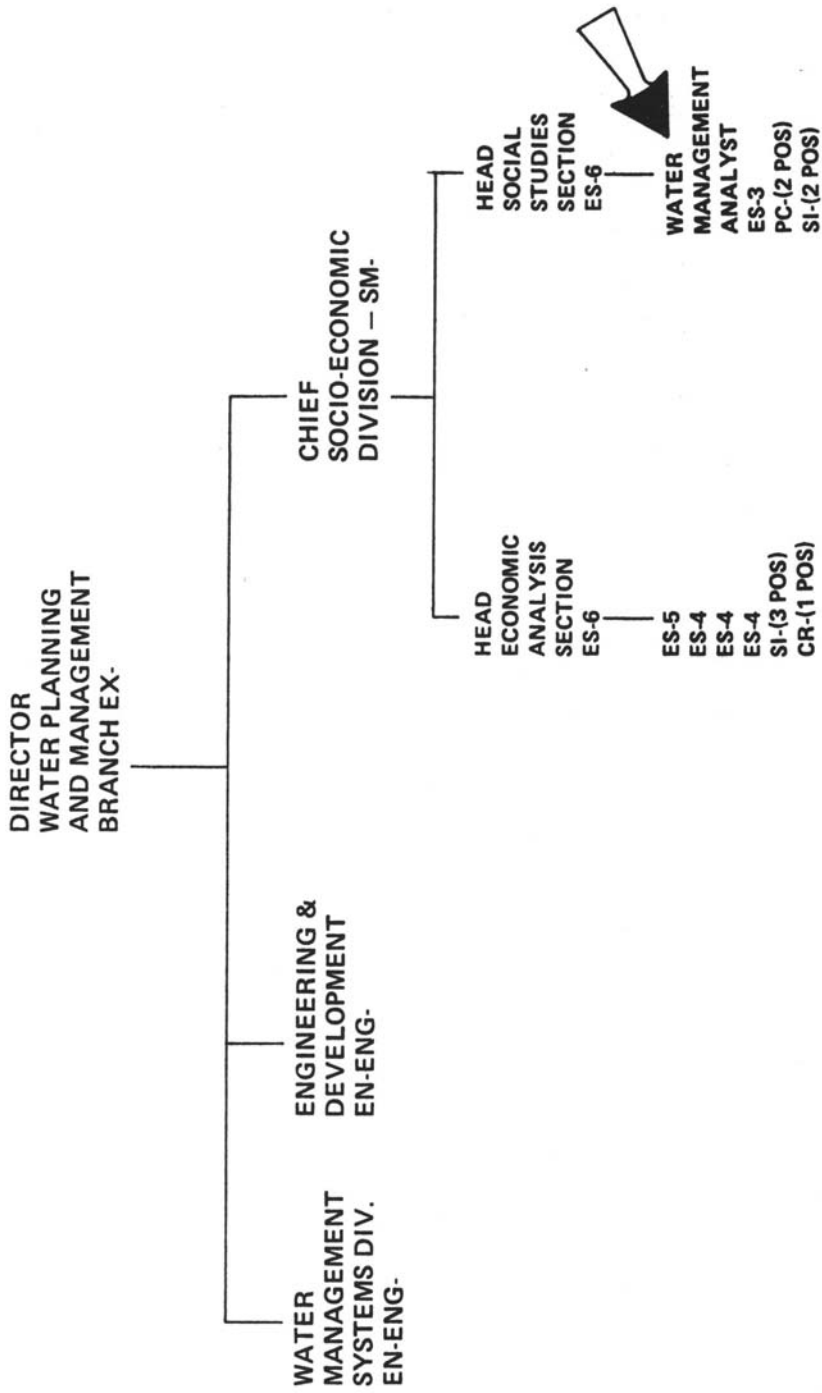
Professional Responsibility

Advice: Advice is provided to engineering and technical personnel involved in water resource management in the department, other departments and the provincial governments on the socio-economic implications of the departments policies, programs and strategies. Also advises divisional management on current trends and developments in water resource management and provides technical guidance to support staff assigned to studies and projects.

B1

75

	<u>Degree</u>	<u>Points</u>
<p><u>Planning and Analysis:</u> Reviews the extent and terms of reference of the studies with the Unit Head or resource planners to ensure their relevancy. Analyses and evaluates the alternative solutions proposed by regional planners and prepares technical reports, papers and summaries that are reviewed by the Unit Head or regional planners.</p>		
<u>Supervision/Coordination</u>		
There is no sustained or significant supervisory or project leadership responsibility.	1	10
<u>Impact</u>		
<p><u>Extent:</u> The primary effect of the work impacts upon the socio-economic and environmental plans developed by regional planners for particular geographic areas encompassed by lake or river basins.</p>	A1	35
<p><u>Influence:</u> The results of the investigations and studies provide comprehensive background material that is used by divisional management or by local and regional planners. The results of the studies also enable regional planners to establish project priorities or provide proposals for change in departmental policies and programs for consideration by the Division Chief or the Director.</p>		
<u>Representation</u>		
The work requires the exchange of information with and the explanation of aspects of policies, programs and strategies to regional planners, engineers, scientists and other professionals from other departments, other levels of government and academic institutions.	1	10



II-3.5

BENCH-MARK POSITION DESCRIPTION

Bench-Mark Position Number: 4

Level: 3

Descriptive Title: FORECASTER, SYSTEM AND
FORECAST DIVISION

Point Rating: 202

Summary

Reporting to the Chief, System Forecasts Division, participates in studies designed to meet the forecasting requirements of the Air Administration. Produces, or assists in the production of official Canadian Air Transport Administration (CATA) forecasts, acts as technical advisor for at least two forecasting areas and reviews and comments upon aviation activity forecasts produced outside the Branch. Participates in long term technological and economic environment studies of the air transportation industry in Canada and occasionally provides technical guidance to support staff on project assignments.

Duties

% of time

- | | | |
|----|---|----|
| 1. | Participates in studies designed to meet the forecasting requirements of the Air Administration, by: | 15 |
| - | identifying possible sources of data to be used in the preparation of air traffic statistics and forecasts; | |
| - | collecting, compiling, organizing and distributing statistical and forecast information relating to air traffic and airport activity; | |
| - | verifying the consistency and comparability of the various sets of data obtained and modifying the data to permit comparison; | |
| - | preparing, or participating in the preparation of reports, research papers or technical notes on aviation activity forecasting; | |
| - | maintaining a collection of published economic reports, statistics and forecasts relating to air traffic. | |

2. Produces independently, or as a project team member, the official CATA forecasts of Canadian Aviation Activities and acts as technical advisor in at least two forecasting areas, by:

50

- collecting and compiling data relating to the past growth of air traffic in Canada and abroad and to past and projected economic, demographic, environmental and technical circumstances;
- selecting and/or modifying forecasting techniques and undertaking studies to improve aviation forecasting techniques;
- defining the non-quantifiable air traffic variables using dummy variables and covariance analysis techniques;
- building econometric models to establish the causal relationships between aviation activity and socio-economic and demographic variables using linear regression, non-linear regression and simultaneous estimation techniques;
- analyzing the data to determine trends using time series analysis techniques such as growth curve fitting, exponential smoothing and Box-Jenkins;
- making forecasts of passengers, aircraft movements, cargo and mail on aggregated and disaggregated bases for Canadian airports and the airspace system under the Department's control;
- making special forecasts for specific sites as required;
- allocating forecasted air traffic on a network basis using operations research techniques, such as mathematical programming and interchange computer programs;
- advising on forecasts and trend information relating to at least two of the following forecast areas: - macro-economics, annual passengers,

- peak period passengers, annual aircraft movements, peak period aircraft movements, general aviation, cargo and mail or aircraft technology;
 - explaining the observed data and providing the theoretical considerations to forecasting using factor analysis and data reduction techniques.
3. Reviews, and provides comments on, aviation activity forecasts produced outside the Branch, by: 15
- analyzing the methods used and the results obtained from regional forecasters and forecasters of manufacturing organizations, air carriers, IATA, etc.;
 - discussing the methods and results with the other forecasters and preparing reports showing the value or relevancy of the material.
4. Participates in long term technological and economic studies of air transportation in Canada, by: 10
- assisting senior analysts conducting economic studies relating to the future environment of the aviation industry;
 - establishing and maintaining data files containing current information on the economic environment of the air transport industry.
5. Exchanges forecast and statistical information with economists, statisticians and forecasters from government departments and organizations interested in aviation activities. Occasionally provides technical guidance to support staff assigned to projects or studies and ensures the information produced is accurate and consistent. 10

SPECIFICATIONS

Degree Points

Position Profile

The work is statistical in nature, providing support for the Air Administration's planning activities. Assignments range from segments of large studies as in the Canadian

Passenger Traffic Forecasts update, to the review of a particular issue, as in the STOL/VTOL study examining the potential to improve service between Victoria and Vancouver.

Nature and Complexity of the Work

Nature: The objectives of the assignments are defined by ongoing forecast practices or, as in the case of individual studies, are established in discussion with the Chief or other supervisory personnel. The work requires responsibility to suggest, select and modify the methods and approaches used. The forecasting and individual studies are conducted within the aviation segment of the transportation industry subject area.

A2 87

Complexity: The work requires the collection and use of aviation data and related economic, demographic and technological information. Most of the information used is available from carriers, airports, the aviation industry and Statistics Canada, but some additional sources may have to be identified and verified for the individual studies. There is a requirement to consider and quantify the causal relationships between the aviation industry factors and such socio-economic and demographic factors as average income and size of population. The work requires a thorough knowledge of statistical theories and principles, a good understanding of econometrics and operations research and the application of such techniques as linear regression, mathematical programming and gravity modeling.

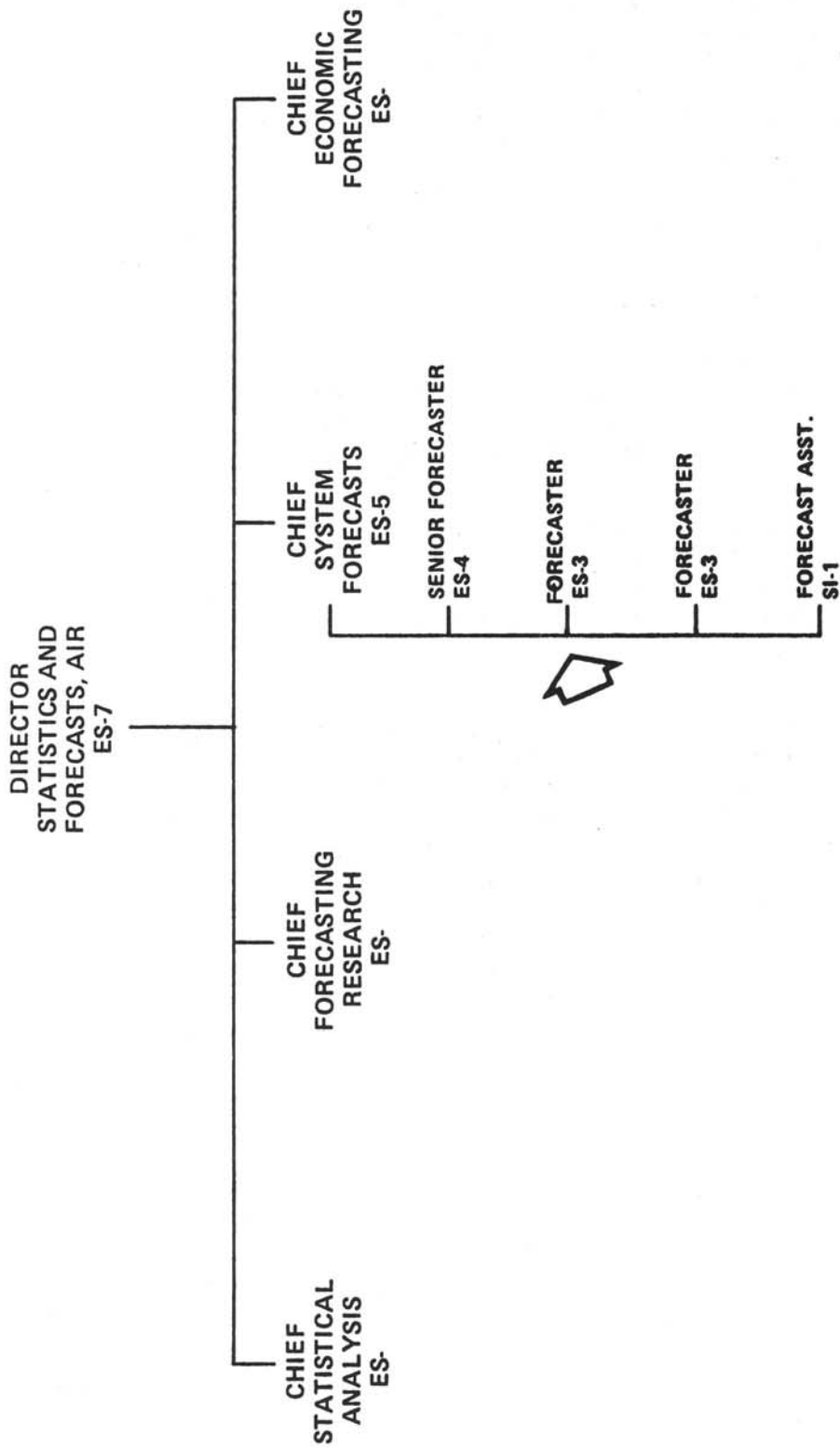
Professional Responsibility

Advice: There is a requirement to provide advice on the nature and content of aviation statistics and on the methods employed, to professionals within and outside the Branch. Technical guidance and instruction are provided to support staff assigned to studies and forecasts.

A+1 52

Planning and Analysis: The adequacy of the ongoing forecasts and forecasting techniques are reviewed with the Chief and the forecast users, and additional requirements are considered within the overall framework of the Air Administration's data needs.

	<u>Degree</u>	<u>Points</u>
<p>The data collected has to be analyzed and interpreted to ensure its relevancy and consistency and to permit comparability. Data trends are analyzed for preparation as official CATA forecasts and published reports using growth curve fitting, exponential smoothing and Box-Jenkins techniques.</p>		
<p>Supervision/Coordination</p>		
Occasionally there is a requirement to provide technical guidance to support staff.	1	10
<p><u>Impact</u></p>		
<u>Extent:</u> The primary effect of the work impacts upon the air transportation industry including the airlines, airports, hotels and concessionaires for passengers, cargo and mail.. The forecasts and statistics prepared also impact directly upon the planning activities of the Air Administration.	B1	43
<p><u>Influence:</u> The forecasts and statistics prepared are reviewed by the Chief before publication, or provide information that is reviewed by senior analysts or management personnel before being considered for planning purposes.</p>		
<p><u>Representation</u></p>		
Information is exchanged and techniques are discussed with forecasters and analysts from government departments (Statistics Canada and Canadian Transport Commission) and other organizations interested in aviation forecasts and statistics.	1	10



II-4.6

POLICY, PLANNING AND
PROGRAMMING, AIR

TRANSPORT CANADA

BENCH-MARK POSITION DESCRIPTION

Bench-Mark Position Number: 5

Level: 4

Descriptive Title: TAX POLICY OFFICER

Point Rating: 290

Summary

Reporting to a Chief in the Tax Analysis Section, conducts studies in an assigned area of responsibility to assess proposals for changes in tax policies and develop alternatives, makes quantitative estimates of revenues and the other fiscal effects of changes in the tax system, and provides information and advice to senior officials in the department, to other departments and to representatives of industry sectors.

Duties

% of time

- | | |
|---|----|
| 1. Carries out studies in an assigned area of responsibility, such as the taxation of northern allowances, income tax deductions for Canadians working overseas, or the development of commodity sales tax simulation models, to assess tax proposals received from outside sources, having regard to their administrative feasibility, the interest of other departments and the revenue objectives and existing social and economic policies of the government, by: | 50 |
| - analyzing and evaluating proposals from outside sources concerning tax policies and programs in the assigned area of responsibility; | |
| - participating in branch, departmental and inter departmental working groups to advise on the tax and revenue implications in the area of responsibility, of new or modified programs or policies; | |
| - assessing and evaluating, in conjunction with the Chief, the effectiveness of existing tax regimes and their impact on the private sector, and developing alternative policy positions to suit current and future government requirements and objectives; | |
| - maintaining an up-to-date knowledge of tax legislation and regulations and of their application by Revenue Canada (Taxation), and an awareness of | |

other government policies and programs and federal provincial agreements or foreign treaties in the assigned area of responsibility; and

- preparing reports and briefing material on behalf of the Chief for use by senior officials or the Minister.

2. Provides quantitative estimates, as required by a Chief, of the fiscal affects of changes to the tax system for use by senior officials in the department or in other departments, by 25

- developing statistical estimation techniques relating to taxation and revenues;
- maintaining up-to-date estimates or actual data on revenue collections in the assigned area of responsibility; and
- developing a quantitative summary of the fiscal affects of changes or proposed changes to the tax system.

3. As required or directed, participates in consultative and representational duties relating to the assigned area of responsibility, by 15

- providing information and advice to departmental and interdepartmental committees regarding the intent, application and implications of existing or proposed tax policies;
- dealing with representatives of private industry sectors to explain or discuss federal tax policies in the area of responsibility; and
- serving as a resource person or adviser to senior officials at departmental or interdepartmental meetings and working groups.

4. Performs other duties such as drafting reports concerning the results of meetings or discussions, drafting letters for the signature of senior officials and the Minister in reply to enquiries from the public, and occasionally lecturing recruits in Revenue Canada (Taxation). 10

SPECIFICATIONS

Position Profile

The work is analytic in nature and concerns the study of existing tax policies and proposed changes, developing alternatives and estimates of their fiscal effects for use by officials in the department and other departments, or representatives from the private sector.

Nature & Complexity of the Work

Nature: Studies are concerned with an area of tax policy or analytic procedures as assigned by one of the Chiefs in the Section. Objectives are defined and require participation in project groups to analyse proposed amendments to tax policies and legislation, and prepare reports indicating the economic, social and fiscal effects. There is an occasional need to discuss proposed changes and their implications with officers in other departments or representatives of business or industry, and to suggest alternative measures. Current estimates or factual data on revenue collections in the area of responsibility are developed and a quantitative summary of the effect of changes in the tax system is made.

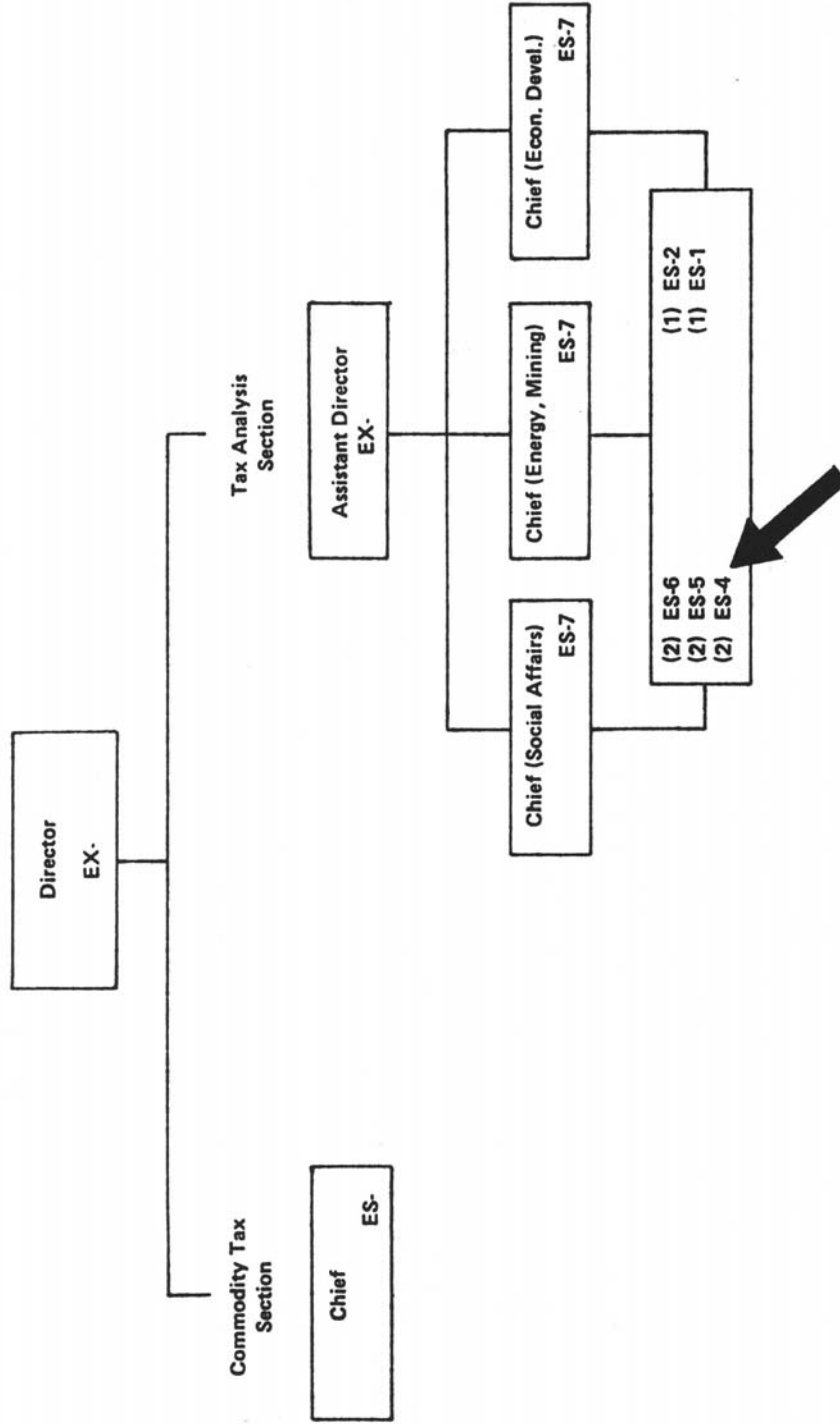
A+2 108

Complexity: Information and data on tax revenues in the assigned area are usually available from Revenue Canada (Taxation), but may need to be modified and extrapolated for use in analytic and estimation processes. Changes in the tax legislation or regulations will alter the social and economic variables and their relationships, and may require the development or modification of methods and techniques to verify data or estimate revenues.

The work requires a good knowledge and understanding of Canadian tax structures and regulations in the area of responsibility, and their relationship to federal or provincial programs or foreign treaties, and their effect on investment or the development of business and industry. Also required is familiarity with accounting practises and the legal requirements and constraints on business and industry.

