

Job Class Profile: Pension Analyst

Pay Level: CG-38 **Point Band:** 848-881

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	2	2	
Points	280	83	13	19	180	108	103	43	21	850

JOB SUMMARY

The Pension Analyst provides senior analytical work in support of the Investment Management program of the Newfoundland and Labrador Pooled Pension Fund to ensure efficient and effective investment of Pension Fund Assets, and the development of prudent investment management guidelines.

Key and Periodic Activities

- Prepares detailed annual pension reports for publishing and tabling in the House of Assembly and other periodic reports of the pension plan activities needed to satisfy the requirements of the *Pensions Benefits Act* and the *Transparency and Accountability Act*.
- Monitors and analyzes daily investment transactions performed by the eleven portfolio managers utilizing the online computer investment management system to ensure efficient and effective management of pension fund assets.
- Monitors daily cash management activities and prepares semi-monthly cash projections to ensure the availability of funds to meet pensioner payroll and other operating expenditures.
- Analyzes monthly asset mix exposures and computes amounts required to re-balance the pension fund's strategic and policy asset mix exposures.
- Provides advisory and analytical work focusing on the departmental information management and information protection programs within the Pensions Administration Division.
- Conducts detailed research and analysis of complex pension matters referred to the pensions Policy Committee for decision and advice.
- Prepares regular management reports on actuarial financial performance of the five pension plans for comparison with the actuarial projected data.
- Performs ongoing development and maintenance of the website for the Pensions Administration Division and other divisions within the Financial Planning and Benefits Administration Branch.
- Reviews actuarial valuation reports to prepare amendments to all Reciprocal Transfer Agreements between the provincial government sponsored pension plans and other pension plans across Canada.
- Performs ongoing analysis of public pension plan legislation to ensure compliance with the

Key and Periodic Activities

- Income Tax Act (Canada) and the Provincial Pension Benefits Act.*
- Assists in the development and maintenance of an effective Pension Fund Governance Program to ensure that the Pension Investment Committee and the Pooled Administration Division discharge their fiduciary duties and responsibilities in a prudent and effective manner.
 - Prepares quarterly reports covering key operational areas to assist management and executive in program evaluation and strategic decision making.
 - Provides technical support by conducting research and detailed analysis on various pension issues.
 - Responds to all privacy breaches that occur in the Pension Administration Division.
 - Completes various detailed surveys for other jurisdictions, Statistics Canada, and the pension industry in general concerning investment management and plan benefit activities.
 - Completes other special projects assigned by the Manager of Investments, Manager of Pension Administration and the Assistant Deputy Minister.

SKILL

Knowledge

General and Specific Knowledge:

- Investments, financial and asset management as well as actuarial science.
- Related legislation, information management policies and procedures and the various inter-provincial agreements.

Formal Education and/or Certification(s):

- Minimum: Graduation from a University with an undergraduate degree in Mathematics and Statistics or Business Administration with a concentration in quantitative analysis supplemented by the completion of a Canadian Securities Course and course work in the use of microcomputers and various spreadsheet and graphics software packages.

Years of Experience:

- Minimum: 4-5 years of related job experience

Competencies:

- Analyze, prepare reports and communicate findings.
- Utilize various computer application programs.

Interpersonal Skills

- A range of interpersonal skills are used including gaining the cooperation of others to complete work tasks by asking questions and listening to gather information and to provide information and direction to others related to exchanging complex information management, investment and pension information.
- Communications occur with employees within the immediate work area, department and organization as well as outside the organization including Municipal, Provincial and Federal Government representatives to gather input during the analysis of various pension issues or legislative interpretation, professional actuarial and benefit consultants and investment consultants.

- Most significant contacts include employees, professional consultants and the Supervisor/Manager to provide support in the areas of investment management, actuarial, benefit and financial analysis and information management.

EFFORT

Physical Effort

- The demands of the job do not typically result in fatigue requiring periods of rest.
- The information management component occasionally requires lifting boxes of files weighing 10 to 25 lbs. but on a more frequent basis boxes weigh less than 10 lbs.
- Position is constantly sitting at a desk and computer with occasional standing and walking.
- Work requires constant fine finger or precision work when entering and manipulating data.

Concentration

- **Visual concentration** is constantly required for all aspects of the position and is intensified when using the computer and when writing/composing.
- **Auditory concentration** is constantly required to ensure understanding of the requirements of a given task or details of an issue to research or analyze.
- **Repetition requiring alertness** is constantly evident when entering data to complete analysis which requires alertness.
- **Deadlines and time pressures** exist since all work tasks are performed with deadlines, many of which are dictated by legislation. Prioritizing tasks is essential however from time to time events occur which must quickly be given precedence. Often deadlines occur at the same time and multitasking becomes important.
- **Exact results and precision** is constantly required during the analysis and reporting aspects of the work.

Complexity

- Work involves a series of tasks and activities that are different and unrelated and requires the use of a broad range of skills and diversity of knowledge.
- Regular problems/challenges range from simple challenges with obvious solutions to more complex, highly technical problems with limited opportunity of standardized solutions which would require the development of complex solutions.
- Typical challenges surround the detailed research and analysis of complex pension matters and the preparation of reports, comments and discussion papers including recommending a course of action. This analysis could include financial cost, impacts of existing policy, personnel or social policy ramifications and legal constraints.
- When addressing typical challenges, legislation/regulations, policies/procedures, actuarial and pension benefit consultants, investment advisors, counterparts in other jurisdictions, supervisor/manager and other provincial government officials are available to assist with the challenge.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed or controlled. While most tasks associated are completed with a high level of independence, completed work generally flows through the Director of Pensions Administration. Typically all decisions with financial, information, policy, process, material and human resource implications require formal approval from the supervisor.
- Functions independently and can determine the content of various reports as long as it meets the requirements of the applicable guidelines/legislation.
- Exercises a high degree of independent discretion and judgement when responding to a privacy breach.

Impact

- Work results are directly felt throughout the public service and outside the organization. Work may involve assisting co-workers to complete their tasks and support the Pension Investment Committee. Provides input to other jurisdictions and/or pension/investment industry stakeholders by completing surveys. Indirectly impact pension plan members, pensioners, and other pension industry stakeholders.
- Work may impact divisional processes and systems and the analysis provided is used in the financial management and investment decisions of the Pooled Pension Fund.
- Consequence of error could impact pension contribution refunds and pension plan members as well as negatively impact decisions of the Pension Investment Committee.
- Many work tasks are governed by policies and legislation.
- Errors are somewhat mitigated by the work review conducted by the Director.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Development and leadership responsibilities include providing on-the-job advice/guidance and feedback. Provides advisory work focusing on the implementation of departmental information management and information protection programs within the Division and works with personnel to implement new procedures and/or systems. Provides feedback on the efficiency and effectiveness of current procedures.
- Occasionally required to take a lead role in completing special projects (i.e. conference coordination).

WORKING CONDITIONS

Environmental Working Conditions

- Work does not require any special precautions or safety equipment.
- The likelihood of injuries or illnesses resulting from hazards does not apply.
- The information management component of this position occasionally requires the review of boxes of files in storage which can be quite dusty. Exposure to computer glare.