M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: INSTITUTIONAL ANALYSIS
Level A, Pay Grade 4

LEVEL DEFINITION	This level covers positions responsible for researching and preparing statistical studies and reports.
TYPICAL RESPONSIBILITIES	May include: researching and preparing statistical studies and reports; extracting data from a wide range of internal and external sources; analysing statistical data and empirical research; providing benchmarking and other comparative data to facilitate decision-making; and responding to requests for statistical information from internal and external parties.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding data sources, research methodology and the analysis of information.
SUPERVISION RECEIVED	Works under general direction. Work is reviewed in terms of adherence to established practices and achievement of defined objectives.
SUPERVISION EXERCISED	Directs the work of support staff.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of two years of related experience, or the equivalent combination of education and experience.

Updated: August 25, 2009