	<u>Degree</u>	<u>Points</u>
<u>Professional Responsibility</u>		
<u>Advice:</u> As a resource person or member of departmental or interdepartmental working groups, provides information and advice on tax and revenue issues in the area of responsibility, and develops quantitative data or statistical estimates on the fiscal effects of changes or proposed changes in tax policies for use by the Chief and other senior officials. Attends meetings with private sector representatives to discuss or explain the application of tax policies and regulations in the assigned area of responsibility.	B1+	97
<u>Planning and Analysis:</u> Assignments require analysing extensive data on actual revenues and estimating the effect on revenue of changes or proposed changes in tax legislation or regulations in the assignment area, as well as their impact on the private sector, and preparing summary reports of revenues and other effects of changes in the tax regime.		
<u>Supervision/Coordination</u>		
There is no supervisory responsibility, although there is an occasional requirement to coordinate the drafting of budget briefing notes in respect of the assignment area.	1	10
<u>Impact</u>		
<u>Extent:</u> The primary impact of the work is on decisions made by senior officials on tax policies and regulations that affect the assigned area of corporation or personal income tax, or commodity tax or tax incentives. Such decisions can affect a significant sector of business or industry, or the segment of the population that is subject to a particular tax or tax benefit.	B2	65
<u>Influence:</u> Statistical estimates and summaries of the fiscal effects of tax changes and the disincentives for private sector groups are included in reports and briefs that are accepted by the Chief and are used by senior officials making decisions on tax policies and regulations.		
<u>Representation</u>		
The duties include participating in interdepartmental committees and working groups as a resource person in regard to the area of responsibility, and dealing with members of the public to explain the intent and application of tax policies or regulations.	1	10

DIRECTOR
TAX ANALYSIS AND COMMODITY TAX DIVISION



II-5.5

TAX POLICY AND LEGISLATION

DEPT OF FINANCE

BENCH-MARK POSITION DESCRIPTION

Bench-Mark Position Number: 6

Level: 4

Descriptive Title: RESEARCH OFFICER - INDIAN AFFAIRS

Point Rating: 304

Summary

Reporting to the Chief, Research Division, plans and develops socio-economic studies and projects carried out by consultants, to fill priority knowledge gaps about the conditions of Canada's Indian population and to maintain a comprehensive and reliable data base. Develops and conducts, either individually or as part of a multi-disciplinary team (when in-house resources are available), socio-economic studies and projects investigating the problems experienced by Indians. Provides advice and information, and interprets trends to Branch and Division management on such subjects as Indian/non-Indian relations, problems on Indian socio-economic development, and the costs and benefits of departmental programs.

Duties

% of time

- | | |
|---|----|
| 1. Develops and plans socio-economic studies and research projects, carried out by consultants, relating to the acquisition of priority knowledge on issues affecting the conditions of Canada's Indian population and to the maintenance of a comprehensive and reliable data base by: | 50 |
| - receiving briefs, and explanations from the Chief on the direction and the scope of approved studies and projects and developing proposals for those studies to be undertaken by consultants; | |
| - proposing the use of those consultants possessing the qualifications and experience necessary to carry out the studies and projects; | |
| - developing and enumerating the terms of reference, establishing the performance indicators and determining deadlines; | |
| - reviewing progress reports, discussing problems, suggesting solutions and preventing deviations from the established terms of reference; | |

- reviewing and assessing the consultants reports, proposing acceptance or rejection of the findings and recommending further actions when necessary;
 - suggesting additional studies of Indian conditions and activities to update and expand the departmental data base.
2. Develops and conducts studies and/or participates on multi-disciplinary teams investigating the socio-economic aspects of problems experienced by Indians by: 20
- analyzing the problem and developing a work program and schedule to establish and meet realistic objectives;
 - determining or devising the most appropriate techniques to be used in sampling, interviewing, constructing questionnaires, conducting statistical analysis, etc.;
 - selecting sources of information from current literature, documents, files, records, archival material, etc., and assessing their relevance and reliability;
 - preparing, in consultation with the Chief, the manpower and cost budget for each study;
 - determining the need for, and arranging when available, the in-house resources required to carry out the study and scheduling the use of such resources;
 - controlling the cost, scope and schedule of the study assessing the need for changes and correcting any deviations;
 - preparing progress reports on the financial and technical status of the study;
 - preparing a detailed report incorporating the study methods and findings, providing conclusions and proposing further actions when necessary;

%of time

- consulting with colleagues in governments, industry and academic institutions to exchange viewpoints and information and establishing lines of contact with native associations and individuals to obtain their views and an understanding of their concerns.
3. Provides advice and information, and interprets trends to Branch and Division management on such subjects as Indian/non-Indian relations, problems of Indian socio economic development, and the costs and benefits of Departmental programs by: 30
- integrating the conclusions of Branch studies and projects with the findings of outside research;
 - identifying information gaps and proposing projects to gather additional data;
 - analyzing the effect of government policies and programs relating to the socio-economic development of Indian people and proposing future areas of investigation;
 - assessing the cost/benefit ratio of the various departmental programs in terms of existing and proposed policies;
 - preparing and presenting memoranda and papers to management;
 - attending interdepartmental meetings to exchange information or discuss study programs.

SPECIFICATIONS

Degree

Points

Position Profile

The work is analytical in nature, with the most significant duty being the planning, developing and evaluating of contract work carried out by social scientists investigating the conditions affecting Canada's Indian population.

Degree Points

Nature and Complexity of the Work

Nature: The objectives of the projects carried out by consultants or departmental personnel are determined by senior management and approved by the Chief. The incumbent is required to determine the project's requirements and develop a work program to ensure the objectives are accomplished. The variety of issues, concerns or problems affecting the different segments of the Indian population often require the conduct of a number of unique studies simultaneously. Such specific studies involve the analysis and review of information and data relating to both the economic and social aspects of Indian and non-Indian populations in a particular area.

B1+ 107

Complexity: The work requires the selection and use of information and data from current literature, archival material, departmental files and from the area under study and the consideration of the social and economic factors affecting both Indian and non-Indian populations. Most studies require the use of established methods, but some of the more unique studies may require the modification of data gathering, analysing and interpreting techniques. A knowledge of economic and sociological theories and principles is required, along with an understanding of such data collecting techniques as sampling, interviewing and questionnaire construction and of the departmental policies and programs affecting the socio-economic conditions and development of Indian peoples.

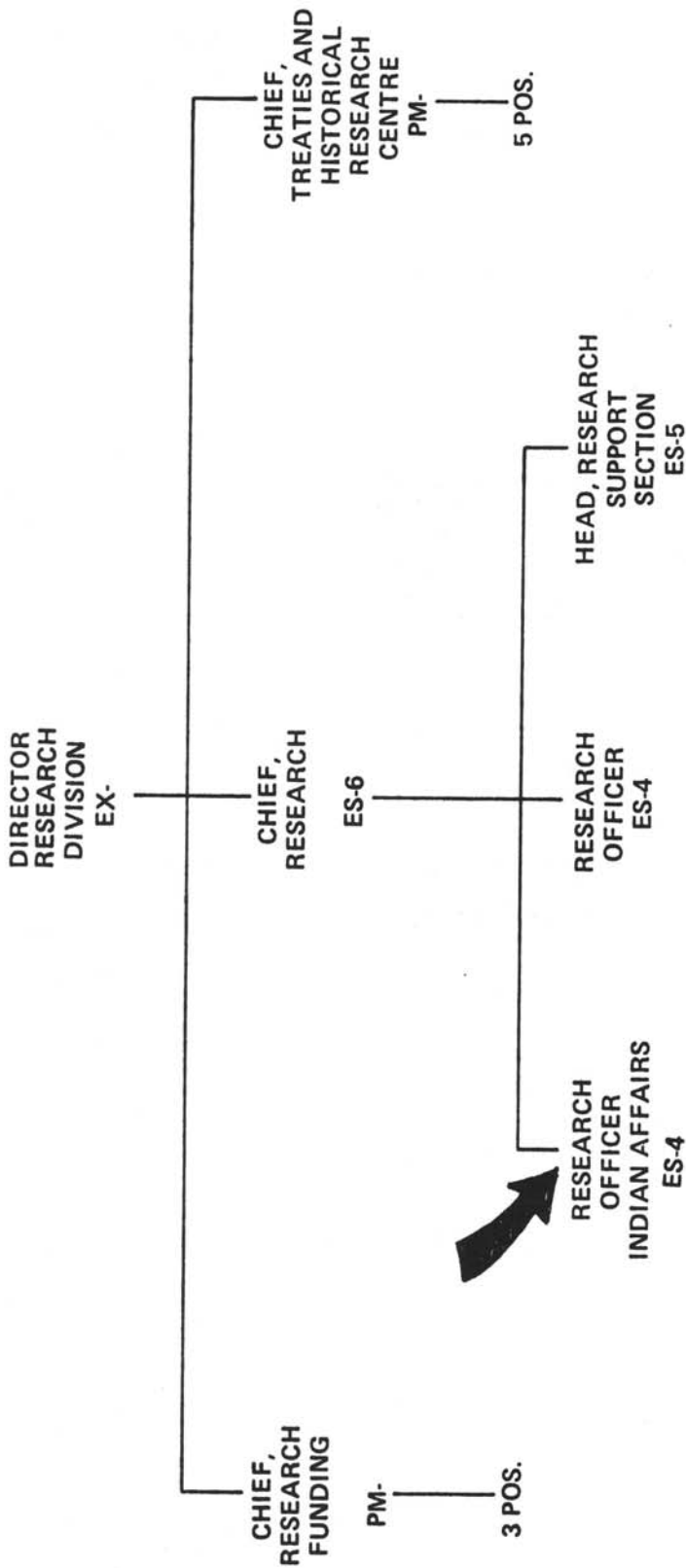
Professional Responsibility

Advice: Provides advice and interprets trends in such areas as Indian/non-Indian relations, to the Chief and the Director. Also advises program managers and social scientists on the conditions affecting, and the concerns of, Indian groups.

B2 120

Planning and Analysis: The work requires the development of terms of reference, the establishment of performance indicators and the determination of schedules and deadlines. Also, in consultation with the Chief, the work requires the preparation of a resource and cost budget and reports indicating the project's progress. Evaluates reports prepared by consultants and departmental teams, identifies information gaps, suggests additional studies and integrates the findings into proposals for consideration by the Chief.

	<u>Degree</u>	<u>Points</u>
<u>Supervision/Coordination</u>		
There is no significant or continuing supervisory component to the work.	1	10
 <u>Impact</u>		
Extent: The primary effect of the work impacts upon those formulating or amending policies and programs affecting the conditions or development of Canada's Indian population. The primary effect of the studies investigating specific problems impacts upon that segment of the Indian population directly concerned.	A2	57
 <u>Influence:</u> The studies provide further knowledge relating to the socio-economic issue affecting Indians and suggest answers or solutions to problems being experienced by particular Indian groups. Such findings are accepted by the Chief and could contribute to the review and amendment of policies and programs aimed at improving the socio-economic condition of Indian peoples.		
 <u>Representation</u>		
The work requires the contacting of professionals in other departments, industry and the universities to discuss issues and exchange information. There is a requirement to contact Indian associations to obtain their views and to gain an understanding of the nature and extent of the socio-economic conditions and problems being experienced.	1	10



II-6.6

BENCH-MARK POSITION DESCRIPTION

Bench-Mark Position Number: 7

Level: 4

Descriptive Title: Industry Analyst,
Industry Analysis Section.

Point Rating: 310

Summary

Reporting to the Head, Industry Analysis Section, develops and applies methods and techniques used in the production, analysis and verification of estimates of gross domestic product, (in current and constant dollars at factor cost) for an assigned group of industries. Analyses and evaluates the estimates and interprets them in the light of current economic developments. Provides advice and consultative service to data suppliers and users and directs staff in the uses and preparation of the estimates. Conducts periodic detailed structure and performance studies of specific industries and performs other analytical and statistical duties relating to the operation of the Section.

Duties

% of time

- | | |
|---|----|
| 1. Develops and applies methods and techniques used in the production, analysis and verification of estimates for an assigned group of industries by: | 20 |
| <ul style="list-style-type: none">- conducting continuing reviews to detect biases, breaks in continuity or other factors affecting the time series character of the estimates;- analysing, in consultation with the subject matter specialists, the nature and causes of changes in source data, such as changes in survey coverage, definition of items, classification, collecting or imputation procedures, or any other changes impacting upon the consistency or suitability of the data;- evaluating and quantifying the impact of data discontinuities on the estimates and developing appropriate corrective methods;- modifying measurement methods, when required, to reflect technological, structural or other developments in each industry;- reviewing and discussing measurement concepts and conventions with divisional and branch personnel; | |

- ensuring that the Canadian System of National Accounts concepts are correctly implemented for the assigned group of industries.
2. Analyses and evaluates the estimates for the assigned group of industries and interprets their value in the light of current economic development by: 40
- determining which estimates require the most thorough review, reviewing the adequacy of the data used in the preparation of estimates and subjecting the data to various statistical or analytical checks;
 - reconciling the estimates with related series originating from within Statistics Canada or outside sources such as other government departments and Trade Associations;
 - interpreting the value of the estimates in relation to current economic information obtained from trade journals, the financial press, annual reports, and specialists in industry or government;
 - developing methods to overcome problems identified in the estimate reviews, in the more difficult cases these are developed in consultation with the Unit Head.
3. Provides technical advice and consultative services to data suppliers and users, and directs staff on the uses and preparation of estimates by: 20
- reviewing the various uses of the estimates and providing interpretations and advice on the conceptual nature and specific limitations of individual measures;
 - consulting with experts in specific fields regarding the effect various economic and industrial factors have upon current output;
 - maintaining liaison with data suppliers to keep informed of survey or tabulation changes;

- reviewing specifications and informing data suppliers of data requirements for the assigned industries;
- explaining to the users the availability, suitability and limitations of the estimates;
- specifying the data to be used in compiling annual series and determining the method to be used when transforming the series into estimates;
- ensuring that changes resulting from revised data and modified methods are incorporated in the annual series;
- providing interpretations and preparing reports for internal and external distribution.

4. Conducts periodic in-depth studies of specific industries by: 20

- gathering relevant data and information from a variety of internal or external sources;
- evaluating and synthesizing data and when necessary recommending changes to existing data bases and compilation methods;
- statistically analysing data relating to such aspects of the industries as major products, major inputs and their sources, cost structures, technology, productivity, etc.;
- preparing reports for publication summarizing the results of the studies and indicating the factors and events affecting the industry under review.

Also prepares technical reports, briefs and memoranda, participates in the planning of the Unit's work program, attends meetings, and serves as divisional representative on committees, boards and panels.

SPECIFICATIONS

Position Profile

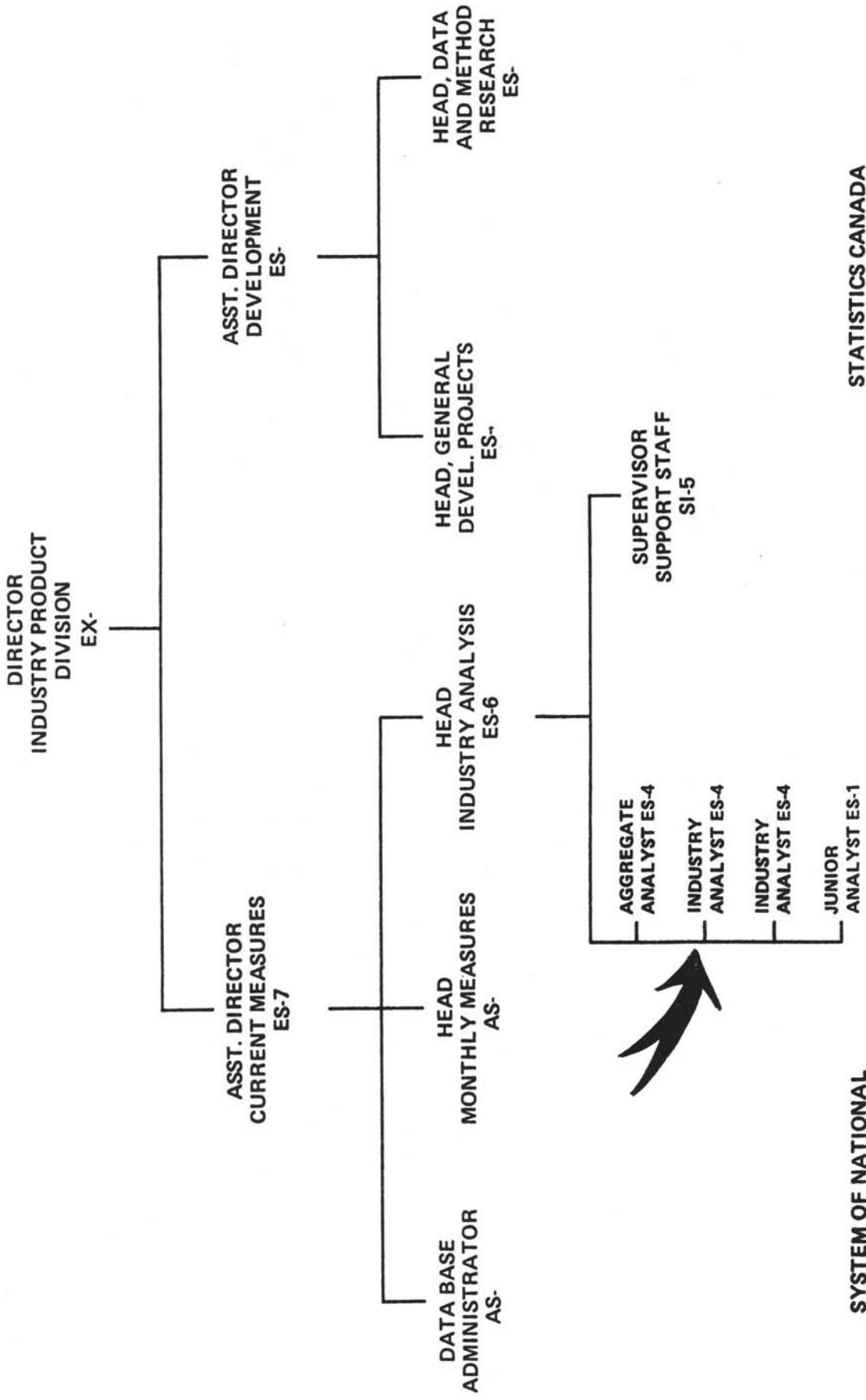
The description of this position covers a number of industry analysts, each responsible for the production, analysis and verification of annual estimates of gross domestic product for an assigned group of industries representing a significant part of the Canadian economy. The composition and range of industries assigned to one position may vary from year to year depending upon the expertise available in the Section. The estimates and the results of specific industry studies are used by subject matter specialists of Statistics Canada and by analysts in other departments, other levels of government, business and industry.

Nature and Complexity of the Work

Nature: The annual distribution of the estimates in publications such as the "Gross Domestic Product By Industry" and the need for their continual verification and evaluation largely prescribes the objectives of the work. There is a requirement to determine which estimates need a more thorough review and the extent to which changes in data sources or statistical manipulation affect the estimates. Current economic and industry information, obtained from publications, reports and specialists in government and industry, are considered in the analyses and evaluation of the estimates, and the data bases covering the group of industries have to be monitored and updated. B2 129

Complexity: The work requires a continual review of data and data sources and the methods of data manipulation to ensure estimates are comprehensive, timely and consistent. Changes within an industry or to survey coverage can seriously compromise the value of an estimate and additional or alternative data sources may have to be located and verified when the estimates do not provide appropriate results. A thorough knowledge of economic theories and statistical methods is required along with an understanding of the framework underlying the Canadian System of National Accounts. A thorough understanding of product measurement conventions and of the products, prices, markets and technologies relating to the assigned group of industries is also required.

	<u>Degree</u>	<u>Points</u>
<u>Professional Responsibility</u>		
Advice: The work requires the advising of the data suppliers regarding the data requirements and methods of reporting. Advice is also provided to the users on the suitability, availability and limitations of the estimates.	A+2	96
<p>Planning and Analysis: The work requires the determination of which estimates demand the most thorough review and to delineate the options to be considered. In complex cases, the solutions are decided in consultation with the Unit Head. To ensure the integrity of published material, the methods and data require periodic review and the validity of the estimates must be evaluated in consultation with the subject matter specialists within the division. Reports have to be prepared, summarizing the results of the analyses and highlighting the factors and events affecting the structure and performance of each industry reviewed.</p>		
<u>Supervision/Coordination</u>		
There is no supervisory requirement, but guidance is provided to professional and support staff preparing the annual industry measures.	1	10
<u>Impact</u>		
<u>Extent:</u> The primary effect of the work impacts upon the users of the data, such as the Bank of Canada, Department of Finance, Economic Council of Canada, labour organizations, industry representatives and academic institutions. Such users are equated to a special interest group representing a significant segment of the population.	B2	65
<u>Influence:</u> The results of the work are accepted, except in the most complex cases, by the Unit Head and contribute to the conclusions of major studies conducted by the users.		
<u>Representation</u>		
The users and data suppliers are contacted to explain the methods and techniques used in compiling and evaluating the estimates and measures, to respond to requests for interpretations and to seek alternative sources of data.	1	10



STATISTICS CANADA

SYSTEM OF NATIONAL
ACCOUNTS AND ANALYSIS



BENCH-MARK POSITION DESCRIPTION

Bench-Mark Position Number: 8

Level: 4

Descriptive Title: DISTRICT ECONOMIST (NON METRO)
BRITISH COLUMBIA - YUKON TERRITORY,
REGIONAL ECONOMIC SERVICES BRANCH

Point Rating: 326

Summary

Reporting to the Manager, Regional Economic Services Branch, provides an information and analysis service covering the non-metro labour market area of the British Columbia - Yukon Territory Region. Provides technical support and assistance to senior officers and program administrators on matters relating to the non-metro labour market situation and provides technical guidance to a junior economist. Also evaluates the Commission's economic and fiscal activities and performs other related duties.

