

**Job Class Profile:            Fiscal Policy Officer II****Pay Level:                            CG-42                            Point Band:                            994-1037**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	8	5	1	4	8	6	6	1	2	
Points	373	83	6	19	240	130	124	21	21	1017

**JOB SUMMARY**

This is responsible professional work in planning and conducting fiscal policy research and analysis for the province. Work involves planning, organizing and participating in research and analytical studies of provincial fiscal revenue policies and practices particularly in such areas as taxation, Canada Pension Plan financing, Fiscal Arrangements and Established Programs Financing Act, other federal/provincial fiscal arrangements and general matters of fiscal and/or economic concern. Work includes analyzing the economic and social costs and benefits of tax proposals; analyzing federal programs for their economic and financial impact in the province; reviewing proposals for federal taxation and fiscal arrangements; and assisting and advising departments on matters of fiscal concern.

**Key and Periodic Activities:**

- Plans, organizes, and conducts financial and economic impact analysis, cost effectiveness and expected monetary value evaluations of projects, programs, economic development initiatives and government fiscal and tax policies using computer based modeling systems with the view to determining the impact on the provincial economy and upon the treasuries for policy recommendations.
- Organizes and conducts long-term equalization impact analysis to examine implications of resource based tax revenue on equalization entitlements.
- Assists with the development and maintenance of the Division's cash flow model.
- Provides micro financial impact analysis and professional advice on the impact of program and policies to other professionals within Fiscal and Tax Policy Division, to other departments and provincial agencies and to other groups as required.
- Actively participates with other agencies in joint studies, reports, position papers and ensures such work is conducted in the most efficient manner possible in accordance with economic policy objectives.
- Advises other government departments on all aspects of economic impact methodologies and required inputs.
- Initiates computer sensitivity analysis of major economic development project/programs and government fiscal and tax policy options.
- Prepares reports on the findings of studies and economic impact analysis of specific projects, programs and policies for presentation to senior departmental officials and committees.
- Develops cost estimating models to estimate the capital and operating costs of resource based

**Key and Periodic Activities:**

- projects to derive economic impact model inputs.
- Assists in the preparation of memorandum and presentations communicating results of analytical work to senior management, prepares briefing notes and other material for use by senior management.
- Creates and updates the web-based online help screens for the Program Evaluation Model (cash flow models) using the HTML programming language.

**SKILL****Knowledge****General and Specific Knowledge:**

- Strong knowledge and understanding of financial and economic principles.
- In depth knowledge of all levels of taxation and other fiscal arrangements as it applies to economic development initiatives, government programs and policies.
- Proficiency in various information technology applications and knowledge of computer based financial modeling techniques.

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

- Minimum: Graduation from an approved college or university with a Masters Degree in Economics, Business Administration, Public Administration or related field or an undergraduate degree in Business or Economics supplemented by advanced level Information Technology Courses.

**Years of Experience:**

- Minimum: Considerable experience, 4-5 years, in economic and financial research and analysis.

**Competencies:**

- Proven analytical skills, problem solving ability and effective written and oral communication skills.

**Interpersonal Skills**

- A range of interpersonal skills include presentation skills to communicate the results of the analytical work completed, effective questioning to gather the appropriate information and communicating both orally and in writing to address or provide a solution.
- Communications occur with co-workers and management within the Department and with employees of other Departments/Agencies and outside organizations.
- Most significant contacts include internal Departmental Directors, other government departments (i.e. ITRD & Natural Resources) and government agencies (i.e. NALCOR). These interactions range from communicating/presenting research and analysis or obtaining direction from subject matter experts.

**EFFORT****Physical Effort**

- The demands of the job do not result in considerable fatigue, requiring periods of rest nor is

<p>lifting or moving required to any significant degree.</p> <p>— Position is constantly required to sit at a computer while performing analytical work requiring fine finger or precision effort.</p>
<p><b>Concentration</b></p> <p>— <b>Visual</b> concentration is required for most aspects of the job, including various analyses conducted using computer based modeling techniques, and the associated development and maintenance of those models.</p> <p>— All tasks involve various <b>deadlines</b> but some are not as critical, such as general maintenance and model development that can span longer time periods. Others, especially those deadlines that involve financial and economic analysis, involve more critical deadlines. At times, tasks may require the setting of priorities.</p> <p>— <b>Exact results and precision</b> is required to ensure accuracy in model maintenance and development and to ensure completeness and accuracy when conducting the various financial and economic impact analyses.</p>
<p><b>Complexity</b></p> <p>— Position performs a series of tasks and activities that are regularly quite different and unrelated but involves use similar skills and knowledge.</p> <p>— There are a limited number of guidelines or procedures to assist and often, problems are unique. Tasks and activities typically have strategic and/or policy significance.</p> <p>— Challenges range from well defined, for which a limited number of solutions exists or can be addressed by following procedures/guidelines. Other times there is limited opportunity for standardized solutions.</p> <p>— Position must constantly define problems which are highly technical and complex and have significant policy implications and develop complex solutions, i.e. organizes and conducts long-term equalization impact analysis to examine implications of resource based tax revenue on equalization entitlements.</p> <p>— Typical challenges surround financial analysis of unique organizations or projects. All are unique in terms of funding requirements, terms of funding and economic impact.</p> <p>— Challenges typically can be addressed by referring to others within the Division, past analyses, internal guidelines and policies and generally accepted departmental procedures.</p>

## RESPONSIBILITY

<p><b>Accountability and Decision-Making</b></p> <p>— Work tasks are generally prescribed and controlled.</p> <p>— Accountability for the results of analyses and changes to the program, model rests with the supervisor and other Managers/Director in the Division</p> <p>— Exercises independent discretion and judgement when interpreting information supplied by other Departments and when analyzing outside client business proposals.</p>
<p><b>Impact</b></p> <p>— Work results, as do the consequence of errors, are directly felt within the immediate work area, within the Department, other Government Departments, and outside the organization.</p>

Performs work for other departments and agencies and the results of analysis undertaken can have a profound effect on other departments and companies seeking government support and assistance.

- Work typically impacts finances (i.e. analytical studies of provincial fiscal revenue policies and practices) and information.
- Mistakes can greatly affect the Department of Finance, the Provincial Government and the public if there are errors in financial projects and expenditures. Incorrect analysis may lead to inappropriate government investment decisions. Results of all analyses are reviewed by the supervisor and other Managers/Director of the Division.

#### **Development and Leadership of Others**

- There is no supervision of staff.
- May provide advice/guidance to new employees.

### **WORKING CONDITIONS**

#### **Environmental Working Conditions**

- There is no requirement for safety equipment or precautions.
- The likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures, partial or total disability does not apply.
- Typically works within an open office environment and may be exposed to undesirable working conditions such as noise, glare from computer.