

**"This information is available in alternate formats upon request."**

## **PLANNING AND PROGRAM ANALYST SERIES**

### **PREAMBLE**

This series is intended for positions which meet both of the following criteria:

- 1) The position is solely involved with the function of researching, analyzing and developing government programs and policies and
- 2) The position requires the services of an academic subject matter specialist, normally in education, sociology, economics or a scientific discipline.

### **Exclusions**

Excluded from this series are positions entailing the review, analysis and change of systems, organization or general administrative policy and programming.

Also excluded are positions that have continuing responsibility for the formulation, research and analysis of shorter-term research projects or assignments normally initiated by branch or division officials or positions which provide technical support to a Planning and Program Analyst(s). Positions whose initial function is that of Planning and Program Analyst, but whose on-going function will be of a different nature (e.g. Administrative, Scientific, etc.), will be classified on the basis of the on-going function.

### **Definitions**

#### **Operating Branch**

- A branch of a department with established and on-going programs to deliver to the general public. It normally does not service other branches or departments.

#### **Monitors Implementation**

- Refers to the process of examining a new program, after it has been approved and operating, for the purpose of ensuring that the original goals and objectives are adhered to. It does not refer to the regular on-going analysis and improvement of government programs which is normally expected of competent managers.

#### **Original Finished Material**

- Position papers, submissions, special reports, etc., prepared by an incumbent as the Result of original studies. This material is used by senior officials (e.g. Deputy Ministers, Ministers, Cabinet) as a basis for making broad policy and program decisions. It involves the development of study methods and the criteria for analysis of problems as well as an evaluation of results. It is not meant to apply to the process of collating and synthesizing data and reports prepared by subordinates.

# **PLANNING AND PROGRAM ANALYST 1**

## **GENERAL**

This is the recruitment and junior working level of the Planning and Program Analyst series. Incumbents work under close supervision of more senior and experienced analysts and as such are given specific short-term assignments which are continually reviewed for accuracy, quality and completeness of results. As experience is gained, assignments become more general and more independence is given to the employee.

## **TYPICAL DUTIES**

- Develops and supervises research projects, applying the appropriate analytical approach to compile relevant data for planning purposes.
- Interprets data, develops policy alternatives, prepare reports and recommendations.
- Analyzes research and planning studies of other agencies or departments and recommends on feasibility.
- Participates in the development and formulation of policy recommendations.
- May be required to undertake formal training or on-the-job training.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

- Good knowledge of the techniques of program analysis and its application to policy development and program planning.
- Ability to determine whether departmental programming is consistent with government policy.
- Ability to work under limited supervision.
- Ability to prepare economic and cost analyses.

### **Education, Training and Experience**

Preferably a Bachelor's Degree with major emphasis in Economics and/or the Social Sciences. Some experience would be an asset.

### **Physical Standards**

Physically capable of performing the duties assigned.

# **PLANNING AND PROGRAM ANALYST 2**

## **GENERAL**

This is the normal working level for incumbents involved in the research, review and evaluation of major government programs and policy. Work is carried out under the limited direction of a senior analyst and incumbents assume responsibility for carrying out an entire project or assignment suggesting program and policy alternatives and recommendations, ensuring that policies and programs are consistent with departmental objectives. If there is only one analyst position existing in an operating branch or division it will be classified at this level.

## **TYPICAL DUTIES**

- Researches, reviews, evaluates and advises the department on the feasibility of major programs and policy and ensures consistency of programs with intended policy.
- Assists in designing and developing research projects, in the development of methodology and in the preparation of project budgets.
- Suggests policy and program alternatives, recommendations and methods to achieve established objectives.
- Consults with external organizations to share information concerning their programs in relation to government policy.
- May be required to monitor and supervise the work of consulting firms or Research Assistants.
- Carries out special projects and studies as required.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

- Good working knowledge of the principles and techniques of research and analysis and the ability to apply that knowledge to program and policy evaluation.
- Knowledge of departmental programs and objectives and the ability to determine whether or not they are consistent with government policy.
- Ability to develop alternatives and recommend method of achieving established goals and objectives.
- Ability to prepare detailed analytical reports.
- Ability to plan and supervise the activities of junior staff.

## **PLANNING AND PROGRAM ANALYST 2 (continued)**

### **QUALIFICATIONS (continued)**

#### **Education, Training and Experience**

Minimum of a University degree in the Social or Health Sciences and three years' related experience or a Master's Degree and one year's related experience.