Duties

% of time

- | | |
|--|----|
| 1. Provides an information and analysis service on matters relating to the non-metro labour market situation by: | 40 |
| - maintaining a continuous study of regional, provincial and national labour market conditions, economic profiles and developments and monitoring the regional and national labour data collection programs, | |
| - collecting or directing the collection of basic data and consulting with the data users to identify and select data sources and systems to improve the service, | |
| - determining, in conjunction with the users of the service, the usefulness of existing studies and data, | |
| - modifying and developing methods and forecast models to determine trends and prepare estimates, | |
| - analyzing and interpreting the relationship between the variables considered, | |
| - preparing reports and bulletins illustrating the area's labour market conditions, economic developments or problems, and distributing the material | |

within the Commission to other departments, other levels of government, industrial organizations and research agencies,

- planning and designing, upon demand, employer surveys to determine the future labour requirements for specific industries or categories of work, and providing the results to the employer.

2. Reviews the Region's data collection and labour market information analysis system, by: 25

- identifying responsibility areas for the reporting, control and appraisal of labour market data;
- assessing the feasibility of proposed projects in terms of the availability of reliable data, cost versus benefit, and the data processing methods to be used, and
- analyzing and testing the reliability of statistical series, identifying irregularities and proposing modifications to the system.

3. Assists the Director, senior regional managers and program administrators in the planning and budgeting of area programs by: 15

- providing technical and analytical support and guidance on matters relating to the area's labour market conditions and translating the results of economic studies into operational terms,
- identifying changes in local labour demand and supply situations and indicating the implications of such changes on regional and area programs,
- providing forecasts of such variables as registrations, vacancies and initial and renewal claims, and
- preparing documents on the economic and labour market situations and the short term outlook of the area.

	<u>% of time</u>
4. Monitors and evaluates the Commission's regional economic and fiscal activities, by:	15
- analyzing the key indicators of the Commission's economic and fiscal function,	
- proposing changes to procedures or policies to better reflect the Regions current labour market and condition,	
- collecting data on economic activities and trends affecting the Commission's function,	
- developing and/or implementing evaluation methods,	
- assessing changes in the Commission's market penetration, and	
- preparing and distributing a series of reports and memoranda on the efficiency and effectiveness of the Commission's operations to senior regional managers.	
5. Also promotes an understanding of labour market functioning, developments, analytical practices and techniques and with the District Economist (Metro) directs the work of a Regional Operational Economist.	5

SPECIFICATIONS

Degree Points

Position Profile

The work is economic in nature, providing an analysis and information service on the labour market and economic conditions of the non-metro area of the British Columbia Yukon Territory Region. This area covers about 1,400,000 sq. kilometers and has a labour force of approximately 600,000 working in the forestry, mining, fishing, agriculture and tourism industries.

Nature and Complexity

Nature: The objectives of the studies are consistent with the requirements of the overall service and with the various operational and project plans and priorities that are approved by the Manager, Regional Economic Services Branch.

B2 129

Assignments range from the continuous study of regional, provincial and national labour market conditions, to the conduct of unique studies on particular aspects of the area's labour and economic conditions. These studies are carried out simultaneously and involve the review and analysis of information relating to labour issues such as employment, immigration, welfare and insurance.

Complexity: The work requires the review of regional and national data collection and information systems to determine the usefulness of the existing data sources and to propose changes to the system. Unique surveys or studies of particular employers may require the use of data and the identification of sources, not associated with the continuing study of labour market conditions.

The labour market or economic variables under consideration are related through the multivariate models used, but the relationships are not always apparent as for example when studies cover particular segments of the area's population or certain aspects of income maintenance.

A thorough knowledge of the theories and principles of labour economics, of econometric methods and techniques and of sampling theory are required, along with a working knowledge of survey design, time series and special analysis and forecasting.

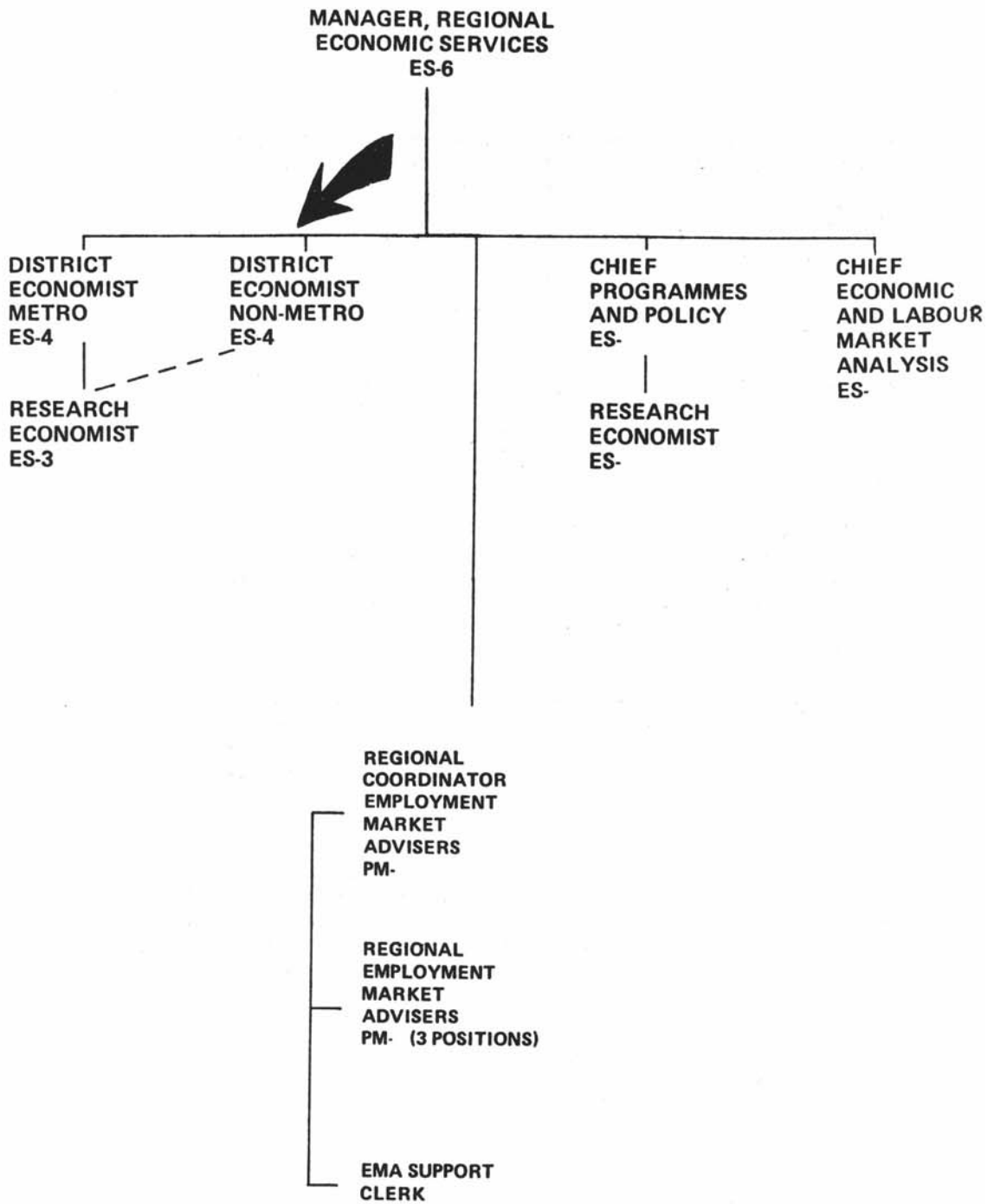
Professional Responsibility

Advice: There is a requirement to provide advice and guidance on the area's labour market and economic condition to the Commission's management personnel and to translate the results of economic studies into operational language. Advice is provided to operational personnel on the implications of the studies covering particular aspects of the area's labour market or economic conditions.

B2 120

Planning and Analysis: Work assignments relate to the established work programs or are requested by the Director, Employment and Immigration or members of his staff. Operational plans and project priorities are developed by the incumbent and approved by the Manager, Regional Economic Services Branch. The work requires the identification of areas necessitating study at the local, regional or national levels.

	<u>Degree</u>	<u>Points</u>
<p>The work requires the analysis and synthesis of geographic, demographic, social, economic and labour market characteristics of the area and the preparation of profiles, forecasting and describing the area's economic base, the quality of the transportation and communications networks, the proximity of markets, labour force skills and population growth rates.</p>		
<p><u>Supervision/Coordination</u></p>		
<p>In conjunction with the District Economist (Metro) there is a requirement to direct the work, set the priorities, and review the output of a junior economist.</p>	1	10
<p><u>Impact</u></p>		
<p><u>Extent:</u> The primary effect of the work is directed towards the Commission's senior management developing proposals and recommendations affecting a Labour Force of approximately 600,000 working in a variety of primary, manufacturing and service industries throughout the non-metro area of the Region.</p>	A2	57
<p><u>Influence:</u> The studies provide results, profiles and descriptions that are accepted by the Manager and contribute to and form the basis of the Commission's decisions affecting the district's labour market and human resource situations.</p>		
<p><u>Representation</u></p>		
<p>The work requires the contacting of officials from federal and provincial governments or of industrial or research agencies to determine the usefulness of the studies and the service. Also provides labour market and economic information to the Commission, to other departments and the general public.</p>	1	10



**REGIONAL ECONOMIC SERVICES BRANCH –
B.C. – YUKON TERRITORY**

**CANADIAN IMMIGRATION/
EMPLOYMENT COMMISSION**

BENCH-MARK POSITION DESCRIPTION

Bench-Mark Position Number: 9

Level: 4

Descriptive Title: RESEARCH OFFICER - POLICE STUDIES

Point Rating: 348

Summary

Reporting to the Chief, Police Research, participates in the identification of crime and justice research topics relating to policing and in the determination of Ministry research program priorities and develops plans to conduct long and short term studies in the priority areas. Develops and plans criminological and other social science studies to be carried out in-house or by consultants and evaluates the results of the consultant activities. Assists in the interpretation of study results and provides advice to those developing and evaluating legislation, policies and programs in the areas of policing, crime and justice.

Duties

% of time

- | | |
|--|----|
| 1. Participates with officials of the Ministry and other government departments in the identification of research topics and in the determination of their priority status and develops work plans for approved studies initiated in the policing area by: | 15 |
| - discussing policing activities and concerns with officials of the Ministry, the R.C.M.P., other departments, other levels of government and local police forces to identify areas of concern; | |
| - discussing the nature of the concerns with the Chief to confirm their priority order within the Ministry's research program; | |
| - drafting the terms of reference, time frames and budgets of approved studies, selecting the appropriate methods and strategies of data analysis and developing the contractual and procedural considerations; | |
| - assessing the feasibility of further studies in the research areas in terms of cost, time frames, etc. and makes priority proposals for the Chief to consider; | |

2. Plans and evaluates criminological and other social-science projects and studies carried out under contract in the priority areas by:

30

preparing proposals regarding Ministry funding of specific projects and studies for consideration by the Chief or the Ministry Research and Statistical Projects Committee;

- assessing the capabilities of researchers or agencies and negotiating contract content, terms and conditions in conjunction with the Chief and Supply and Services Canada;
- specifying, in conjunction with the consultant or research team, the theoretical framework, the methods of data analysis and the method and format for disseminating the results and implications of the studies;
- advising the consultants on the policies and programs relating to criminal and juvenile justice, on the government's objectives pertaining to such relevant legislation as the Human Rights Act, and on the guidelines and procedures governing the ethical and cost effective conduct of the studies;
- ensuring that data and data sources in federal, provincial and municipal departments and agencies are available to those conducting the studies;
- evaluating the scientific merits of preliminary proposals and their relevance to stated Ministry priorities;
- monitoring the progress off the studies and projects to ensure objectives are met within budget and within the guidelines specified in the contract and initiating remedial actions when necessary;
- evaluating the extent to which the content and style of reports meets scientific criteria, the terms of the contracts and the concerns of the potential users and proposing suitable amendments when necessary;

- recommending to the Chief the acceptance or rejection of the study findings and the format in which the results will be released or published;
3. Develops and conducts in-house studies that involve access to restricted data sources, are of an urgent nature, or where special knowledge or expertise is required by: 25
- discussing and clarifying issues to be investigated with officials of the Ministry, the R.C.M.P., government departments, provincial governments and municipal police forces and developing statements of potential implications of the studies for legislation, policies and program development;
 - arranging, with the departments, agencies and municipalities involved, the availability of the required data and data sources;
 - collecting and analyzing quantitative and qualitative data to test hypotheses, make empirical generalizations and to draw out conclusions and implications for legislation, etc.;
 - developing suitable methods of presenting study results;
 - preparing technical reports and reports for lay audiences on completed in-house studies;
4. Advises administrators, policy planners and program managers regarding Lt-.r. results of research studies and on the implication such study results have upon legislation, policies and programs by: 20
- analyzing and interpreting the results of the studies and advising officials to what extent existing and proposed legislation, policies and programs are supported by the results and findings;
 - reviewing trends in criminology and other related social-science areas and advising officials on the implications such trends may have upon the legislation, policies and programs relating to policing, crime control and justice;

- drafting briefing notes and position papers for senior officials and the Minister;
- discussing, with delegates to the United Nations Congress on the Prevention of Crime and Treatment of Offenders, the topics currently under review;

5. Conducts studies in areas other than policing whenever necessary. Reviews and analyses literature and statistical publications in such social sciences as criminology, sociology, and social psychology and from other related areas such as law and management science in order to remain aware of the state of the art. Attends meetings, seminars and conferences with other social scientists and responds to requests from private and public agencies regarding the status and findings of completed studies. Provides instruction to junior professionals, assists in the development of the Division administrative, contractual and publishing procedures and ensured the Minister's documentation collection is representative in the criminal justice areas. 10

SPECIFICATIONS

Degree Points

Position Profile

The work is analytical in nature requiring the conduct of criminological, sociological, anthropological and economic studies of police issues affecting the Royal Canadian Mounted Police, the two Provincial Police forces and the police forces of approximately 200 municipalities. Current issues include police effectiveness, police occupational stress, police labour-management relations, women in policing, police accountability to government and the costs of law enforcement.

Nature and Complexity of Work

Nature: The objectives of the projects undertaken within the research program are defined by the Director and/or the Chief with the incumbent being responsible for developing the project requirements. Such projects, whether conducted in-house or by consultants, require the comprehensive review of broad issues, such as police productivity and specific studies of certain aspects of the issue, such as

B2 129

criminal investigation. A number of projects are conducted simultaneously, are usually non-recurring and involve the review and analysis of information and trends on policing activities at the international, national, provincial and municipal levels.

Complexity: The work requires the selection and use of information and data from various levels of government and from the universities and private agencies involved in criminological research. There is a requirement to ensure the availability of such data from sources outside of the Ministry for use by consultants. Studies making use of restricted data or data sources are usually conducted by in-house personnel. Factors relating to both criminal and normal social affiliations and interactions have to be understood and considered and although the relationships are focussed by the issue under review, they are not always apparent or readily quantifiable. The unique nature of the studies and the qualitative nature of much of the information analysed requires the continual modification of data collection and analysis methods. A thorough knowledge of sociology, criminology and social psychology is required along with an understanding of the legislation, policies and programs associated with policing and related areas of criminal justice.

Professional Responsibility

Advice: There is a requirement to advise Ministry officials and program managers on the results of studies and the implications such results have upon legislation, policies and programs. Advice regarding policies and programs is provided to consultants and guidance on analytical methods and techniques is provided to in-house analysts.

B+2 142

Planning and Analysis: The work requires consultation with interested parties to identify study topics and to draft terms of reference, time frames and budgets for the approved studies. Such drafts are discussed with the Chief and/or the consultant for feasibility and to ensure that the studies meet the overall research program's priority and funding requirements. Arrangements are made with data sources to ensure information is available for those conducting in-house and consultants studies. There is a requirement to evaluate the importance of the various areas of

Degree Points

concern and to analyze and interpret the information and trends indicated by the studies in order to determine if existing legislation, policies and programs are supported by the results and findings. Prepares technical reports, reports for lay persons and briefing papers for Ministry officials and recommends the acceptance or rejection of results contained in consultant studies.

Supervision/Coordination

The work does not require the supervision of subordinate analysts, but does require the administration and evaluation of work contracted to outside consultants.

1 10

Impact

Extent: The primary impact of the work is upon the decisions made by Ministry officials formulating or amending the legislation, policies and programs affecting Federal Canadian policing. Such decisions could eventually affect the functioning and strategies of provincial and municipal police forces if adopted by such law enforcement agencies.

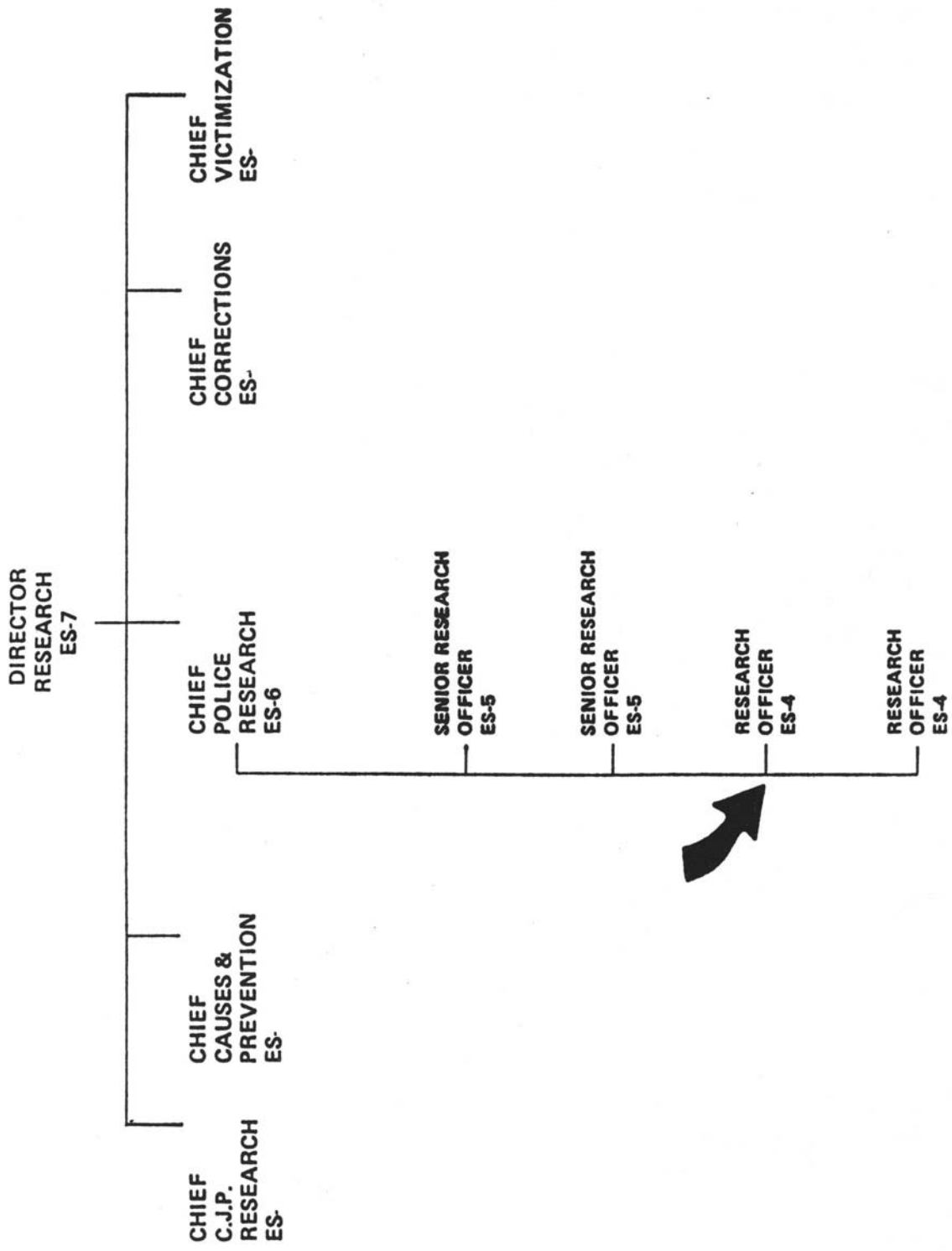
A2 57

Influence: The studies produce results and proposals that influence the development of specific guidelines and strategies of RCMP programs and the objectives and activities of provincial and municipal police forces in Canada. The results are normally reviewed and accepted by the Chief and could contribute to the formulation and modification of legislation, policies and programs in policing and related areas of criminal justice, e.g., The Federal Law Enforcement Under Review Study emanating from the MacDonald Royal Commission of Inquiry into the R.C.M.P..

Representation

Attends interdepartmental meetings where such topics as domestic violence and native policing are discussed to explain the Ministry's programs and policies and to exchange information and views on topics currently concerning policy analysts.

1 10



MINISTRY OF THE SOLICITOR GENERAL

RESEARCH DIVISION

BENCH-MARK POSITION DESCRIPTION

Bench-Mark Position Number: 10

Level: 5

Descriptive Title: SENIOR PROJECT OFFICER

Point Rating: 375

Summary

Reporting to the Group Chief, Technical Advisory Group on Impact Assessment (TAG), provides advice and assistance to the various departments and agencies regarding the appropriate methods to be used and assumptions to be made when conducting socio-economic impact analyses (SEIAs) on major health, safety or fairness regulatory proposals. Conducts studies assessing compliance with and the effectiveness of SEIA policy and develops criteria and indicators to be used in such assessments. Reviews the direction of studies investigating socio-economic impact, develops suitable analytical and techniques and performs other duties as required.

Duties

of time

- | | |
|---|----|
| 1. Advises and assists departments and agencies regarding the conduct of SEIAs and the problems they experience by: | 50 |
| - determining, in conjunction with departmental officers whether a regulatory change requires a full-scale socio-economic impact analysis; | |
| - indicating which of the various cost/benefit factors should be considered for inclusion in the impact analysis of proposed regulatory changes; | |
| - examining the alternative regulations to determine if the same objectives can be achieved at a lower cost or have a higher net social benefit; | |
| - identifying particular SEIA problems and suggesting practical solutions; | |
| - providing guidance on the preparation and publication of assessment summaries. | |
| 2. Conducts studies assessing the compliance with and the effectiveness of SEIA policy and develops the methods, criteria and indicators used in such assessments by: | 20 |

- reviewing regulatory activities and SETA policy issues and analyzing the methods and criteria of assessment;
- assisting in the determination of TAG data and information requirements;
- designing survey questionnaires to collect the information from departments and agencies when official statistics are not available;
- integrating survey information and departmental views, and interpreting the results of TAG studies;
- discussing SEIA policy issues and problems at interdepartmental meetings and assisting in the formulation of condensed resolutions;
- preparing briefing material and other such information in an acceptable format;
- preparing reports and proposals for consideration by TAG management in their review of policy and policy related issues;
- attending interdepartmental meetings to present, clarify and respond to TAG issues and to provide feedback to other TAG members.

