

Job Profile: Planning and Research Analyst

Pay Level: CG-29 **Point Band:** 622-675

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	4	2	4	4	4	5	1	1	
Points	233	67	13	19	120	87	103	21	11	674

JOB SUMMARY

The Planning and Research Analyst provides analytical and professional work in planning, researching and analyzing matters relating to federal/provincial training and employment agreements.

Key and Periodic Activities

- Performs statistical research using a variety of software packages (i.e. compiling, tabulating, analyzing, editing and reporting information in departmental statistical publications).
- Provides statistical/analytical support to management by reviewing, analyzing and preparing reports on a wide range of indicators.
- Revises the K-12 School Profile System on the web to enable schools, districts, parents and other stakeholders to access school level indicators/statistics.
- Updates and reviews statistics, formatting information for the web, importing data into spreadsheets and reviewing indicators for accuracy.
- Re-scripts current statistical reporting systems for public examination item analyses and criterion referenced tests.
- Completes informal requests for the department, outside agencies, and the general public.
- Provides other administrative duties such as mail outs, faxing materials, etc.

SKILL

Knowledge

General and Specific Knowledge:

- Specific knowledge of conducting research projects and statistical applications.

Formal Education and/or Certification(s):

- Minimum: Undergraduate degree in Business, Statistics, Social Sciences or related field

Years of Experience:

- Minimum: 1 - 2 years of experience

Competencies:

- Proof-reads, edits and formats a variety of documents.
- Writes detailed letters, policies, or other correspondence.

- Strong research and analytical skills.
- Strong writing skills to generate reports and correspondence.
- Ability to coordinate a number of simultaneous research projects.
- Conducts analysis and assessment.
- Uses various computer software programs such as spreadsheets, word processors, databases, and statistical packages.

Interpersonal Skills

- A range of interpersonal skills are used to perform activities such as listening; asking questions to gather information; providing routine information and direction; communicating complex information and gaining the cooperation of others to complete work tasks.
- Communication occurs with employees within the immediate work area and department, including supervisors/managers and educational consultants.
- Most significant contacts are educational consultants, manager/supervisor, and co-workers. Interactions include consulting with co-workers and/or manager regarding research project topics such as content, time frames, templates, etc.

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 weighing up to 10 lbs.
- Work provides the opportunity to occasionally stand and walk within the office environment.
- Constantly required to sit to perform fine finger/precision work while entering and manipulating data in electronic documents by using a mouse and keyboard.

Concentration

- **Visual concentration** is constant during data entry and verification in spreadsheets; compiling computer codes; and writing reports, emails and other correspondence.
- **Auditory concentration** is required to consult with co-workers and supervisor/manager regarding research topics and daily work tasks.
- **Repetition requiring alertness** is evident when updating code.
- **Interruptions and multiple time pressures/deadlines** exist with a **lack of control over work pace** (i.e. requests from executive or boards/agencies).
- **Eye/hand coordination** is required for data entry.
- **Exact results and precision** are required when writing complex computer code/syntax for a variety of statistical reports and to utilize statistical software to compile, tabulate, analyze and report statistical information.

Complexity

- Performs a series of tasks and activities that are quite different but allow the use of similar skills and knowledge.
- Problems tend to be simple with obvious solutions and tasks are different but related.
- The most typical challenge or problem relates to performing statistical research using a variety

of software packages to compile, tabulate, analyze and report statistical information and providing statistical/analytical support to management by reviewing, analyzing and preparing reports (i.e. generating/modifying computer codes for custom statistical reports).

- Co-workers, policies, procedures, guidelines, acts and regulations exist to assist and address issues and challenges (i.e. Schools Act).

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are generally prescribed and controlled.
- Decisions can be made when determining what published information can be sent to stakeholders or responding to a request for information.
- Requires supervisor's approval for all other decisions.
- Work tasks involving the releasing of confidential information require independent discretion and judgment.

Impact

- Impacts generally affect immediate work area, department, outside the organization and on clients/general public.
- Work activities impact processes, systems, information, material resources, and corporate image.
- Inaccurate reporting may result when an inaccurate statistic is published or reported to the general public.
- In the event of a mistake or error the consequence is directly felt on information processes and systems.
- Legislation, policies, and procedures are in place to mitigate the impacts of errors. Work is reviewed by supervisors and others.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- May be required to provide orientation and/or on-the-job training.

WORKING CONDITIONS

Environmental Working Conditions

- Does not require any special precautions or safety equipment.
- No unusual adverse environmental conditions exist.