Experience in the public service involving program evaluation, policy formulation or research would be an asset.

#### **Physical Standards**

Physically capable of performing the duties assigned.

# **PLANNING AND PROGRAM ANALYST 3**

## **GENERAL**

This is the advanced working level for Planning and Program Analysts. Incumbents function as project leaders on difficult or complex planning assignments and as such play a major role in the design and development of projects and the review of work of junior analysts. Assignments are carried out under minimal direction and work is evaluated on the basis of results produced and objectives attained. Incumbents must either act as a full-time project leader in a centralized planning branch in a department or be the senior Planning Analyst in an operating division or branch to be included at this level.

## **TYPICAL DUTIES**

- Undertakes studies and makes recommendations on the viability and efficiency of various proposed and existing policies, programs, and services and monitors their implementation.
- Consults with external organizations to share information concerning their programs in relation to government policy.
- Participates in the planning and development of program and policy alternatives for the department.
- Prepares position papers, submissions, reports and other original finished material for consideration by senior government officials for use as a basis for decisions.
- Develops evaluation criteria, methodology and systems and implements them in the study.
- Co-ordinates the efforts of junior analysts.
- Participates in various capacities on boards, commissions, committees, task forces or other groups.
- Carries out special studies as required.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

- Thorough knowledge of the principles and techniques of research and analysis and the ability to apply that knowledge to program and policy evaluation.
- Thorough knowledge of departmental, divisional, branch or agency programs, policies and objectives.
- Ability to analyze policies and programs to determine feasibility, cost effectiveness, consistency with established policy and recommend alternatives in original finished form.
- Ability to plan and supervise the work of junior staff.

## **PLANNING AND PROGRAM ANALYST 3 (continued)**

### **QUALIFICATIONS (continued)**

#### **Education, Training and Experience**

Formal professional training, preferably at the Master's level, in the Social or Health Sciences or a relevant specialized discipline and three to five years' related experience, some of which should have been in the public service, involving program evaluation, policy formulation, or applied research.

#### **Physical Standards**

Physically capable of performing the duties assigned.

# **PLANNING AND PROGRAM ANALYST 4**

## **GENERAL**

This level is restricted to senior planning staff who, in addition to carrying out the most complex planning assignments, act as assistant director in a centralized policy and planning branch in a department. As such, the incumbent is responsible for planning, co-ordinating and evaluating the activities of full-time subordinate analysts and other support staff. This level is allocated only when there is one person designated as assistant director.

Incumbents within the central government planning agency may also be included at this level. In such cases incumbents must fully utilize their advanced professional training to conduct the most complex assignments with maximum independence and freedom of inquiry in an area of specialty. Supervision of full-time subordinate analysts is required and studies undertaken have major provincial impact.

## **TYPICAL DUTIES**

- Reviews proposals in the subject area and solicits same from within the department or other appropriate sources, evaluating results and making recommendations.
- Develops position papers, submissions, special reports, and other original finished material which are used by senior officials as a basis for broad policy and program decisions.
- Develops methods and criteria for analysis of problems.
- Participates in various capacities on boards, commissions, committees, task forces or other such groups.
- Co-ordinates inter-disciplinary attention to problems, and monitors and evaluates progress.
- Provides supervision, direction and guidance to other professional and technical staff.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

- Comprehensive knowledge of the theory and practice of a specialized discipline and the ability to apply that knowledge to highly complex problems in the area of specialization.
- Thorough understanding of advanced analytical techniques and practices and their application to specific problems.
- Thorough knowledge of departmental, divisional, branch or agency programs, policies and objectives.

# **PLANNING AND PROGRAM ANALYST 4 (continued)**

## **QUALIFICATIONS (continued)**

### **Knowledge, Abilities and Skills (continued)**

- Working knowledge of current trends and developments.
- Ability to prepare original finished materials for use by senior officials.
- Ability to represent the government position to various groups and translate their problems and proposals into recommendations for consideration by government.
- Ability to co-ordinate the activities of other staff.

### **Education, Training and Experience**

Formal professional training, preferably at the Doctoral level, with specialization in the Social or Health Sciences and considerable experience, some of which should be in the public service involving policy formulation, program evaluation, development, and implementation, or applied research.

### **Physical Standards**

Physically capable of performing the duties assigned.