3. Keeps abreast of the latest developments in socio-economic analysis methods and techniques, by:

30

- reviewing published material on the subject, particularly in the areas of cost/benefit analysis, public finance, health, labour and environmental economics and industrial organization;
- attending meetings with personnel from universities, business, trade and other outside groups to review evaluation information and methods and to explain the functions of the policy and the TAG;
- reviewing analytical methods and techniques used in economics, public finance, management and other social science disciplines and selecting and developing those that are suitable for impact analysis.

SPECIFICATIONS

Position Profile

The work is analytical in nature, with the principle duty being the provision of advice and assistance to the thirteen departments and agencies conducting socio-economic analyses of proposed regulatory activities to ensure that consistent and acceptable methods and techniques are used.

Nature and Complexity of the Work

Nature: The objectives of the assignments are linked to the activities and needs of the departments conducting the analyses. The requirements of the studies reviewing and developing methods are defined by the TAG management team. Each SEIA tends to be a unique study covering the social regulatory activity in a particular area and requires the review and analysis of information and data relating to health, safety, fairness or environmental issues.

B2+ 150

Complexity: The work requires the use of statistics and information collected from the departments, although there is a requirement to seek other sources when the official data is not available or adequate for the purpose. The variable factors are related through the general approach to regulation analysis, but because of the uncertainty associated with the expected social benefit, the relationships may not always be apparent. The work requires the review of economic, public finance and other social science methods and techniques of analysis to ascertain their appropriateness to deal with and provide practical solutions to departmental problems through the development of case studies. The work requires a thorough knowledge of economic and other social science theories and principles, along with an understanding of the proposed regulatory activity that is being analysed.

Professional Responsibility

Advice: The work requires the provision of advice and assistance to professional and management personnel in the departments and agencies on the implementation of SEIA policy and on the methods and assumptions to be used when conducting the impact analyses of regulatory proposals.

B2 120

Degree Points

Planning and Analysis: There is a requirement to plan the development of the case studies and technical papers provided to the departments and an analysis of departmental information, statistics and methods is required to assist the departments to better understand the concepts and methods and interpret SEIA policy in an appropriate and consistent manner.

Supervision/Coordination

There is no requirement for sustained or significant supervisory or coordination activity.

1 10

Impact

Extent: The primary effect of the work impacts upon the work of the departmental and agency officers conducting the socio-economic analyses. Such analyses are performed in thirteen departments and agencies and for the purpose of evaluation under this factor such a proportion of the total number of departments and agencies is considered as a significant industrial sector or as a special interest group representing a significant segment of the population.

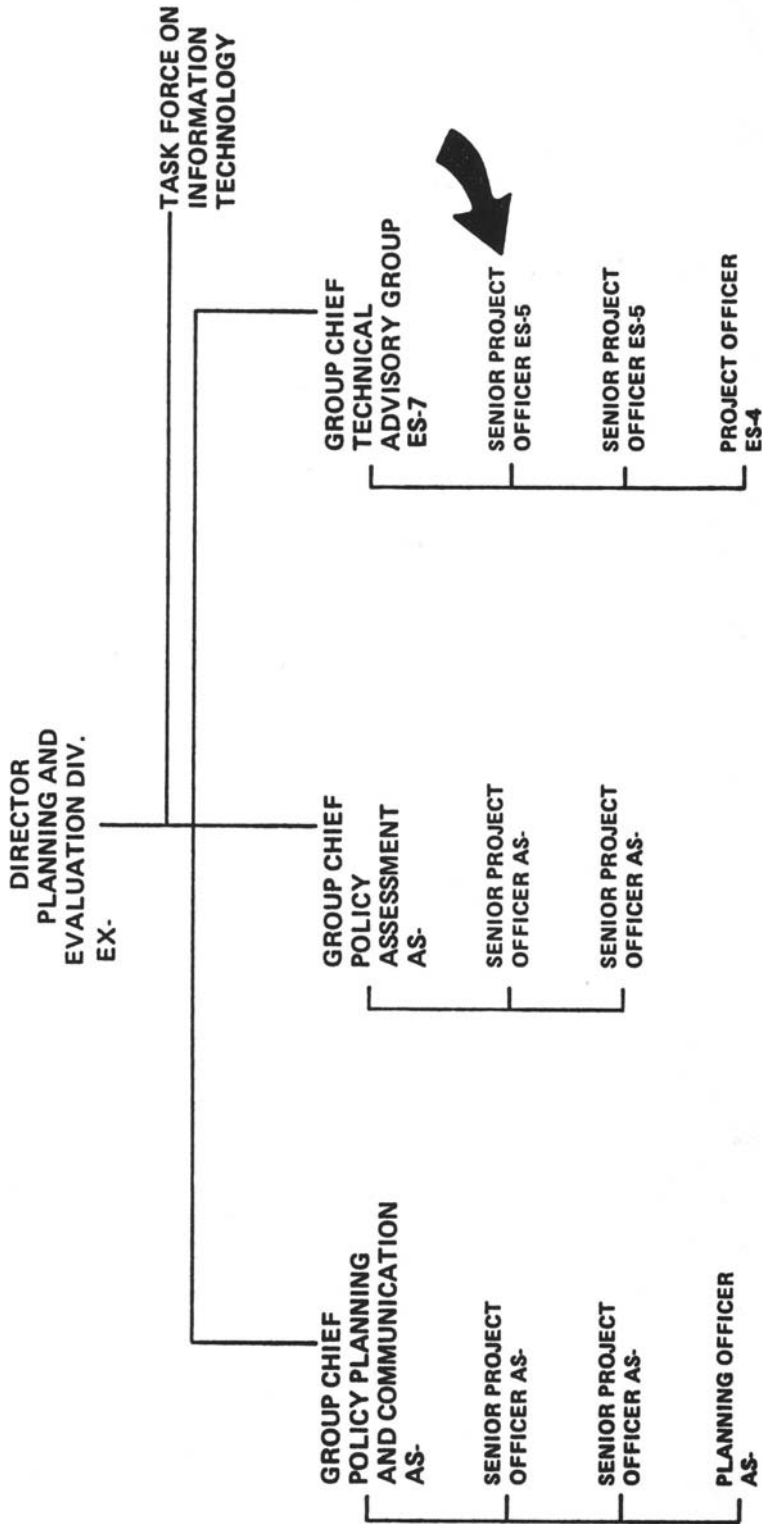
B2 65

Influence: The advice and assistance provided is accepted by departmental officers and contributes to the conclusions of the impact studies.

Representation

There is a requirement to attend committee meetings with the officers from the thirteen departments and agencies conducting impact analyses to ensure SEIA policy is understood, that the TAG concepts are considered and that the appropriate methods of analysis are used.

2 30



II-10.5

ADMINISTRATIVE POLICY BRANCH

TREASURY BOARD CANADA

BENCH-MARK POSITION DESCRIPTION

Bench-Mark Position Number: 11

Level: 5

Descriptive Title: PROJECT LEADER, SPECIAL SURVEYS GROUP

Point Rating: 399

Summary

Reporting to the Coordinator, Special Surveys Group, develops, plans, and evaluates ad-hoc, non-recurring and supplementary Labour Force surveys. Participates in the planning and conduct of studies to review the methods, techniques and procedures used in the conduct and analyses of household surveys and makes recommendations to improve data quality. Provides advice and assistance to other divisions of Statistics Canada and to federal and provincial government departments and agencies on the planning and execution of proposed statistical projects. Performs other statistical and analytical duties as required.

Duties

% of time

- | | |
|--|----|
| 1. Leads project teams involved in the conduct of ad hoc and supplementary Labour Force surveys required by Statistics Canada, by other federal and provincial government departments and agencies or by universities and other sponsors by: | 60 |
| <ul style="list-style-type: none">- determining the nature and extent of the surveys in consultation with senior officials of Statistics Canada or the survey sponsors;- preparing contracts, cost estimates, budgets and survey timetables to cover the activities of the project team;- designing questionnaires, and the enumerating, coding and editing procedures to gather and compile the data;- arranging for data processing and tabulation outputs;- coordinating the activities of professional and support staff assigned to the projects;- analyzing, interpreting and evaluating the data collected and compiled; | |

- preparing evaluation reports, documentation packages, analytical texts and Statistics Canada publications for presentation of the survey findings to the user community;
 - providing explanations and interpretation of the findings as requested by the users.
2. Participates in the review of procedures used in conducting surveys and in the development or modification of survey methods and techniques to improve the quality of survey material provided to the sponsors and data users by: 20
- identifying existing or potential problem areas and proposing the type of study required to assess and solve the problem(s);
 - evaluating the feasibility of the proposed studies and establishing the objectives, budgets and timetables of those studies accepted and implemented;
 - evaluating the results of the studies and assessing the value of new techniques and making recommendations as to the implications of the findings on the design of new or ongoing surveys;
 - developing or modifying methods for telephone or mail surveys or for use in the conduct of attitudinal surveys.
3. Provides advice and assistance to other divisions of Statistics Canada and to officials in federal and provincial government departments and agencies on methods relating to the conduct and execution of proposed statistical or data gathering projects by: 20
- explaining the conceptual and technical aspects of survey conduct and analysis and advising on the design and conduct of attitudinal surveys, mail surveys and telephone sampling frames.
 - reviewing the concepts proposed in survey design to ensure they are consistent and compatible with established statistical principles;

- reviewing and advising on the subject matter aspects of surveys, on the field procedures, on the interviewing techniques, on the questionnaire design and on the data tabulation and analysis;
- arranging for data processing and tabulation outputs;
- coordinating the activities of professional and support staff assigned to the projects;
- liaising with survey designers and methodologists in other governments and universities;

Also performs other duties, such as the review of submissions referred to the Federal Statistical Activities Secretariat under the Human Rights Acts, as required.

SPECIFICATIONS

Degree Points

Position Profile

The work is statistical in nature, with this position being one (1) of three (3) project leaders directing the activities of teams conducting ad-hoc and supplementary surveys in the labour force and household survey areas.

Nature and Complexity of the Work

Nature: The objectives of surveys or duties controlled by the project leaders are defined by the Coordinator and/or the survey sponsor with each project leader detailing the objectives for their teams within the overall framework. As assignments can be initiated by other divisions of Statistics Canada or by outside sponsors each project leader is required to run a number of surveys simultaneously. The variety of subjects surveyed or studied requires the review and analysis of information and data pertaining to economic and social indicators from either the labour force or household survey areas.

B2 129

Complexity: The directing of the projects requires the incumbents to examine the source and selection of data and information used and the special or ad-hoc nature of the survey's subjects may require the identification and use of data not available in divisional files. The work requires

the project leader to have a thorough knowledge of survey and sampling theories, strategies and techniques and to understand their application in the projects undertaken. It also requires a comprehensive knowledge of data editing and coding procedures, of data production and processing and of enumerator training requirements.

Professional Responsibility

Advice: The work requires the provision of advice to sponsors and data users on survey techniques and methods, on the validity and accuracy of the data produced and the interpretation of the findings of the surveys or studies in response to the sponsors' requests.

B2 120

Planning and Analysis: The extent and terms of reference of the surveys or studies are determined in conjunction with the Coordinator. There are sufficient sponsor requests to keep the project leaders continually involved in the establishment of project priorities and timetables and in monitoring the teams progression towards meeting schedules and time-estimates. The work requires the analysis and interpretation of survey findings, of survey strategies and methods and of social and economic indicators dealing with such subjects as educational attainment, smoking habits, victimization, annual work patterns, absences from work, job opportunities, etc. Evaluation reports, analytical texts and survey results have to be prepared for the user community and progress reports have to be submitted to the line management steering committee.

Supervision/Coordination

The work requires the planning and organization of the activities of professional and technical support staff assigned to the projects from other divisions of Statistics Canada. There is also a requirement to prepare time and cost estimates and to keep the projects within budget.

2 75

Impact

Extent: The primary impact of the work is upon the sponsors of the projects making use of the survey and study findings. For example, the findings and analysis of the data pertaining to the Absence from Work Survey are used by those administering the Qualified Wage Loss Replacement Program, and the output from the Travel to Work Survey is used by those,

B2 65

Degree Points

studying the access and use of public transportation facilities. For evaluation under this factor, such users equate to special interest groups representing a significant segment of the population.

Influence: The surveys findings contribute to the conclusions of major studies carried out by the sponsors or requesting departments and the review and analysis of statistical methods and survey techniques contribute to the design of surveys carried out by other divisions of Statistics Canada, by other levels of government, universities and private sector organizations.

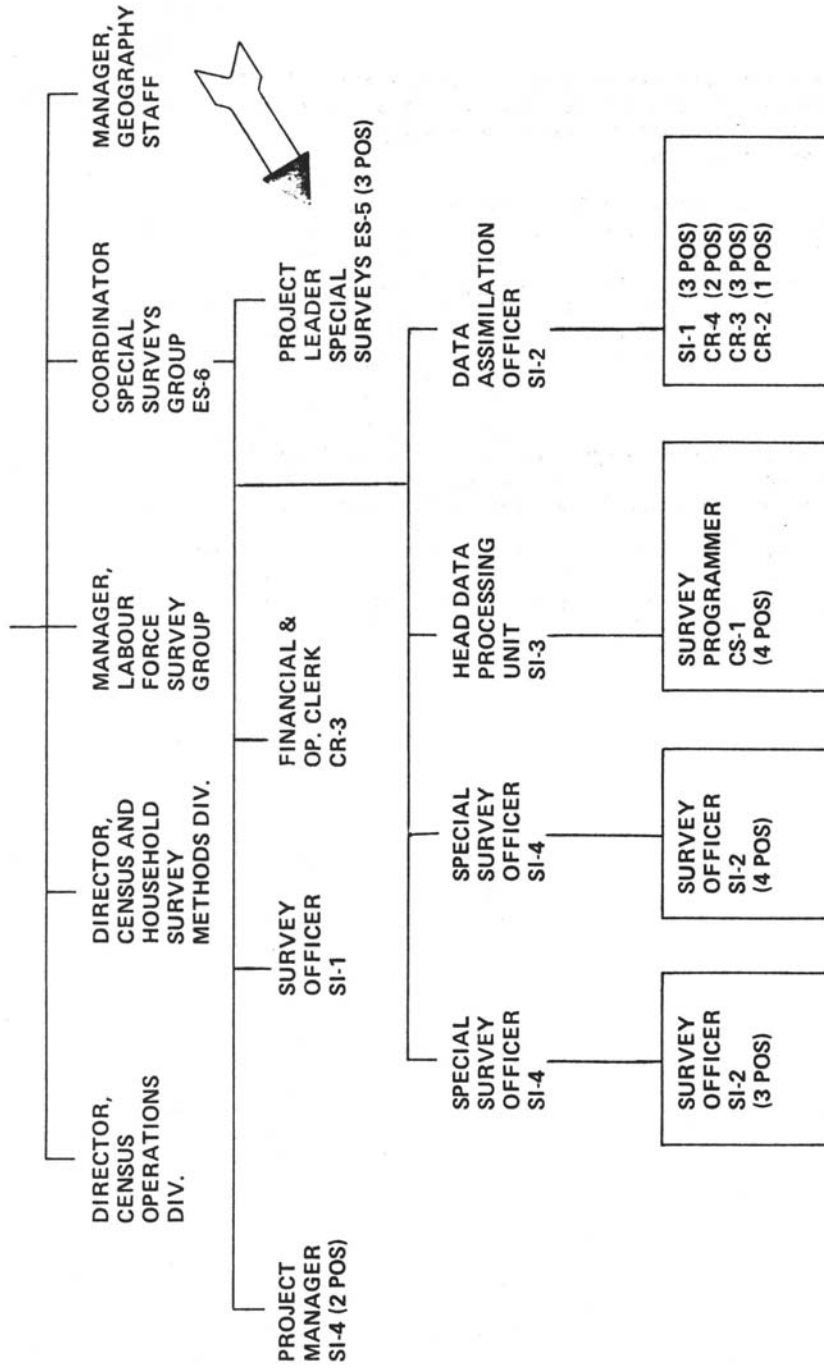
Representation

The work requires contacts with sponsors within and outside Statistics Canada to discuss survey objectives and costs, explain the methods and techniques used and to interpret the survey or study findings.

1

10

DIRECTOR GENERAL
OPERATIONS
EX.



II-11.6

BENCH-MARK POSITION DESCRIPTION

Bench-Mark Position Number: 12

Level: 5

Descriptive Title: COMMODITY ECONOMIST

Point Rating: 435

Summary

Reporting to the Chief, Non-ferrous Metals, plans and conducts studies on a specific group of non-ferrous minerals and metals and develops supply/demand forecasts, and advises on processing and marketing problems and the technological and capital requirements of the industry. Represents the department on interdepartmental committees and task forces, participates in intergovernmental and international discussions or negotiations, and performs other related duties.

Duties

% of time

- | | |
|--|----|
| 1. Plans and conducts studies of mineral resources, production and marketing problems and technological developments, and trade patterns in mineral commodities, particularly copper, as well as selenium, tellurium and rare-earth metals by: | 40 |
| - | |
| collaborating with the Director, or senior officials in other departments and agencies such as the Ministry of State for Economic Development, the Mining Association of Canada or Provincial governments, to determine the nature and scope of studies required for policy and program formulation; | |
| - | |
| selecting, adapting and applying appropriate methodologies, analytical techniques and models for the study; | |
| - | |
| determining data-base requirements to suit study parameters, identifying sources of information and developing means of extracting and collating data; | |
| - | |
| analyzing information and performing sophisticated tests to validate data and confirm results; | |
| - | |
| on occasion, supervising support and temporary staff assigned to collect and compile information; | |

- reviewing study format and revising approaches and techniques as necessary to ensure that results will be useful to the department or other agency;
- preparing reports with conclusions and recommendations, or proposals for further study for approval and use by the Director, or officials of other departments and agencies;

For example, an analysis of the cost of development projects in the Canadian copper industry over a period of ten years was used to project capital investment requirements in the industry to the year 2000, taking into account the estimated world consumption over that period, and the rate of opening and closing of copper mines in Canada.

- reviewing research proposals from outside agencies and advising whether Departmental assistance should be given, or proposing areas of study or research by such agencies and consultants;
- attending meetings with senior officials to interpret or explain study results and recommendations.

2. Provides information to senior officials in the department or other government departments and industry organizations on mineral development and processing, trade relationships and marketing and the effectiveness of government policies and programs, and proposes or advises on specific courses of action for consideration by the Minister of Cabinet, by:

30

- maintaining up-to-date knowledge of mineral resources and production in Canada and in other countries through personal contacts and correspondence, attendance at seminars and conferences, and extensive reading of trade and technical publications and other reports;
- cooperating with representatives from other government departments in assessing international trade patterns and the production and marketing of copper and related minerals, and developing background papers and briefing notes on supply and demand and prices;

For example, an extensive forecast of world demand and prices, and briefing on Canadian process technology was instrumental in a decision by the Export Development Corporation on financing (over \$1 billion) a copper development project in Panama.

- using acquired knowledge and expertise to identify, and advise senior officers in the department or other government departments regarding potential development areas and processing and marketing problems;

For example, a possible sequence of major mineral developments in the Yukon Territory was outlined, which assisted the Department of Indian and Northern Affairs to make policy decisions on power development and infrastructure problems. The work requires serving on a permanent inter departmental committee to review and update this work annually.

- assessing the implications for Canadian producers of new trade developments or restrictions on trade and suggesting appropriate action by the government;
- advising on industry developments in Canada and their effect on production or exports or capital investment or intergovernmental relations;
- evaluating engineering feasibility studies and development proposals submitted by the industry or consultants, analyzing their economic and social impact and making recommendations for Departmental action;
- acting as a consultant to other departments and agencies and provincial governments on copper and mineral development policies and foreign trade or investment opportunities, such as assessing applications to FIRA, or advising BC government officials regarding Japanese investment in Canadian mining and mineral processing, or participating in a STC task force to improve copper trade statistics.

3. Represents the department and the federal government at interdepartmental and intergovernmental meetings and international conferences concerned with the production and marketing of copper, and other minerals, by:

20

- serving on committees or task forces with representatives from other departments, provincial governments and industry to present the department's position and policies in respect of the development of Canada's mineral resources;

- participating with other departments in developing the Canadian government position for negotiation with the United Nations Conference on Trade and Development (UNCTAD);

- attending international meetings as a member of a delegation to provide expert advice on Canada's interests in copper and related minerals. At such meetings the incumbent may be required to make on the spot decisions having implications for Canadian industry or government policy and to make statements or answer questions without the opportunity to consult other Canadian officials;

For example, a proposal at the UNCTAD discussions to impose production and export controls on copper, had serious jurisdictional implications for the provinces and the federal government which affected the incumbent's response to this control mechanism.

- on occasion, serving as Chairman of sub-committees or working groups, such as the Export Group on Copper, to reach consensus and prepare reports for the UNCTAD copper committee, and
- serving as Canadian observer at meetings of the Council of Copper Exporting Countries (CIPEC).

4. Performs other duties such as preparing, planning, organizing and writing three chapters of the Canadian Minerals Yearbook; planning, organizing and writing bulletins on his/her commodities that outline the structure and economics of the Canadian industry and its relationship to the world industry, and forecast

10

future developments in Canada and abroad; preparing technical papers and drafting correspondence and memoranda for the Deputy Minister and other senior officials.

SPECIFICATIONS

Degree Points

Position Profile

The work is analytic in nature, collecting and studying information and data on the copper industry, and selenium and tellurium, in Canada and other countries, and on trade patterns and international agreements. (Canada produces about 700,000 tonnes per year, valued at \$1.6 billion, of which some 70% is exported.) Provides background information to senior department officials, recommends policies on departmental action in response to industry problems, represents the department at meetings with industry and provincial government officials and participates at international meetings.

Nature and Complexity of the Work

Nature: Objectives of assignments are generally linked to the responsibility of the position for specific mineral commodities, particularly copper; objectives for representation or participation in interdepartmental task forces are assigned by the Chief or the Director. The work requires ongoing analysis or evaluation of copper and mineral production and use in Canada and other countries, as well as individual studies of new developments in technology or production facilities, and legislative changes or trade agreements that could affect the Canadian industry. Studies are multi-disciplinary, and deal with the availability of mineral resources, extraction and refining technology, labour costs, capital investment, foreign trade and legislation or policy implications.

