

Job Class Profile: Management Analyst I**Pay Level: CG-26 Point Band: 490-533**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	3	2	4	3	3	3	1	2	
Points	187	50	13	19	90	65	62	21	21	528

JOB SUMMARY

The Management Analyst I assists in the tracking and management of information, and provides and analyzes data in support of the ongoing operations and strategic goals of a Department.

Key and Periodic Activities

- Maintains spreadsheet on all staffing information to track recruitment statistics for monthly reporting.
- Reviews employee extension payroll reports to ensure employee extensions are processed and submitted in a timely manner.
- Assists in compiling and formatting quarterly reports for executive review regarding all departmental Occupational Health and Safety statistics.
- Monitors on spreadsheets the Integrated Disability Management annual budget for assessment.
- Receives, tracks and disseminates Accident Incident Forms to Occupational Health & Safety Consultants for follow-up.
- Liaises with districts and the Workplace Health, Safety and Compensation Commission (WHSCC) regarding Hearing Loss Claims and maintains the related database.
- Maintains a Workplace Inspection database to ensure all are completed.
- Assists with the development of protocols, Directives and information packages.

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

- Requires knowledge of payroll processes and related legislation/guidelines, Human Resource Policies and Procedures, Government Policies and Procedures and related computer applications.

Formal Education and/or Certification(s):

- Minimum: A 3 year Specialized Post Secondary Diploma in Business or Computer studies.

Years of Experience:

- Minimum: 3-4 years of related job experience.

Competencies:

- The ability to use a number of computer applications.

Interpersonal Skills

- Interpersonal skills are used to ask the appropriate questions and listen attentively to gather information and provide routine information and direction to others.
- The most significant contacts are with employees and supervisors/managers within the immediate work area and employees throughout the Department.

EFFORT**Physical Effort**

- Work demands do not result in considerable fatigue requiring periods of rest.
- Work provides the opportunity to occasionally stand and walk within the office environment.
- Occasionally required to physically handle and lift files and objects up to 25lbs.
- There is a constant requirement to sit at a desk maintaining databases but there is some freedom to move about. This also requires fine finger/precision work while operating a computer mouse.

Concentration

- **Visual** concentration is constantly required when reviewing reports and databases.
- **Auditory** concentration and regularly required while gathering information for others.
- By nature the payroll and monthly reports are governed by enforced **deadlines**.
- There are times when conflicting demands effects **control over work pace**.
- **Exact precision eye/hand coordination** and **repetition requiring alertness** are regularly required when entering data into spreadsheets.

Complexity

- Work involves the tracking and management of information and the analyses of data in support of the ongoing operations and strategic goals of a Department which may involve different but related processes and methods.
- Occasionally, challenges/problems are more complex which requires some interpretation to select from a number of possible and prescribed solutions the most appropriate course of action to suit the circumstances.
- Typical problems arise at payroll cutoff when additional information is required.
- Position has co-workers, managers, policies, collective agreements, etc. as reference to address problems or issues.

RESPONSIBILITY**Accountability and Decision-Making**

- Work tasks and activities are generally prescribed or controlled.
- As work is performed independently on a day-to-day basis, without formal approval work will involve compiling and providing information to the Department on issues such as employee extension requirements; recruitment and staffing activities; budget monitoring; occupational health and safety statistics, etc. in support of operational and strategic planning processes.

— Purchases or outside services require supervisory approval.

Impact

- Impacts generally affect the immediate work area and within the Department.
- Work involves providing information and statistics to management which impacts the department's operational and strategic decision making processes.
- A consequence of error could result in an employee not getting paid on a timely basis, however, this would be detected by payroll and rectified. Errors are typically identified, resolved quickly and have short term implications.

Development and Leadership of Others

- There is no requirement to provide supervision and is not involved in the development and leadership of others nor is there a requirement to play a team leader role.

WORKING CONDITIONS

Environmental Working Conditions

- Work does not require that any special precautions be followed or safety equipment be used.
- There is a very limited likelihood of minor, bruises, abrasions or minor illnesses if normal health and safety precautions are followed.
- Occasional exposure to some undesirable environmental conditions such as unusual/distracting noise and lack of privacy.