

**Job Class Profile:** Debt Analyst

**Pay Level:** CG-37 **Point Band:** 814-847

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	5	2	4	6	5	5	1	2	
Points	280	83	13	19	180	108	103	21	21	828

## JOB SUMMARY

The Debt Analyst is responsible for financial analytical and research work in the management of the Province's debt position and borrowing program.

### Key and Periodic Activities

- Conducts research and provides advice on public sector financing; advises as to sources of financing available, advantages, and limitations of each, and recommends to management a course of action or alternatives.
- Participates in preliminary negotiations on all borrowing opportunities submitted to the Province; provides interpretations on questions raised; confers with investment officials and fiscal agents.
- Provides to the Province's fiscal agents, when requested, all relevant information pertaining to the financial position of the Province.
- Undertakes various debt research studies and other fiscal studies as requested.
- Assists in developing financial strategies for other Departments and Crown Corporations.
- Monitors bond, currency and money market activities that the Province and its Crown Corporations are involved in and prepares weekly market reports for management.
- Coordinates and edits a "Debt Management Quarterly Report" which gives an overview of the Division's activities.
- Assists in the preparation of the Provincial prospectus; Annual Report; and credit rating presentation.
- Prepares and updates a manual for use by Departmental staff on debt management procedures and policies.
- Reviews and recommends changes to existing legislation, regulations, and procedures pertaining to investments or financial management.
- When required, arranges and participates in investor tours of the Province.

## SKILL

### Knowledge

#### General and Specific Knowledge:

- Knowledge of finance and data analysis

**Formal Education and/or Certification(s):**

- Minimum: Graduation with a degree from an approved college or university with major course work in Commerce, Economics or Public Finance

**Years of Experience:**

- Minimum: 3-5 years experience in investment research and analysis

**Competencies:**

- Strong research and analytical skills.
- Strong oral and written communication skills.
- Ability to use various computer software programs such as spreadsheets, presentation, databases, and other related application packages

**Interpersonal Skills**

- A range of interpersonal skills include listening and asking questions to get information, communicating complex information and direction to others, gaining the cooperation of others to complete work and address issues/solve problems, and providing advice and recommendations.
- Communication occurs with employees in the immediate work area, Department, in other departments, supervisors, managers and professional advisors.
- The most significant and frequent contacts are with investment officials and fiscal agents, in participating in preliminary negotiations with them concerning all borrowing opportunities submitted to the province, providing advice and obtaining information; contact with other Government Departments and agencies (often at the senior levels), in providing advice concerning financing; contact with the Government Prospectus Officer to assist in preparing the Provincial prospectus; and contact with Divisional Managers to coordinate the Debt Management Quarterly Report and preparing and updating policies and procedures manual.

**EFFORT**

**Physical Effort**

- Work demands do not result in considerable fatigue requiring periods of rest.
- Occasionally required to lift/move objects, such as files and records up to 10 lbs.
- Work provides the opportunity to occasionally stand and walk within the office environment.
- Constantly required to perform fine finger/precision work while sitting using a keyboard and mouse performing financial analysis.

**Concentration**

- **Visual** concentration is constant when compiling financial data, preparing reports and working on a computer for extended periods of time.
- **Auditory** concentration is regular when listening to questions from other professionals requesting interpretations or other information.
- **Control over work pace** is occasionally impacted by external variables such as waiting on others for information, different time zones of financial markets, etc.
- **Exact results and precision** are required when performing analysis and data manipulation.

### Complexity

- Work tasks are generally different but use similar skills and knowledge.
- Problems range from being simple with obvious solutions to highly technical problems which may involve creative problem solving. Examples of this include a variety of research work, providing advice on financing to other Government Departments, participating in preliminary negotiations with investment officials and fiscal agents, reviewing and updating debt management policies and procedures manuals.
- The most typical challenges involve making recommendations on debt financing in a volatile financial market and ensuring that you get the best credit rating for the province.
- When addressing challenges or problems, the Analyst has the following: Financial Administration Act and advice/guidance from investment agencies and management who reviews all recommendations.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks are somewhat prescribed or controlled.
- Although position does not have authority to commit funds for the Department, position performs responsible work in conducting research studies involving borrowing decisions and financial strategies for government. Position participates in preliminary negotiations with investment officials and fiscal agents on all borrowing opportunities submitted to the province. Position also provides advice on financing to other Government departments and agencies.
- Recommendations on courses of action are made to management who then reviews/questions before proceeding to executive level.

### Impact

- Impacts generally affect the immediate work area, the department and other departments and agencies.
- Work activity impacts on information, finances and corporate image. For example, provides recommendations to management on courses of action regarding finance opportunities which can result in a gain or loss to the province.
- Work is reviewed by senior positions through discussion and analysis of reports which reduce the likelihood of negative impacts.

### Development and Leadership of Others

- Not responsible for the supervision of staff but expected to provide general advice/guidance to new employees.

## WORKING CONDITIONS

### Environmental Working Conditions

- There is no requirement for safety precautions or equipment.
- There is no likelihood of minor cuts, abrasions, injury or illness causing disability.
- Typically no unusual adverse environmental conditions exist. Typical open office environment.