B2 129

Complexity: The work requires obtaining information and data from Canadian industry and government sources and from trade and official publications concerning foreign production and marketing of copper and other minerals, and assessing trade patterns and trends in supply and demand for these commodities. The effect on Canadian industry of foreign trade agreements and restrictions, and technological developments in other countries that produce or use copper, and the operations of multi-national corporations must be

understood, including prices, transportation costs, the availability of labour, relevant tax policies or tariffs of foreign countries, especially the United States, in order to make recommendations for government action or policy decisions that will maintain or enhance the Canadian industry. The work also involves federal/provincial relationships and tax policies, and the functioning of regulatory and marketing agencies. The work requires a good knowledge of economics and statistical methodology and their application to the mining and metal processing industry in Canada, and an extensive familiarity with the industry in Canada and abroad; the number and status of mines in production or closing, the exploration and development of new mineral resources, the introduction of new production facilities and the requirement for capital investment.

Professional Responsibility

Advice: As the department's expert on copper and related metals, is responsible for providing background information and advice to the Director and senior officials in the department on all aspects of the copper industry in Canada, on foreign production, trading patterns, on technical or political developments that could affect the Canadian industry and on the merits of research proposals. Also provides information and advice, as a member or project leader of departmental or interdepartmental committees or task forces. The work requires being consulted from time to time by manufacturers who provide supplies to the mining and refining industry, and advising industry officials, and officials of other departments or provincial governments, on current developments and the availability and price of copper. Answers general queries from the public, and writes memoranda for signature by the Minister or Deputy Minister. Determines the content and tenor of such letters, although ministerial correspondence is discussed with the Director or Director-General.

B+3 186

Planning and Analysis: The work requires initiation, planning and carrying out of studies in any of the assigned areas of the non-ferrous metals industry in order to provide timely background information or advise on specific economic or legislative problems and proposals. For some studies, the work requires participation in a study group or task force, determining data requirements and sources, suggesting the approach or method, and interpreting results. Reviews feasibility studies and development proposals submitted by

	<u>Degree</u>	<u>Points</u>
the industry, or other organizations and government agencies to verify the economic & social cost benefit of the proposal and recommend a departmental response. Areas of study are also proposed for research programs sponsored by the Department.		

Supervision/Coordination

There is no continuing substantive responsibility for supervision although guidance is provided to support staff when assigned, and there is an occasional requirement to coordinate or lead task forces or study groups.	1	10
--	---	----

Impact

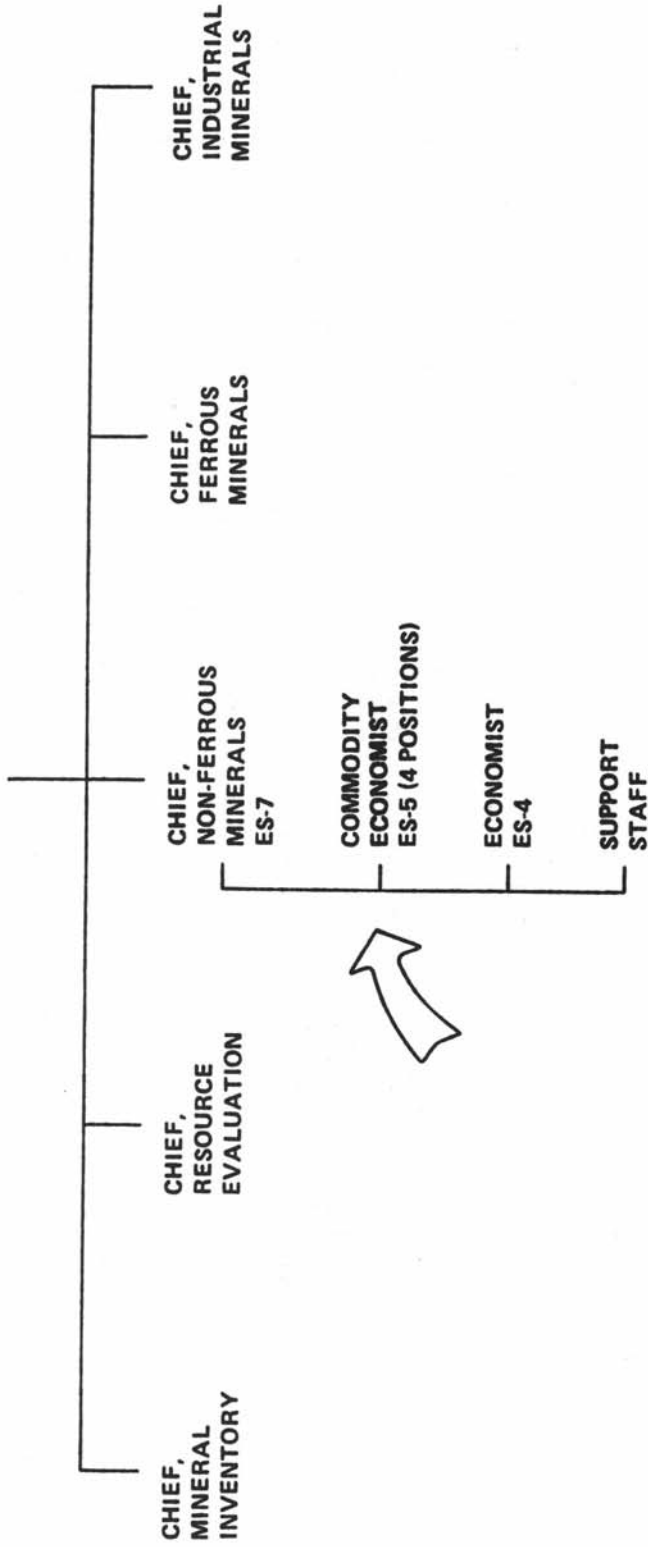
<u>Extent:</u> The work affects departmental policies for the mining, processing and export of copper and related metals, a sector of the mining industry. Recommendations and advice to the sector, and to manufacturers that supply the sector, have an effect on investment decisions, and decisions on mine closure or new mine development. These analyses and advice will also affect Canadian negotiations and international agreements in respect of copper and related commodities in the position's area of responsibility.	A3	80
---	----	----

Influence: As the department's specialist for these commodities, the studies and analyses, forecasts and advice are usually accepted by senior management and the Departmental Policy Committee without substantial changes, and are then the first stage in formulating departmental policy or action on opportunities or problems in this sector.

Representation

The work requires meeting with industry and provincial government officials as representative of the department, to discuss and explain departmental objectives and policies concerning the copper industry and related metals. Serves on the Canadian delegation to international meetings, such as the UNCTAD copper negotiations, as the department's spokesperson at sub-committee meetings or in working groups.	2	30
---	---	----

DIRECTOR GENERAL
MINERAL SUPPLY BRANCH
EX.



MINERALS SECTOR

ENERGY, MINES & RESSOURCES

BENCH-MARK POSITION DESCRIPTION

Bench-Mark Position Number: 13

Level: 5

Descriptive Title: HEAD, MICROBIOLOGY AND NUTRITION
STATISTICS UNIT

Point Rating: 436

Summary

Reporting to the Chief, Food Statistics and Operational Planning Division, supervises the work of statisticians developing survey and quality control procedures, analyzing and interpreting the results obtained and, in collaboration with the research scientists, designing laboratory experiments in the food area of public health. Participates in the development of policies affecting the food industry, provides statistical advice to officials of other departments, other levels of government and the universities and performs other duties as required.

Duties

% of time

- | | |
|---|----|
| 1. Supervises the work of a statistical unit by: | 45 |
| - discussing assignment objectives with scientists, division chiefs, bureau directors and private sector specialists to ensure concepts are formed into operational terms, that the objectives are realistic and that the results will be of maximum value; | |
| - organizing assignment priorities and developing work plans with subordinates to establish reasonable target dates and to measure the progress of the work; | |
| - estimating the unit's computing and support service requirements and arranging for the procurement of these services with the respective supervisors; | |
| - reviewing all phases of the assignments undertaken for validity, efficiency and timeliness; | |
| - evaluating the results of the assignments, interpreting the findings and discussing their implications with the scientists; | |

- reviewing reports or manuscripts prepared in the unit or by other divisions for publication, to ensure their professional acceptability;
- forecasting the resource requirements of the unit to meet the demands of the scientists and negotiating the terms of agreement of the services provided by the unit;
- determining the qualifications required to do the work and recruiting staff in conjunction with branch personnel officers and the Public Service Commission;
- evaluating staff performance and potential and recommending training, promotional or disciplinary actions.

2. As senior statistician, collaborates with research scientists from within and outside government in the evaluation, development and design of the more complex or precedent setting laboratory experiments, surveys or quality control procedures by:

25

- evaluating submissions from the food industry and private laboratories to ensure the conclusions are valid;
- developing acceptance sampling plans and preparing procedures for use by Health Protection Branch inspectors or for inclusion in Food and Drug regulations;
- designing laboratory experiments and surveys or appraising data acquisition methods to ensure the appropriate information will be captured;
- recovering information from compromised studies and advising the scientists of the limitations of such information;
- preparing reports summarizing the findings and providing conclusions for use by the scientists.

3. Assists in the amendment or formulation of those policies, regulations or guidelines affecting the food industry that are based upon numerical data or quantitative methods by: 15
- analyzing data collected by Health Protection Branch officers or provided by the industries concerned;
 - meeting with representatives of industry to ascertain their views and problems, to explain the quantitative methods used, to interpret the results and to explain the proposed changes in quantitative terms;
 - evaluating the industry's point of view, assessing the statistical validity of ongoing studies and providing industry personnel with statistical advice on how to avoid future regulatory problems;
 - participating on committees and task forces studying problems experienced by industry relating to food safety regulations and contributing to their solutions.
4. Meets with officers from other departments, provincial governments, industry and academic institutions to provide statistical advice and interpretations, to keep informed of technical developments in statistical methods and to ensure that such developments are incorporated into the unit's studies. Provides advice on matters of data confidentiality, advises the Chief on financial matters affecting the unit and performs other duties as required. 15

SPECIFICATIONS

Degree Points

Position Profile

The work is statistical in nature, with the principal duty being the supervising of a group of professionals engaged in the design and development of laboratory experiments, surveys and acceptance sampling procedures.

Nature and Complexity of the Work

Nature: The objectives of assignments are determined by the researchers and the Unit Head ensures that the assignments fall within the unit's terms of reference, that they are statistically tractable, that the unit's resources can meet their objectives and that they can be completed on schedule with statistically viable results. Assignments are both unique and recurring in nature and include long term studies requiring the analysis and interpretation of data and information from the agricultural, food processing and public health areas.

B2 129

Complexity: The work requires the selection and use of information and data obtained from the researchers, subject matter specialists, statistical literature, and colleagues within and outside the public service. Laboratory experiments and quality control assignments may require the development of statistical design protocols to obtain the best suited data. The factors to be considered are generally related through the public health aspects of food safety, but may not always be apparent as the area of investigation widens or as policies or regulations are changed. The work requires the development and modification of statistical methods and techniques and in survey work, it is sometimes necessary to derive statistical estimation formula from first principles in order to obtain feasible, timely and cost-effective conclusions or solutions. A thorough knowledge of statistical theory, principles, methods and techniques, plus an awareness of microbiology, nutrition, chemistry and biochemistry, pathology and bacteriology is required along with an understanding of the policies, programs and regulatory procedures of the department and cooperating agencies.

Professional Responsibility

Advice: The work requires that advice be provided to management concerning the validity or interpretation of industry submissions, surveillance programs and the statistical implications of research activities. There is also a requirement to provide technical advice and guidance to the unit's professional staff, scientific researchers and management regarding the use of recently developed or unfamiliar statistical methods.

B2+ 142

Planning and Analysis: There is a requirement to discuss and plan projects with departmental research scientists, officers from other departments, and/or subject matter specialists in the private sector to define objectives, avoid possible problems, select approaches, and set study limits. There is a requirement to plan the general statistical approach towards the individual studies carried out within the unit and to ensure other aspects of study plans are consistent with statistical requirements. Also initiates feasibility studies and develops action plans to investigate the use of new or unfamiliar statistical methods. The work requires the statistical analysis and interpretation of the results of collaborative studies developed in the unit, for scientists and other officials in the public and private sectors in Canada and abroad. Analyses and interprets the statistical implications of industry submissions, of surveillance programs and the research activities of the Directorate. Also required to analyze and interpret the statistical aspects of domestic and international surveys (such as the Nutrition Canada Survey) carried out in the related food/public health areas. The work requires the preparation of summaries of findings and conclusions to be used by the research scientists in their projects and the preparation of reports or proposals to be considered at interdepartmental and international meetings dealing with food/public health related topics.

Supervision/Coordination

The work demands the continuing supervision of a section of professional statisticians and the planning and organizing of the Section's activities. There is a requirement to provide direction to computing and support staff assigned to the Section's projects. There is a requirement to appraise subordinates' performance, recommend development or disciplinary actions as required and allocate staff to the projects. Also to estimate both staff and operating funds to accommodate the Section's workload to ensure projects are timely and cost-effective and that a cost accounting survey is provided for each completed project.

2 75

Impact

Extent: The primary effect of the work impacts upon the work of research scientists in both public and private sectors and on industry analysts in the food/public health

A3 80

Degree Points

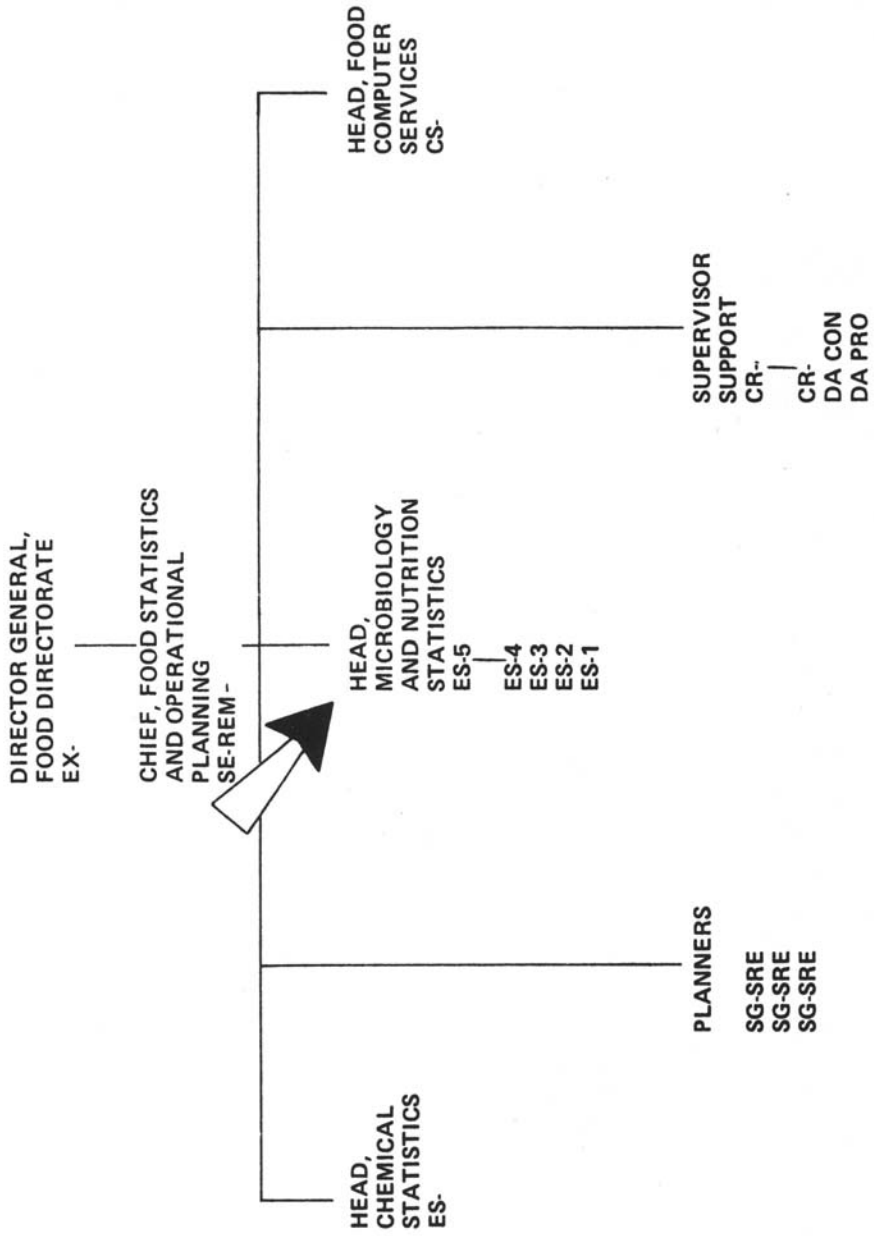
sector of the economy. For the purpose of evaluation under this factor such a group equates to a small specialized segment of the population.

Influence: The assignments provide conclusions that are accepted by research managers and scientists and that have a substantial influence upon the recommendations arising out of major studies and projects in the food and public health areas.

Representation

The statistical implications of the assignments are explained and interpreted to departmental researchers and to officers of other departments, governments or industry. Exchanges information and expertise regarding statistical methods used or that may be used in the design or development of laboratory experiments and surveys, etc.

1 10



II-13.7

HEALTH AND WELFARE CANADA

HEALTH PROTECTION BRANCH

BENCH-MARK POSITION DESCRIPTION

Bench-Mark Position Number: 14

Level: 5

Descriptive Title: SECTION HEAD - MACROECONOMICS,
ECONOMETRICS DIVISION

Point Rating: 449

Summary

Reporting to the Chief, Econometrics Division, plans and prepares macroeconomic forecasts of the Canadian economy to be used in the development of the National Energy Board's energy demand forecasts. Advises the Chief on the medium and long run forecast state of the Canadian economy and on the factors affecting it. Simulates the results of alternative NEB decisions in order to estimate their economic merits for Canada. Evaluates the evidence submitted to the Board relating to economic forecasts and the economic impacts of energy related projects. Prepares recommendations for consideration by Board members, prepares the relevant segments of published Board reports and provides advice to other Board staff in the area of econometrics. Coordinates the work program of subordinate econometricians and performs related duties.

Duties

% of time

- | | |
|--|----|
| 1. Develops and prepares macroeconomic forecasts of the Canadian economy, using a variety of econometric methods and models by: | 40 |
| - reviewing the available information, determining and specifying the problems to be analyzed and selecting methods to satisfy the macroeconomic requirements of energy demand forecasting. | |
| - discussing with other specialists the econometric models already developed (such as the NEB version of CANDIDE) or being developed to assist in the examination of problem areas; | |
| - integrating the results of the section's econometric studies and presenting the findings at interbranch and Board meetings and at interdepartmental discussions with specialists from Energy, Mines and Resources, Economic Council of Canada and the Department of Finance. | |

2. Advises the Chief on the medium and long run forecast state of the Canadian economy and on the factors considered in the analyses and forecasts by: 15
- forecasting the expected rates of inflation;
 - investigating and forecasting the behaviour of key macroeconomic variables such as fertility rates, labour productivity, and labour force participation rates;
 - preparing regular reports on the forecast state of the Canadian and U.S. economies for Board members;
 - recommending to the Chief the purchase of forecast services from outside consultants, and assisting in the formulation of consultant contracts;
3. Simulates the results of alternative NEB decisions pertaining to major energy projects, in order to estimate the economic merits of such projects for Canada by: 20
- carrying out impact studies indicating the effect of major energy related projects upon such economic variables as the exchange rate using a variety of econometric and economic analysis techniques;
 - modifying existing economic and demographic assumptions to suit particular problems and assisting in the design of econometric models and techniques to forecast the consumption of energy under alternative situations;
 - specifying equation changes in econometric models such as CANDIDE and evaluating the subsequent results;
 - linking the NEB macroeconomic model with other detailed energy forecast models to establish economic and energy demand forecasts; and
 - recommending theoretically correct and practical solutions to econometric problems;

	<u>%of time</u>
<p>4. Evaluates evidence related to economic forecasts and the economic impact of major energy related projects submitted to the Board's Facilities Export and Inquiry Hearings by:</p> <ul style="list-style-type: none"> - preparing independent NEB estimates of the economic impact of major energy projects using econometric models such as CANDIDE; - reviewing and analyzing applications, economic studies of consultants, interventions and written direct evidence submitted to the Board and identifying deficiency items; - preparing and recommending deficiency letters and technical information requests to be sent by the Board, reviewing and analyzing the responses submitted by the recipients, and finding and reviewing other relevant material; - preparing hearing questions and reviewing them with Board Counsel; - attending the hearings to monitor the responses to such questions, to provide additional questions and to provide guidance to Board Counsel; - preparing and defending recommendations for the Hearing Panel, and drafting sections of published Board reports; - representing the Board at meetings with potential applicants or submitters to discuss the Board's evidence and forecasting requirements. 	10
<p>5. Supervises a section of econometricians and support staff by:</p> <ul style="list-style-type: none"> - providing technical guidance in such subjects as simulation, econometric estimation and other methods of economic analysis; - setting study priorities and developing study criteria for each staff member; 	10

% of time

- reviewing and approving the progress of subordinate econometricians to ensure Board's needs are met and that the work is acceptable for publication;
- utilizing the professional and support staff assigned to the section in the most effective manner;
- preparing estimates and financial data for the section's computer budget.

6. Attends interbranch meetings, prepares reports and information for meetings, committees and task forces and, as assigned, occasionally coordinates the branch's input to hearings. Develops and maintains professional relationships with others working in the macroeconomic forecasting and simulation fields and performs other related duties as required. 5

SPECIFICATIONS

Degree Points

Position Profile

The work is analytical in nature, directing and coordinating the activities of subordinate econometricians, preparing macroeconomic forecasts and providing advice and information to support National Energy Board activities. The Board maintains its own version of the CANDIDE model and the position's functions are to modify and update the model to ensure the macroeconomic picture of Canada reflects the impact of the energy sector.

Nature and Complexity of Work

Nature: The objectives of the assignments are defined by the Chief, Econometrics Division in conjunction with the Assistant Director, Analysis Group, and this position carries responsibility to determine which approaches and techniques are appropriate for the various section studies. The modifications to the NEB model are dictated by the forecasting demands of the Board and by its ability to relate the impact of energy demand and other major energy related projects to the Canadian economy. The preparation of the ongoing long term forecasts and the study of industry applications, interventions and proposals are carried out

B2+ 150

simultaneously within the section and involve the review and analysis of information and data relating to a particular aspect of the energy industry or to the factors affecting the energy sector.

Complexity: The work requires the selection, review and use of information and evidence presented at hearings or in briefs and the summation of such information for publication in Board Reports and Reasons for Decisions. Macroeconomic information and forecast data are available from the data services of governments, academic institutions and private agencies such as The National Forecast Service of Informetrica. The tuning and updating of the models require the identification of key indicators of change in economic variables and the evaluation of additional energy factors that are of particular significance to the macro-economy of Canada. Economic assumptions have to be reviewed and modified to develop the econometric structures used to analyze particular problems. A thorough knowledge of economic theories and of econometric and statistical techniques, such as the proper fitting and evaluation of equations and multiple equation simulation is required, along with an understanding of the Board's energy programs and an understanding of computer systems and languages.

Professional Responsibility

Advice: The work requires the explanation of the impact of findings on energy projects to senior management and Board Members. Provides advice to the Board's counsel when attending hearings and provides technical advice on econometric and statistical/mathematical methods and techniques to other professionals within the Board.

B2

120

Planning and Analysis: Determines, in conjunction with the Chief, Econometric Division, the extent of studies to be undertaken within the section and integrates the results of subordinate's work into summaries and findings for the Board's consideration. There is a requirement to analyse information and submissions presented at Board Hearings by outside consultants or expert witnesses and the contents of studies prepared by other departments, other levels of government and the private sector. Determines the suitability of the econometric/economic theories being applied and the consistency of the methods and data used. Evaluates evidence

presented at Hearings against studies undertaken within the section and summarizes the results for use in Board reports and decisions.

Supervision/Coordination

The work requires the supervision of a unit of professional econometricians and on a project basis a number of support staff. As a project leader coordinates the activities of professionals drawn from other divisions in the Board when participating in Board Hearings. This could involve leading a team of up to six (6) professionals depending upon the Board's work load and schedule. Recommends the use of consultants, assists in the formulation of their contracts and prepares estimates and financial data for the computer budget.

2 75

Impact

Extent: The primary affect of the work impacts upon the Board's regulatory activities as they affect the various segments of the energy sector. The macroeconomic forecasts produced, underly the Board's decisions affecting significant energy issues such as exports of oil, gas and electricity and the construction of interprovincial pipelines.

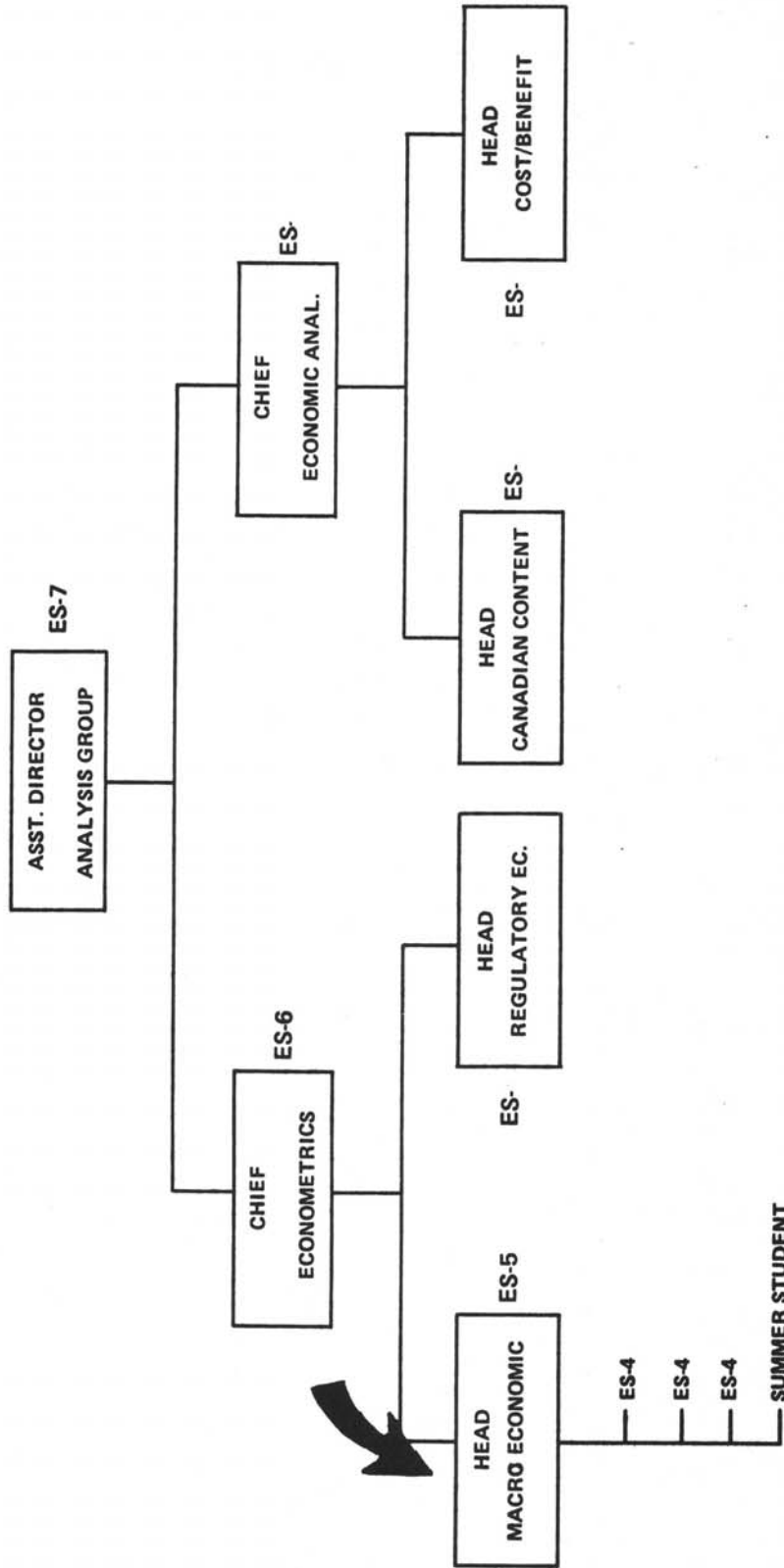
C2 74

Influence: The forecasts and macroeconomic data are accepted by the Chief and the Assistant Director and contribute to the branch's input at public hearings. When presenting findings the incumbent isolates the relevant information and ensures the supporting data is accurate. When drafting sections of the Boards published reports the incumbent contributes to the substance and phrasing of the documents.

Representation

Acts as the Board's expert in the area of macro-economic forecasting and econometric analysis at Board Hearings. Also provides on the spot evaluations of witness evidence to the Board's counsel and advises the counsel when further questioning on economic issues is necessary.

2 30



II-14.7

ECONOMICS BRANCH

NATIONAL ENERGY BOARD

BENCH-MARK POSITION DESCRIPTION

Bench-Mark Position Number: 15

Level: 6

Descriptive Title: CHIEF, POLICY ADVISORY DIVISION -
AIR SERVICES ANALYSIS BRANCH

Point Rating: 540

Summary

Reporting to the Director, Air Services Analysis Branch, develops and recommends amendments to the Air Transport Committee's economic regulations. Reviews established government policies in the field of commercial aviation and proposes new policy initiatives. Prepares analytical reports and forecasts of domestic and international air services for the Committee to consider in the field of charter operations. Develops Canada's position and strategy at International Civil Aviation Organization (ICAO) conferences and acts as advisor on behalf of the Committee at negotiations of bilateral and multilateral air service agreements. Prepares analytical reports on the more difficult and complex applications by air carriers for authority to operate or modify air services. Reviews, and recommends modifications to, the Committee's statistical reporting requirements. Occasionally directs the activities of professional staff undertaking economic studies and performs other related duties.

Duties

% of time

- | | |
|---|----|
| 1. Develops and recommends amendments to the Air Transport Committee's economic regulations to ensure their consistency with the requirements of the industry and the Committee's policies and objectives, and their coincidence with conditions accepted by Canada in bilateral and multilateral air service agreements. Reviews the economic regulations of other governments and the details of international agreements in order to advise the Committee of current issues and economic trends. Represents the Committee on interdepartmental committees charged to review established policies in the field of commercial aviation, propose new policy initiatives to the appropriate Minister and inputs the Committee's attitude and approach to regulations. Interprets provisions of the Air Carrier Regulations and Committee General Orders and assesses the validity of reports prepared in other departments on a wide range of aviation regulation and policy topics. | 35 |
|---|----|

	<u>%of time</u>
2. Prepares analytical reports, discussion papers and forecasts with respect to domestic and international air services to keep the Committee informed of developments and problem areas and makes recommendations to the Committee supporting changes in regulations governing domestic and international charter operations.	10
3. Develops Canada's position and strategy at the International Civil Aviation Organization (ICAO) conferences and reviews and analyses the working papers submitted by various countries on economic and statistical matters and recommends possible solutions to specific problems. Drafts or participates in the drafting of resolutions voted on at the conferences.	10
4. Assists the Air Transport Committee and the Canadian Government to develop the Canadian negotiating position on bilateral or multilateral air service agreements. Provides advice on the services operating between Canada and foreign countries, assess costs and benefits of various propositions and develops counter-proposals and market sharing formula to assist in the negotiations.	10
5. Prepares analytical reports on the more complex applications received from air carriers for authority to operate new or modified major domestic air services or on those cases having significant policy implications. Reviews and analyses transcripts and evidence from public hearings and prepares independent estimates and forecasts to test the validity of industry proposals.	10
6. Reviews the Committee's statistical reporting requirements and recommends modifications to ensure that the quality and relevance of the data reported by the air carriers is maintained and improved. Undertakes comparative studies of the reporting requirements of other countries and identifies areas requiring refinement. Prepares modifications to reporting formats to permit the reporting of additional information and to delete duplication and submits final recommendations for the Committee's approval.	15
7. Occasionally directs the activities of economists drawn from other Branches in the Commission performing a variety of economic and statistical studies on international and domestic aviation duties. Supervises	10

the work of a professional economist analyzing the economic implications of the Committee's policies and regulations on the aviation industry. Assists the Director in the administration of the Branch, attends review boards for the selection of professional and support staff, reviews the reports prepared by junior economists in the Branch and maintains contacts with senior officials in other departments and throughout the aviation industry.

SPECIFICATIONS

Degree Points

Position Profile:

The work is analytical in nature, with the principle responsibility being the development of amendments to the Air Transport Committee's economic regulations. There are also requirements to analyse carrier applications and review bilateral and multilateral agreements.

Nature and Complexity of the Work

Nature: Assignments result from the pressures placed upon the Committee by the various segments of the aviation industry, to have specific economic regulations evaluated and amended. The policy advisor, in consultation with the Director, determines the significance of the issues being raised and establishes the assignment priority listing accordingly. The evaluation of policies, regulations and data requirements and the assessment of carrier applications are carried out simultaneously and involve the study of ongoing and unique issues pertaining to the aviation industry.

B3 172

Complexity: The acquisition of information on aviation activity and trends from other countries is difficult due to the Committee's role in negotiating international agreements. Information is obtained from such sources as the International Civil Aviation Organization, the European Civil Aviation Conference and the International Air Transport Association, but other sources have to be identified when preparing counter proposals during agreement negotiations and when preparing responses to carrier applications. The arguments and supporting factors presented by air carriers and representatives of other countries have to be assessed for relevancy and relativity so that the Committee can have counter-proposals and/or rebuttals to consider. A thorough

knowledge of the various approaches used by carriers and representatives of other countries is required and the appropriate analytical techniques and methods have to be used or modified when responding to such proposals. An in-depth knowledge of the economic theories and practices relating to transportation and the aviation industry in particular is required, along with a working knowledge of air law and its application. The development of amendments to policies and regulations requires a thorough knowledge of the policies and regulations affecting Canada and the other countries involved in the air transport industry.

Professional Responsibility

Advice: Provides advice to members of the Air Transport Committee on all aspects of the services operating between Canada and foreign countries for negotiating purposes, on the costs and benefits of various carrier propositions and on the market strategy formula, substance and form of counter-proposals. Advice **is** provided to professionals within and outside the Commission on the Committee's statistical system, its requirements and its limitations.

C3 210

Planning and Analysis: The terms of reference of the evaluation studies (reviewing Committee policies and regulations) and the extent of the analyses of the more complex or contentious applications are determined. Amendments proposed to the economic regulations have to be analysed to ensure they are consistent with Committee policies and objectives, with the requirements of the industry and with the conditions accepted by Canada in negotiated agreements. Applications from carriers and evidence submitted for public hearings have to be analysed and reports prepared by other departments, other levels of government and the private sector have to be reviewed and summarized for consideration by Committee members and other senior officials of the Commission.

Supervision/Coordination

The work occasionally requires the direction of the activities of professionals drawn from other branches and departments, but this is not a continuing or significant aspect of the work. There is also a requirement to supervise one or two professional economists conducting policy and economic studies.

1 10

Impact

Extent: The primary effect of the work impacts upon the activities of the Air Transport Committee and the aviation industry, through the evaluation and amendment of economic regulations and policies covering the industry and the carriers.

B3

88

Influence: The conclusions derived from the evaluation of industry proposals and requirements regarding Committee policies and regulations are provided, after review by the Director, to the Committee and have a significant influence on policy and regulatory decisions. The results of air service studies keeps the Committee informed of existing and potential problem areas and developments within the industry. Studies of the more complex or contentious carrier applications provide material for the Committee to consider during public hearings.

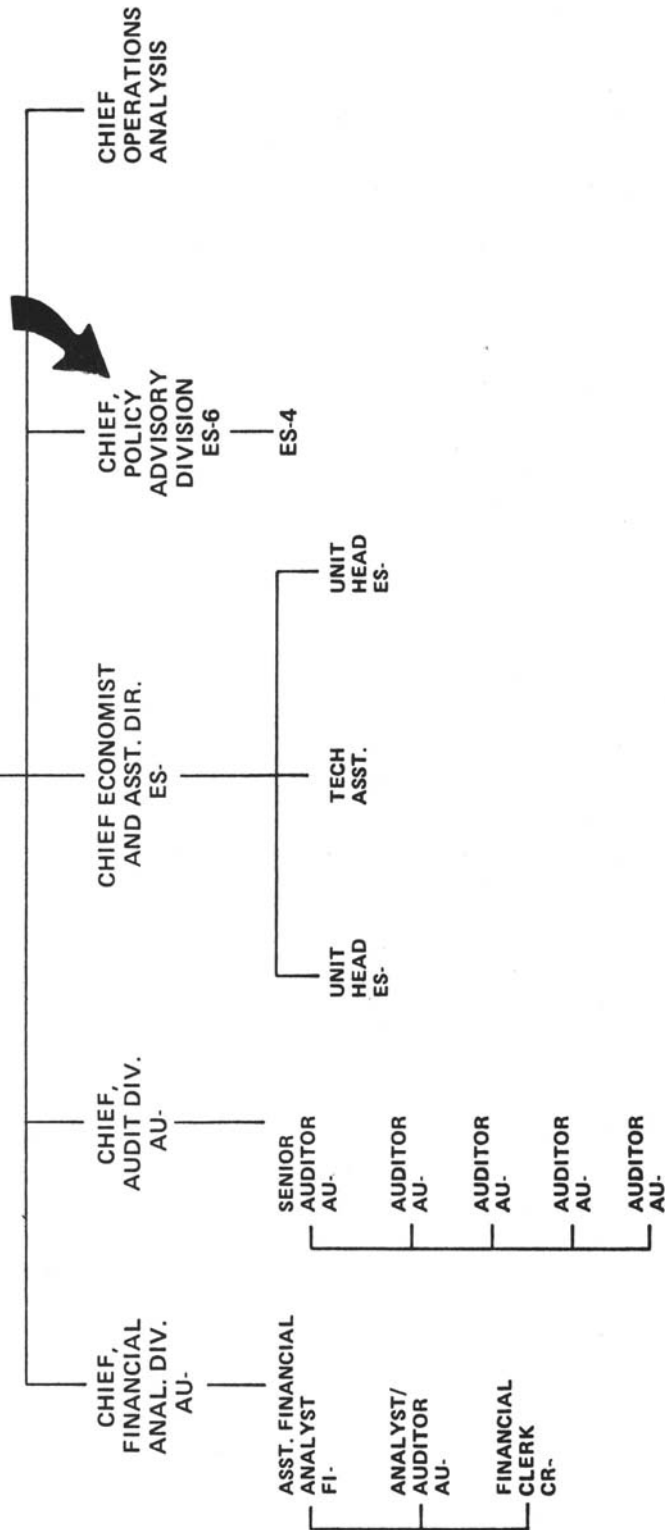
Representation

The work requires acting as the Air Transport Committee's representative on interdepartmental committees reviewing established policies affecting commercial aviation and proposing new policy initiatives. There are requirements to represent the Committee at interdepartmental meetings determining Canada's bargaining strategies for use during bilateral and multilateral negotiations and with the Aviation Statistics Work Group reviewing data confidentiality. There is also a requirement to represent Canada at international meetings negotiating the exchange of North Atlantic commercial air statistics.

3

60

DIRECTOR,
AIR SERVICES ANALYSIS
BRANCH. EX.



II-15.6

AIR TRANSPORT COMMITTEE

CANADIAN TRANSPORT COMMISSION

BENCH-MARK POSITION DESCRIPTION

Bench-Mark Position Number: 16

Level: 6

Descriptive Title: SENIOR ANALYST, CITIZENSHIP AND
OFFICIAL LANGUAGES PROGRAM

Point Rating: 589

Summary

Reporting to the Director General, Coordination and Analysis Branch, Citizenship and Official Languages Sector plans and directs analytical studies in a variety of social science subject areas and provides advice and recommendations to senior management on the significant issues affecting the sector's policies and programs. Also plans, directs and conducts studies analysing the programs of the Sector. Reviews contract tenders, selects consultants, reviews their work and approves the results of the studies and projects undertaken. Develops and coordinates the Sector's data base, maintains communications with social scientists within and outside government and performs other duties as required.

Duties

% of time

- | | |
|---|----|
| 1. Plans and directs projects and studies developed to collect and analyse information and statistical data relating to multiculturalism, women, natives, citizen participation and official languages and provides advice and recommendations to senior management on social policy issues by: | 40 |
| - discussing with the Director General, the Coordinator of Operations and the Senior Coordinator, the development of policies, strategies and program proposals of concern to the Sector; | |
| - assessing the projects and studies requested by the various program administrators and recommending for approval those studies that should be conducted; | |
| - developing the terms of reference and schedules of the studies and the overall approach to be followed; | |
| - evaluating the capabilities of consultants and recommending which consultants should be invited to tender for the approved studies; | |

- examining the consultant's tendered proposals, recommending who to hire, negotiating the terms of the contract and reviewing and approving the final reports produced;
- allocating and reviewing the work of departmental analysts and ensuring methods of survey design, questionnaire design, statistical analysis, etc. are in accordance with current social science practice and thinking;
- interpreting study findings and conclusions and preparing and presenting recommendations and advice to senior management on current trends affecting the Sector policies and programs and on the significant cultural factors related to the changing social environment.

2. Directs and conducts a series of studies analysing the Sector's programs by: 20

- planning and reviewing the work of the program analysts or, in the more complex cases, analysing and reviewing the type and distribution of grants by program, region, grant size, type of organization funded, etc.;
- determining and analysing social and environmental factors affecting the various programs of the Sector;
- analysing the effects of programs and the extent to which socio-cultural factors affect program delivery;
- reviewing the program analysis reports and summaries and preparing recommendations for senior management consideration.

3. Develops and coordinates the Sector's data base by: 20

- controlling the development, implementation and updating of the data banks for each program area or region to ensure the information is compatible with that contained in other data banks in the department, the federal government and outside government;
e.g. Statistics Canada and York University

- determining the norms and criteria for developing and maintaining the Sectors' data base;
 - determining in conjunction with program and regional staff the data requirements and priority needs for social information and statistics and the need to develop additional data banks;
 - ensuring that regular reports, based on current information, are produced and distributed to Sector management.
4. Supervises a staff of professional analysts and administers a contract budget by: 10
- planning, organizing and directing the work of subordinate staff and evaluating their performance;
 - determining project priorities and establishing and controlling the projects' schedules;
 - reviewing the work in progress to ensure objectives are achieved and deadlines respected;
 - preparing contract budgets and plans the allocation of project funds.
5. Develops and maintains communications with personnel from other Directorates, other government departments and research groups to acquire up-to-date knowledge of results, regulations and policies relating to social programs, of developments in analytical techniques and methods and of current social statistics and information. Also serves on ad hoc committees, participates in 10

SPECIFICATIONS

Degree Points

Position Profile

The work is analytical in nature reviewing and interpreting information and statistical data on social policy or program issues affecting the mandate of the Sector. Advice and recommendations are provided to senior management responsible for the administration of the five (5) major areas of Multiculturalism, Women's Programs, Native Citizens, Citizen Participation and Official Languages.

Nature and Complexity of the Work

Nature: The assignments requested by senior managers are reviewed for feasibility and the objectives of those under taken are developed in conjunction with the Director General. Such assignments tend to be unique in nature dealing with current and pressing social issues where information or statistical data are not readily available. Areas under review include such broad and general topics as racial discrimination, race and ethnic relations and voluntary action. Studies are also made of the Section's program and administrative processes.

C2+ 192

Complexity: The assignments are designed to collect and analyse information and data on a variety of social, demographic and cultural trends and developments. The sources of such quantitative and qualitative data have to be constantly expanded and developed in response to changing social issues. The established methods of data collection and analysis have to be reviewed against current social science thinking and practices and often require modification when applied to the study of national social and cultural attitudes. A thorough knowledge of social science and statistical theories and methodologies, of operations analysis and of the Sectors' programs is required, along with an understanding of computer and data base system capability.

Professional Responsibility

Advice: There is a requirement to provide advice to senior management on the implications of current social and cultural trends and developments upon the Sector's policies and programs and on the nature of the cultural, economic and demographic factors affecting the changing social environment. Advice is also provided to in-house analysts and consultants on current thinking and practices in the social sciences, on the methods of data acquisition and analysis and on the policies and programs of the Sector and the department.

C3 210

Planning and Analysis: The work requires the determination of which of management's requests can be fulfilled and development of the terms of reference, the time schedules and priorities and the overall approaches to be followed for the projects undertaken. There is a requirement to review the work of in-house analysts and consultants to

Degree Points

analyze the results and findings of their studies and to provide senior management with interpretations and recommendations affecting social policy issues.

Supervision/Coordination

The senior analyst is required to supervise the activities of the unit's program analysts and to allocate the projects and studies to in-house and external human resources, to establish and control project schedules and priorities and to review the progress of the work to ensure objectives and deadlines are known and met. There is also a requirement to recommend which consultants to hire and to prepare the content and terms of their contracts.

2 75

Impact

Extent: The primary impact of the work is upon the senior management personnel administering, reviewing and developing the various social policies and programs. For evaluation under this factor such personnel equate to a small specialized segment of the population.

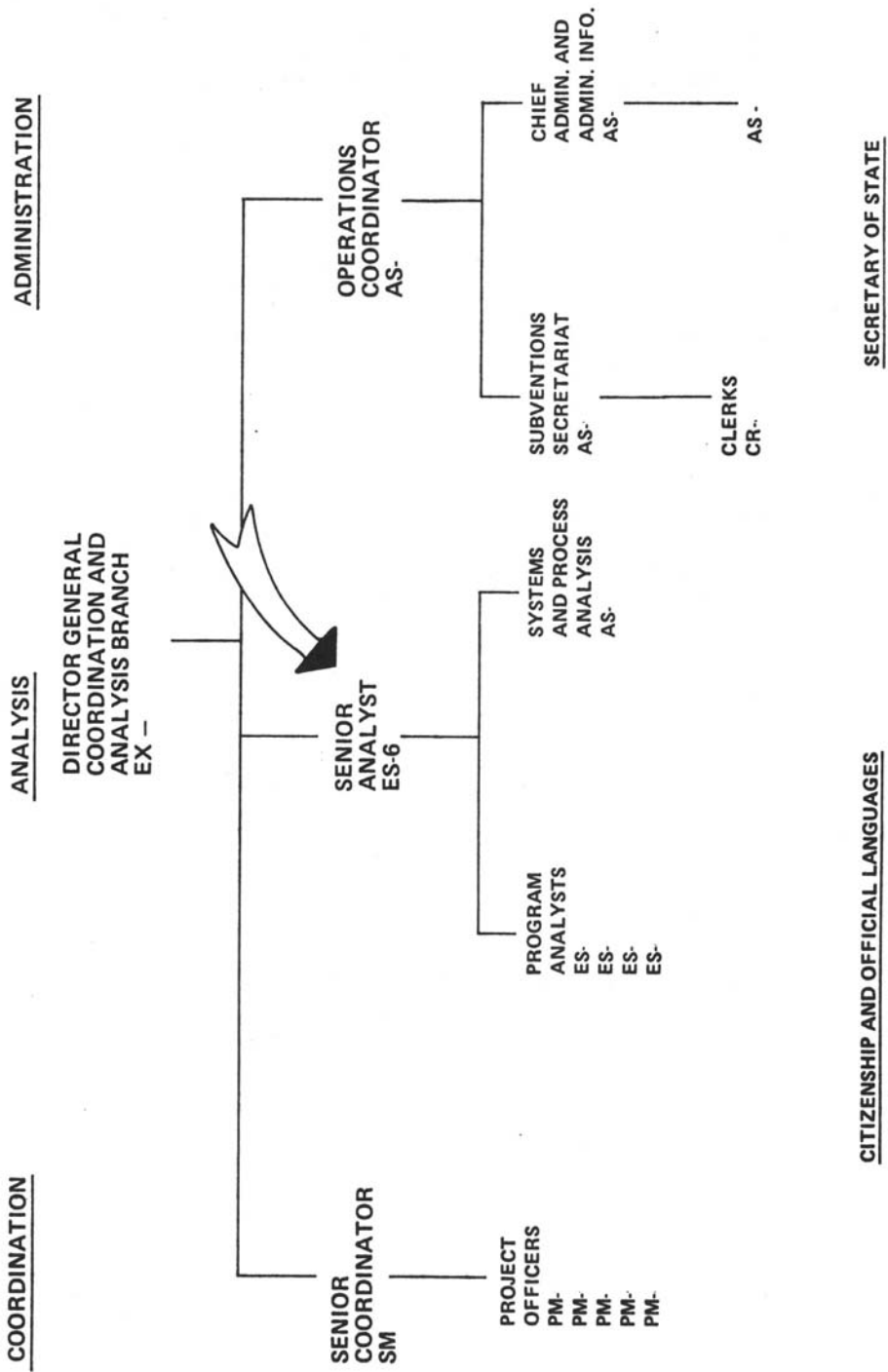
A4 102

Influence: The results of the studies carried out under the direction of the senior analyst and the analyses, interpretations and recommendations provided to senior management have a substantial influence upon the evolution of the Sector's major programs. The analysis of the Sector's programs and operations and the studies of data and information requirements provides proposals for consideration by the programs administrators.

Representation

There is a requirement to develop and maintain communications and contacts with social scientists and data collection personnel from other departments, other levels of government, external social agencies to maintain a current awareness in the five program areas and in order to select and recommend consultants.

1 10



BENCH-MARK POSITION DESCRIPTION

Bench-Mark Position Number: 17

Level: 7

Descriptive Title: ASSISTANT DIRECTOR, INDUSTRIAL
PRICES SUB-DIVISION, PRICES
DIVISION

Point Rating: 731

Summary

Reporting to the Director, Prices Division, is responsible for the administration of a comprehensive and integrated statistical system established for the development, production, analysis and publication of industrial price statistics for all goods and service producing industries and capital expenditure purchasing industries in Canada. This requires directing the activities of approximately 70 professional, technical and support staff assigned to the sub-division's three sections of Food and Services, Capital Expenditures and Industrial Price Systems and Operations. Also provides a technical and professional consultative service on matters relating to price statistics and the statistical methods employed, to government departments, business and professional organizations and the universities. Prepares and directs the preparation of reviews, technical papers and reports on industrial price statistics and performs other duties related to the administration of the Sub-division.

Duties

	<u>% of time</u>
1. Directs the development, production, analysis and publication of industrial price statistics by:	60
- determining the needs for industrial price statistics in discussion with in-house and external data users;	
- reviewing the existing data collection and dissemination methods and procedures in relation to statistical requirements, and initiating the development of new methods;	
- identifying technical weaknesses and problems, advising management of the problems and initiating remedial actions;	
- reviewing proposals for overcoming operational deficiencies ensuring that operating constraints do not jeopardize the timeliness and quality of the data, and by initiating studies to improve the quality of the data produced;	

- reviewing the sub-division's progress towards the attainment of its goals, and ensuring the short term goals of the sections are consistent with divisional projects and medium term development plans;
- preparing and presenting medium and long term development proposals and directing studies investigating long term development proposals;
- preparing recommendations affecting development priorities and the scope and nature of industrial prices development;
- evaluating the overall efficiency of the sub-division, planning the activities of the staff and assigning responsibilities to most effectively utilize human resources;
- providing direction to the Section Chiefs and evaluating their performance;
- ensuring the sub-division's staff training proposals are consistent with the divisional staff development program;
- monitoring the operating relationships between the sections, identifying interface problems and proposing solutions;
- monitoring the quality of liaison between the sections and other divisions of Statistics Canada or outside organizations and agencies, identifying problems and implementing improvements;
- reviewing the sub-division's budget, assessing budget proposals and preparing budget recommendations;
- attending management meetings and ensuring that management objectives are implemented throughout the sections in an orderly fashion.

2. Directs a technical and professional consultative service and provides assistance to administrators, and professional analysts working in federal and provincial government departments, professional and business organizations and the universities by:

20

- assisting agencies with limited statistical capability to develop their price index related statistical systems;
 - following up initial contacts resulting from the provision of the consultative service and ensuring the service meets the user's needs;
 - attending committee meetings, as Statistics Canada's representative with professional associations and business organizations to discuss the usage of price indices, to advise on the quality of the statistics, to explain new developments and to mediate problems;
 - discussing changes, needs, priorities, methods and uses of the data produced with representatives of the Department of Labour and the U.S. Bureau of Census;
 - responding to user requests as part of the national statistical service of Statistics Canada, and discussing the suitability, interpretation and limitations of particular price statistics and alternatives;
 - evaluating methods, interpretations and conclusions derived by data users and offering constructive criticisms;
3. Prepares or directs the preparation of reviews, technical papers and reports on industrial price statistics and ensures that the material produced is accurate and understandable by: 15
- reviewing section proposals on methods and practices and directing the preparation of amendments;
 - working with interested groups or persons in business, other statistical agencies or industrial price papers.
4. Also participates in training seminars, acts as an instructor for training courses provided to newly recruited personnel, and performs other duties as required. 5

SPECIFICATIONS

Position Profile

The work is supervisory in nature, with the principal responsibility being the development and operation of an integrated statistical system that produces, analyzes and publishes industrial price statistics and data on a monthly, quarterly and annual basis.

Nature and Complexity

Nature: The objectives of the system are established in general terms by the senior management of Statistics Canada. In conjunction with the Director, Prices Division, establishes and maintains the organizational purposes and goals of the three (3) sections, within the overall framework of the sub-division, to ensure the data is produced, that data analysis techniques are developed and that the data publishing responsibilities are discharged. The work requires coordinating a series of ongoing production operations and the directing or conducting of a variety of non-recurring analytical studies simultaneously, and involving the review of information pertaining to Canadian industries and commodities, the market flow of commodities and services and capital expenditures.

C3 214

Complexity: Much of the data processed through the system are obtained from known sources and the usual problems pertaining to the establishment of an adequate sampling framework, the maintenance of sample representativeness and the temporal comparability of the data are involved. To maintain the system's integrity, new or additional data and data sources have to be identified and assessed, revisions to data collecting methods and processing have to be evaluated and all proposed changes have to be approved by the incumbent before they are incorporated into the system. There is also a requirement to consider and evaluate such price related matters as, the industrial framework of Canada, competitive conditions, industrial concentration, wage settlements, tariffs and cost of capital when studying price movements and their effects upon the economy. The work requires an extensive knowledge of statistical and economic theories and principles, of accounting practices, of computer data processing methods, and of data dissemination and publishing procedures.

	<u>Degree</u>	<u>Points</u>
Professional Responsibility		
<p><u>Advice:</u> The work requires advising senior management of Statistics Canada on the overall system's capability and on the resources necessary for its effective operation. An advisory and consultative service is provided to data users and professionals working with industrial price indices and there is a requirement to evaluate the technical advice provided by the subject matter specialists. Advice is also provided to users on the use and development of price indices, on the concepts and definitions, on the data characteristics and availability and on statistical and survey methods.</p>	C3+	232
<p><u>Planning and Analysis:</u> The work requires the planning of studies reviewing new or modified systems and methods to ensure that the value of the indices are maintained and that other more useful price deflators are being identified and developed. There is a requirement to coordinate the activities of the three sections, to ensure the appropriate proportioning of the sub-divisions work load, to prepare medium and long term development proposals and to determine the extent of changes required within the sub-division to achieve its short term goals. The final responsibility for the analysis and interpretation of the statistical material produced, and for the sensibility and quality of the sub division's output rests with this position. Also evaluates the results of in-house studies on methods and procedures and interprets price index data and the suitability of its usage to analysts within and outside government.</p>		
Supervision/Coordination		
<p>The work requires the supervision, through three (3) section chiefs, of approximately 70 professional, technical and support staff, the formulation of the sub-division's work program and the administration and control of the sub division's budget. Coordinates the activities of the three sections and evaluates the performance of the section chiefs. There is a requirement to act as a project leader on special assignments when senior personnel from the private sector are involved to review surveyed and published data.</p>	3	150

Impact

Extent: The extensive use made of industry price data and indices by economic analysts, forecasters, program planners and policy workers in all levels of government, the private sector, councils and agencies and academic institutions have an impact upon almost all industry sections: -

D3 105

e.g. Manufacturing and Primary, Merchandising and Service, Construction, External Trade

and upon the four divisions of Statistics Canada: -

i.e. Construction, Input/Output, Real Domestic Product and Gross National Product.

Influence: The primary responsibility is to ensure that the most authentic and accurate price deflators and data are produced and published and that the overall statistical system answers the need of the users. The indices' and data must be capable of universal application in one economic sector in related sectors or across the economy of Canada and therefore substantially influence the conclusions and recommendations of major economic and socio-economic studies carried out by analysts from the public and private sectors, the various agencies and councils and the academic institutions.

Representation

The work requires the representation of Statistics Canada at meetings with representatives of industry, the professions and the universities to ensure the indices and data are correctly interpreted, that the views of Statistics Canada and the capabilities of the system are understood and that the requirements of the users are known and taken into account in the medium and long term goals of the division and the department.

2 30



BENCH-MARK POSITION DESCRIPTION

Bench-Mark Position Number: 18

Level: 7

Descriptive Title: ASSISTANT DIRECTOR,
INTERNATIONAL TRADE POLICY
DIVISION

Point Rating: 743

Summary

Reporting to the Director, International Trade Policy Division, studies and provides advice on agriculture trade and tariff issues and makes recommendations on trade policies; determines the need for and initiates and coordinates economic studies within the Division or in collaboration with other divisions or other departments; maintains liaison with other departments, provincial governments and with agriculture and trade associations; represents the department, or the government in meetings and negotiations concerned with agriculture production, marketing and international trade; assists in the administration of the division and is responsible during absences of the director; and performs related duties.

Duties

% of time

- | | |
|---|----|
| 1. Determines the need for and initiates economic studies concerning specific commodity trade problems, or to identify and evaluate export market opportunities that will enhance the Canadian industry by: | 40 |
| - | |
| consulting with the Director regarding priorities for studies, according to immediate and longer term problems and trends; | |
| - | |
| discussing assignments with Section Chiefs to identify trade problems or potential markets for particular commodities; | |
| - | |
| suggesting data sources and providing guidance on the development and use of particular analytic methods or econometric models; | |
| - | |
| reviewing reports on agriculture programs and research in other countries, and suggesting studies to determine their applicability in Canada; | |
| - | |
| maintaining an awareness of changes in the pattern of trade between foreign countries, and of production and marketing practises in Canada and abroad, to | |

assess their impact on the Canadian industry;
For example, an evaluation of the optimum size of grain reserves needed by countries participating in an international grains arrangement, or evaluating the potential for increasing Canadian self-sufficiency in certain commodities by limiting imports;

- analyzing results of studies and writing or directing the writing of reports with recommendations on agriculture programs and trade policies, or as background information for negotiations;
and
- attending as advisor to senior management, at meetings with producer organizations and agri-business groups or associations such as the Canadian Federation of Agriculture and the Canadian Food Processors' Association.

2. Assists in planning, organizing and directing the work of the division by:

20

- preparing cabinet documents and discussion papers for the Minister on agriculture trade matters, and providing briefing to the Minister on the content of cabinet memoranda prepared in other departments, to ensure that the interests of the Department and the industry are adequately presented for Cabinet consideration;
- coordinating the preparation of position papers for Canadian delegations to bilateral or multi lateral negotiations to maximize the economic benefits obtained from foreign markets for Canadian producers, or to minimize the adverse competitive impact of imports in the Canadian market;
- collaborating with officials and specialists in other departments in the development of position papers and recommendations to the several ministers concerned, on trade protection measures such as tariffs (Minister of Finance), quotas (Minister of Trade), or countervailing (anti-subsidy) legislation (Minister of National Revenue);
- managing the division during the Director's absences at conferences or international meetings;

- advising the Director on resource requirements of the division and assisting in the preparation of directorate program forecasts; and
 - performing related duties such as preparation of Ministerial correspondence, providing economic information and statistics to government officials or the public and preparing papers for publication or presentation at professional meetings.
3. Represents the Department at interdepartmental or intergovernmental meetings or committees to discuss the development and impact of Canadian trade policy, and to negotiate intergovernmental trade arrangements by: 20
- attending interdepartmental and intergovernmental meetings, to discuss trade issues and forthcoming negotiations and ensure that the interests of the Department are considered;
 - attending, either alone or as a member of an interdepartmental team, bilateral and multilateral meetings or committees such as the Canada/Japan Joint Economic Committee, consultations on Canada/Australia and Canada/New Zealand Trade Agreements, and negotiations at OECD and GATT; and
 - negotiating, or advising on the conduct of negotiations, on the basis of experience and knowledge of departmental policies or in accordance with legislation or as instructed by the Minister.
4. Maintains effective liaison with other federal departments, provincial governments and other agencies or international organizations to obtain and provide information on trends and opportunities in agricultural production, marketing and trade by: 20
- discussing the impact on agriculture of position papers and policy recommendations prepared in other departments, and suggesting changes in accordance with the Department's interest;
 - receiving briefs from and consulting with other governments, producer representatives and agri-business organizations to determine their interests

in particular trade policy issues and ensure that industry, regional and national concerns are reflected in trade policy recommendations;

- contacting officials or specialists in other departments (for example REE and ITC) and provincial departments to obtain information needed to complete in-house studies; and
- coordinating the completion of questionnaires and various submissions concerning Canadian agriculture policies and programs (price supports, production quotas) as required by international organizations such as GATT, OECD, or FAO to ensure the Canadian position is well supported and avoid formal complaints by member countries.

SPECIFICATIONS

Degree Points

Position Profile

The work is analytical and representational, requiring study of agriculture production, marketing and trade, advising on trade and tariff issues, and meeting with representatives of foreign governments to discuss or negotiate trade agreements. Also, assists in the administration of the Division and acts for the Director in his absence.

Nature and Complexity of the Work

Nature: The work is carried out in accordance with general objectives related to developing the agriculture industry and promoting trade in Canadian agriculture commodities. This requires organizing studies conducted by division staff, and reviewing and discussing reports and recommendations by other departments or provincial governments to ensure that they are consistent with departmental interests and regional or industry concerns. A significant responsibility is to assist in or conduct negotiations of bilateral or multilateral trade agreements with other countries and this requires both in-depth investigations of particular agricultural commodities and broad overviews of Canadian and International Agri-business interests and concerns.

C3 214

Complexity: Data on all agriculture commodities produced or marketed in Canada must be obtained from departmental sources, other departments and agricultural organizations

and businesses, to discover trends and identify trade problems in Canadian exports or market competition from imports, and to decide on the need for further study. Information on trade agreements or proposals, and briefs from Canadian agriculture and trade organizations must be reviewed, and the data presented may need to be verified from other sources, or discussed with other departments to determine whether or what policy changes should be recommended. Discussions are required with other government departments and agencies to ensure that the different interests of departments and of agriculture and other industries are considered in preparing briefs and submissions to the ministers and to Cabinet, so that they will be consistent with government objectives. The work also requires the review and analysis of published and unpublished reports on agriculture research and commodity processing methods in other countries to decide if these have an application in Canada, or if there is an opportunity to develop and market new products. A thorough knowledge of agriculture economics, the factors of production and of production methods and commodities in Canada and Canada's trading partners or competing countries is required, as well as an extensive familiarity with legislation and regulations affecting the marketing or importing of agricultural products, and of the regulations of other countries that would affect Canadian exports. The development of position papers and policy recommendations, or negotiating of trade agreements, requires a broad appreciation of international trade patterns and of the imports and exports of both agricultural and non-agricultural commodities.

Professional Responsibility

Advice: As the department's expert in the area of international trade, is responsible for advising senior officials up to the Deputy Minister and Minister regarding developments in international trade, and their affect on the Canadian agriculture industry, and recommending changes in agriculture programs and policies, or an appropriate response by the government to foreign regulatory or market pressure, for consideration by the Minister or by Cabinet. Advises senior officials in other government departments and provincial governments concerning the production and marketing of agriculture commodities, and assists them in preparing position papers concerning agriculture and other industry sectors as a basis for policy decisions or legislation, or for negotiation at international meetings in which frequent

D4 300

participation is required. The work also requires providing advice to representatives of the agriculture industry regarding marketing problems or market opportunities, and informing them of agriculture research and development in foreign countries that might have application in Canada.

Planning and Analysis: Assignments are given in general terms and the work requires deciding on the subject-matter of studies required as background information or in anticipation of intergovernmental or international negotiations, and discussing terms of reference and priorities with the Section Chiefs and assigned staff. The work requires reviewing reports and maintaining contacts that will provide information on developments in Canada and abroad that have an effect on agriculture commodity markets or production, and discussing these implications with the Director or initiating further studies and policy recommendations if necessary. Trade problems and negotiations are frequently of concern to other government departments, and liaison and collaboration with officials in such departments must ensure that the agriculture point of view is reflected in position papers, policy recommendations or submissions to Cabinet.

Supervision/Coordination

Although there exists responsibility as Director of the Division when the Director is absent, there is no continuing substantive supervisory responsibility. There is a requirement for liaison with other departments to assist in preparing joint position papers concerning trade policy and international negotiations or agreements.

1 10

Impact

Extent: The work has a primary affect on the formulation of agriculture trade policy and the negotiation of trade agreements with foreign countries. Trade agreements. will also affect exports and imports of non-agricultural commodities and products and these will involve the policies and legislation of other departments and affect other industry sectors.

C4 119

Influence: Information and advice on agriculture trade patterns, and market development opportunities or restraints on trade are submitted to senior officials, including the Minister, and to officials in other departments that are

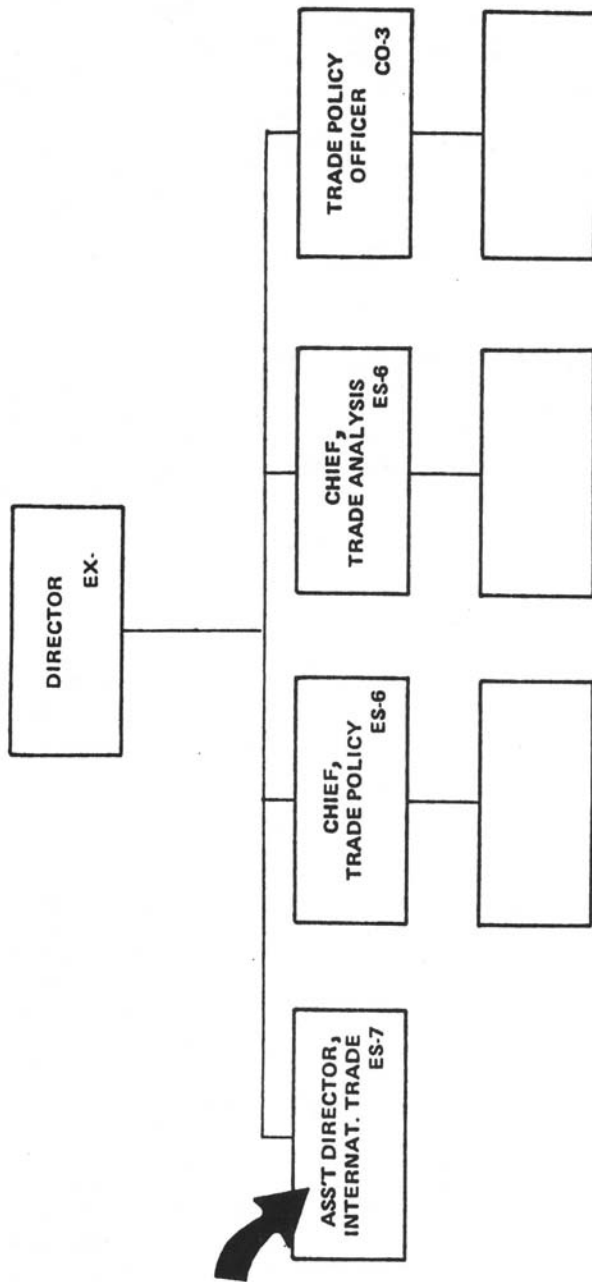
Degree Points

concerned with international trade, and are frequently the basis for position papers preliminary to trade negotiations. Recommendations are made for changes in agriculture policies or programs in response to production or marketing problems.

Representation

Represents the department or the Canadian government at international meetings and negotiations, either as member of an interdepartmental team, or as Canadian delegate with authority to negotiate terms of agreement on behalf of Canada. The work also requires representing the department at meetings with other departments and with industry organizations to explain agriculture policies and programs and to develop solutions to trade problems that are acceptable to agriculture interests, and to other departments and other industry sectors.

4 100



POLICY, PLANNING & ECONOMICS BRANCH
 MARKET ANALYSIS & TRADE POLICY DIRECTORATE
INTERNATIONAL TRADE POLICY DIVISION

AGRICULTURE CANADA

BENCH-MARK POSITION DESCRIPTION

Bench-Mark Position Number: 19

Level: 4

Descriptive Title: Senior Statistician,
Retail Trade

Point Rating: 266

Summary:

Reporting to the Chief, Retail Trade Section, plans and conducts a statistical program to collect, evaluate and publish monthly information and data on retail trade in Canada; maintains liaison with officials in other departments, provincial and municipal governments and academic institutions and in business organizations; analyzes data and prepares commentaries and tabulations; writes technical reports and provides advice to officials in Statistics Canada and other government departments and to non-government organizations; supervises junior statisticians and performs other duties.

Duties

% of Time

- | | | |
|----|---|----|
| 1. | Plans and conducts an on-going statistical program to collect, evaluate and publish, on a monthly basis, current statistics in a defined area of the Retail Trade Sector, to be used by officials in governments, business and universities, etc., in assessing retail activity and making policy and business decisions, by: | 40 |
| | - assessing the data requirements of federal, provincial and municipal government organizations, private sector institutions and business; | |
| | - reviewing the existing data base and developing new sources of data to reflect changes in the Sector; | |
| | - developing concepts and definitions (in collaboration with other statisticians and experts in government and the private sector) of the kinds of business comprising different publication groups in the Retail Trade Sector; | |
| | - deciding, in consultation with survey methodology specialists, on the most appropriate survey technique and the required edit, tabulation and publication specifications for current retail sector surveys; | |
| | - recommending to the Chief, Retail Trade Section, the objectives for data collection, and the analytic methodology and schedule for specific surveys to be included in the Section's program; | |

- serving on regular and ad hoc committees and work groups to review statistics problems and areas of concern in the Retail Trade Sector and to prevent duplication or redundancy.
2. Establishes and maintains liaison with other government departments and with provincial and municipal governments and agencies and non-government organizations such as trade associations and market research firms, to determine their needs and uses for retail trade information, by: 20
- initiating and attending formal and ad hoc meetings with users to discuss problems and resolve differences between survey and analytic concepts and user requirements, or between user requirements and their reporting capabilities;
 - attending meetings with officials of Retail Trade associations to explain Statistics Canada requirements and methodology, discuss their members' capability to provide such information and reach agreement on the specific content of questionnaires;
 - visiting individual businesses and government agencies to determine their data needs and explain the requirements of the surveys and the limitations and applications of statistical information.
3. Conducts the analysis of survey data to ensure its accuracy and consistency in relation to actual commercial conditions, and its appropriateness and significance in terms of the section's objectives and users' needs, by: 20
- reviewing the analyses of survey data performed by junior staff;
 - establishing the editing criteria for technical and clerical staff in the Operations Unit and providing guidance in solving operational problems;
 - reviewing survey and analysis problems with other statistical officers to improve the quality of data collection and reporting, or to identify and rectify anomalies discovered in other statistical programs;
 - reviewing tabulation and subject-matter problems to ensure that data is accurate in the light of historical trends and otherwise known developments;

- questioning the survey coverage and conceptual or methodological bases when data is found to be inconsistent either internally, or in relation to other areas such as wholesale, manufacturing or services;
 - consulting with the Chief and statistical specialists in other related areas, to compare and discuss anomalies and inter-relationships between data, and to update concepts, definitions and procedures to make the information more useful;
 - writing the description and analytical commentary and approving the final tabulations for publication.
4. Advises the Chief and other officers and Statistics Canada officials and various users in business, universities, etc. on the uses and limitations of retail trade statistics, and provides information on current and anticipated developments in the subject-matter area, by: 15
- maintaining an up-to-date awareness of retail business trends and activities;
 - writing reports, technical articles and correspondence regarding substantive developments indicated by the statistics, and also the conceptual and methodological bases of the Retail Statistics program;
 - planning and organizing the preparation of special analyses and statistical compilations as requested by government officials and other users.
5. Supervises junior staff in the conduct of survey and special projects and performs other duties such as serving on a committee to review the subject-matter and standard classification of merchandising and services statistics. 5

SPECIFICATIONS

Position Profile

The work is statistical in nature, with this position being one (1) of two (2) senior statisticians, collecting, editing and evaluating retail trade statistics and preparing tables and an explanatory commentary for publication. Statistical operations are coordinated with other sections to prevent duplication and redundancy and advice is given to other officers and officials in Statistics Canada on the resolution of problems and the evaluation and significance of the data. The work involves liaison with other governments and departments and private business organizations to determine their information needs and discuss survey methodology.

Nature and Complexity

B1+ 107

Nature: The work involves an on-going survey and analysis of retail trade activities and the publication of statistical information to meet the needs of users in governments, businesses and research institutions, in accordance with the defined objectives of the Retail Trade Section. Information and data must be obtained from a large sample of the 180,000 businesses in the Canadian retail sector, which requires contacts with business associations and individual businesses to explain survey methods and requirements. The work requires preparing or supervising the preparation of data and information in tabular form for publication, and writing a commentary to ensure that users understand its significance and limitations. Special projects may occasionally be assigned, or participation in interdepartmental committees may be required, to meet unusual requirements, or to develop new sources of information from other government programs.

Complexity: Information and data is generally available from on-going contacts with individual businesses and business associations, but differences in their financial and accounting systems complicate the design and use of survey questionnaires. Changes in retail business organization and operations affect the statistical grouping of survey respondents, and may require changes in the statistical definitions. Such variations are detected as anomalies in reported data or as departures from existing statistical patterns or trends, and must be confirmed by direct contact with respondents or by comparison with information obtained by other means. Discussions or negotiations with some business respondents are required concerning the nature of information to be provided and proposed

modifications to questionnaires or procedures. Such changes in survey methods or in the definition of statistical groups are discussed with the Section Chief and methodology specialists to ensure that data remains consistent and to avoid overlapping other programs of the division.

The work requires a knowledge of the principles and techniques of statistical analysis, survey methods and sampling and a good understanding of the statistical grouping and definitions of the different sections of the Retail Trade Sector. An understanding of data processing and computerized tabulations and of various accounting practices is also required.

Professional Responsibility

A+2 96

Advice: The work requires advising the Section Chief and other officials in Statistics Canada, and occasionally in other departments, concerning the significance or application of statistical results, or the reason for anomalies or apparent trends in the retail trade sector. Advice is also given to other officers in the division regarding problems in data reporting or the modification of survey methods, and users of published retail trade data are advised as to its limitations and proper application in assessing retail activities and trends.

Planning and Analysis: Planning for successive surveys involves reviewing and revising questionnaires to ensure that changing aspects of the retail trade sector are included and defined, and that additions to or deletions from the coverage will not prejudice the consistency and usefulness of retail trade reporting. Planning is also required, in conjunction with the Operations Group, to determine criteria for the edit and tabulation of data in accordance with the concepts and definitions of the retail sector. Analysis of statistical data is primarily concerned with observing trends in the tabulations, investigating anomalies and verifying that data is accurate and consistent with other survey results.

Objectives and priorities of special studies are discussed with the Section Chief who provides advice on approaches and methods, but the incumbent, in conjunction with other team members or a methodology specialist, is responsible for selecting and adapting survey and analytic methods. The work also requires writing a commentary to outline the definitions and limitations of the

published tabulations, and writing technical reports on problems in surveys or analyses and proposing changes in methods Of statistical definitions.

Supervision/Coordination

1 10

The work includes supervising junior staff and providing guidance to support staff in the Operations Unit. There is also occasional supervision of staff assigned for special studies and a requirement to participate in committee work.

Impact

B1 43

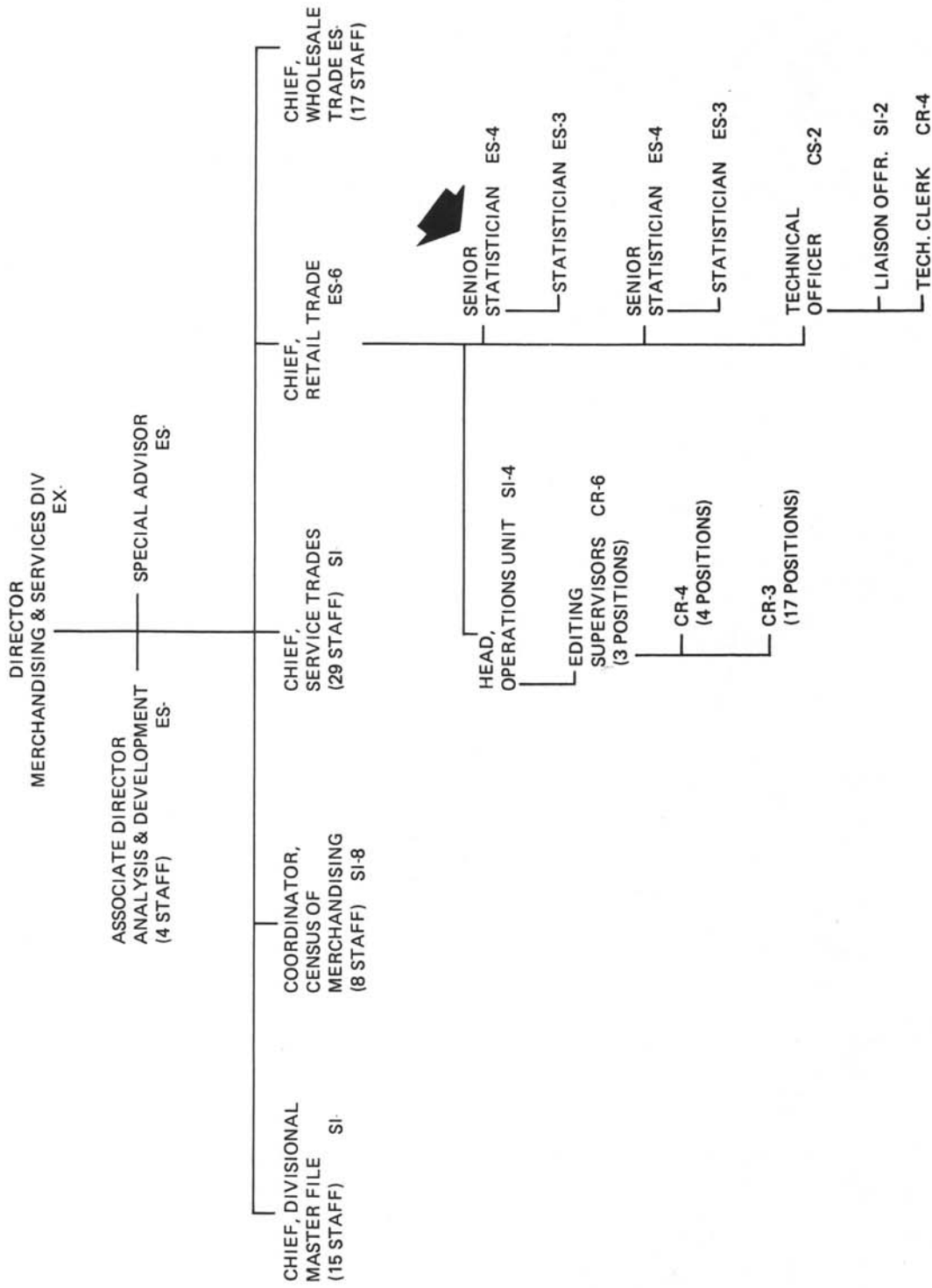
Extent: The primary effect of the work is on a defined area of the retail trade sector of the economy which contributes the data and uses the results to make financial and managerial decisions. Results are also used by federal departments and other governments and research institutions to determine policies and regulations or make recommendations affecting retail businesses in all consumer goods.

Influence: The results of the work are accepted by the Section Chief for incorporation in the publication of information by the Merchandising and Services Division. Results of special projects will be reviewed by the Section Chief and may affect statistical definitions and the conduct of business surveys.

Representation

1 10

The work requires contacting managers and officials in the retail business and business associations to discuss their information requirements and explain the method and definitions for statistical reporting. Contacts are also made with officials in other departments, provincial governments, universities, etc., to discuss their need for and use of retail trade statistics.



11-19.7

MERCHANDISING & SERVICES DIVISION
ECONOMIC STATISTICS BRANCH

STATISTICS CANADA

BENCH-MARK POSITION DESCRIPTION

Bench-Mark Position Number: 20

Level: 6

Descriptive Title: Chief,
Electrical Policy Analysis
Energy Sector

Point Rating: 565

Summary

Reporting to the Director, Electrical and Nuclear, plans, organizes and reviews the economic analysis of fossil fuel and hydro-generated electrical energy policy issues. Coordinates and participates in economic and policy related studies involving senior analysts and officers of other branches, sectors and departments. Provides advice and information to senior executives of the Energy Sector of the department. Monitors and assesses the implementation of government policy in the electrical energy sector. Supervises the activities of a small professional staff and performs other duties.

DUTIES

% of Time

- | | |
|---|----|
| 1. Plans and organizes the activities of economists, consultants and support staff engaged in the analysis of fossil fuel and hydro-generated electrical energy issues by: | 30 |
| - identifying the study requirements in discussion with the Director, and establishing the study's priority status in relation to the overall demand placed on the Branch; | |
| - preparing terms of reference and detailed work plans and assigning work to subordinates; | |
| - determining those studies to be contracted out and the extent of such studies and preparing the terms of reference to be used in selecting the consultants and controlling the conduct of their work; | |
| - reviewing studies in progress and the other activities of subordinate staff to ensure objectives are achieved, methods are systematically and consistently applied and deadlines are met; | |

- reviewing and evaluating the conclusions of the studies in terms of sectoral, regional and national economic impact and determining appropriate program or policy alternatives;
- developing work programs to provide background information for policy development;
- preparing reports for senior management consideration incorporating the results of the analyses and recommending preferred policy options.

Examples of above studies include: Forecasts of electrical supply and demand through to the year 2010 and an assessment of the economic feasibility of expanding the supply of electricity generated by hydro developments and fossil fuel projects; the development and recommendation of federal policy alternatives aimed at expanding the use of hydro electric and fossil-fuels for the generation of electrical energy as a substitute for the use of oil.

2. Coordinates and participates in economic and policy-related studies and projects with senior analysts and officers from other branches, departments and agencies in order to provide program and policy options, advice and recommendations for senior management consideration by:

25

- establishing, in conjunction with the Director and senior officials of other branches, departments and agencies, the project's terms of reference and developing detailed work plans indicating each participant's area of responsibility;
- determining, after consultation with senior management, the priority status of each project and assigning professional and support staff to fulfill the Branch's commitments;
- maintaining a communications network between the Branch and other branches, sectors and departments;

- preparing, reviewing and editing reports and strategy advice or recommendations resulting from the projects;
 - preparing study summaries and presenting program and policy options and recommendations for consideration by senior management, the Minister and the Cabinet.
3. Reviews and evaluates the policies and objectives of provincial governments and their crown corporations (Hydro-Quebec and Ontario Hydro) to ensure they are consistent with federal policies and regulations for the generation and supply of electricity, by: 15
- consulting with senior officers of both levels of government and with management of the provincial crown corporations or agencies to obtain information on corporate operations, budgets and capital expenditures;
 - conducting and supervising reviews of provincial and associated crown corporation policies and plans in relation to federal government objectives;
 - discussing results of reviews with provincial and crown corporation officials;
 - discussing reviews with the Chief, Nuclear Policy Analysis to ensure that electrical policy recommendations are consistent with nuclear energy assessments and recommendations proposed by that section;
 - preparing briefing notes for the Minister and senior officials of the department on the results of the reviews and assessments.
4. Studies specific issues affecting overall policy development in order to provide information and advice to the Director and Senior Management, by: 15

- assessing the probable impact of alternative policies and programs on the electrical sector and the national economy and preparing or participating in the preparation of reports providing advice, information or policy options for senior management consideration;
- serving on interdepartmental task forces with senior officials from Finance, Treasury Board, Regional Economic Expansion, Ministry of State for Economic Development, etc to review energy-related issues and topics and explain energy policies.

5. Supervises a small professional staff by assigning and reviewing work, ensuring effective liaison with other units and organizations, determining staff requirements, selecting and evaluating staff, and making recommendations regarding career development. Also meets with representatives of business, electrical utilities and non-governmental organizations to discuss federal policy as it relates to the electrical energy sector, and performs other duties as required. 15

SPECIFICATIONS

Degree Points

Position Profile

The work is analytic in nature, requiring the supervision of a small professional staff engaged in the study and analysis of electrical energy (non-nuclear) problems and policy issues, assessing the effects and effectiveness of federal and provincial governments' energy policies and the operations of associated utilities and crown corporations. Studies are coordinated with other branches, sectors and departments, and advice on energy policy options is provided to senior officials in the department.

Nature and Complexity

B+3 193

Nature: Objectives of projects and studies are determined in consultation with the Director and relate to (non-nuclear) electrical energy problems and policy issues. Studies requested by senior officials in the department are mostly non-repetitive and require investigating the impact of new technology, or of policy and operational initiatives by

provincial governments and crown corporations, so that information and advice can be provided on the effect of government policy and the need for change. The incumbent decides if studies should be contracted out, prepares terms of reference and reviews and accepts completed work. Coordination with other units, and other departments or agencies is required to obtain information and analyze costs, supply and demand data to identify trends and forecast electrical energy requirements and availability using fossil fuels and hydro generation.

Complexity: The incumbent is responsible for determining the information and data requirements for studies, frequently involving a variety of government and non-government sources, and public utilities and private companies, some of which may not be readily apparent. Data will cover present generating capacity and cost of electrical energy, utilization and cost of alternative energy sources (including nuclear-generating stations), anticipated energy demand, and plans by governments and industry for expansion of electrical and other energy systems. The work requires experience in determining the approach to multi-faceted energy studies and programs, and a broad knowledge of data sources and methods for collecting and validating data and information. A good knowledge of the energy policies and problems of the federal and provincial governments is required, as well as a good statistical knowledge to develop an integrated database. A thorough knowledge of economic analysis is required to determine trends and predict electrical energy supply and demand by regions or industries or to assess the effect of government energy policies and recommend changes if required.

Professional Responsibility

C2+ 187

Advice: Advice is provided to the Director and senior departmental officials, for consideration by the Minister and Cabinet, on the development and use of electrical energy, and on the effectiveness of federal energy policies and programs in achieving the goals of conservation and energy self-sufficiency. Information is also provided on provincial government policies and industry initiatives, with advice on their implications for federal programs and the economic development of regions or industry sectors. Recommendations are made for changes in policy, and new policy or program options are developed to suit emerging problems in energy

supply, including the export of electric power. Advice is also given to professional staff in the division or other divisions and to members of departmental or interdepartmental task forces and study groups concerned with the impact of energy policies on the programs of their departments. Terms of reference are prepared and background information is provided to consultants as required.

Planning and Analysis: The work requires determining the need for studies of energy supply and demand, and discussion with the Director and other senior officials of study objectives and approaches, in order to provide timely background information for policy and program evaluation or to develop policy options. Analyses will focus on the potential for developing hydro, fossil-fuel and tidal or wind-powered electrical energy, and will consider provincial government and public utility plans for electric power development and use, and energy-related plans of other government departments or agencies. Analyses will also consider the effectiveness of existing energy programs and policies, and their impact on related areas such as employment, investment and regional or urban development. Results of analyses will be discussed with the Director, and the Director, Nuclear Policy Analysis, to ensure that conclusions regarding development projects and recommendations for federal assistance are consistent with government budgets and legislation.

Supervision/Coordination

2 75

The duties include responsibility for supervising five professional staff, assigning studies, deciding priorities and objectives, developing work plans and reviewing work in progress and on completion. Assesses the performance of subordinates and prepares personal appraisal reports, and reviews the section workload and capabilities to determine if additional staff is required. On occasion will decide if a study should be contracted out and prepare terms of reference for selecting a consultant and monitoring the work. Participates in interdepartmental task forces to advise on the energy aspects of other government policies or programs, or to study energy-related problems or legislative proposals.

Degree Points

Impact

A3

80

Extent: The work has a primary effect on the development of electrical energy resources and systems by recommending policies and programs that encourage provinces and public utilities to make more use of water power and coal as an alternative to oil for generating electricity. The work may also affect the locating or development of industries and the export of power to the United States.

Influence: The incumbent identifies problems and issues for study in anticipation of senior management concern and decision-making. Study conclusions and recommendations are accepted by the Director and senior management as authoritative in the field of electrical energy supply, and affect the modification or development of new energy policies and programs and related programs of other departments.

Representation

2

30

Meets with representatives of provincial governments and crown corporations or public utilities to discuss their plans for electric power development and use, to inform them regarding federal government policies and programs for energy conservation and to obtain their views on changes in policies or regulations. Participates in interdepartmental task forces to explain the department's energy policies and programs and ensure that the department's interests are considered.

