

**MPAC - OPSEU  
Pay Equity Job Evaluation**

**Position Number: 35**

<b>Position Title</b>	<b>Business Development Analyst</b>		
<b>Date Evaluated</b>	<b>June 12, 2006</b>	<b>Date Revised</b>	
<b>Notes Taken By</b>	<b>Jane Mizanski</b>		

<b>Factor</b>	<b>Level</b>	<b>Explanatory Notes</b>
<b>1. Writing Skills</b>	<b>3</b>	Maintain end-user documentation on-line; provides written status reports on projects; status update on projects, occasionally drafting business use cases. Eg. e-products; drafts 'Tips and Tricks' to support product, information on the website describing the product.
<b>2. Numeric Skills</b>	<b>4</b>	Produce and analyze statistics for BD dept; use logic skills to program in SAS/write scripts to generate reports; compile Sales Reports.
<b>3. Technical Skills/Professional Knowledge</b>	<b>4</b>	Understand programming language, applications developed by IT; knowledge of e-products; data analysis and report design; external training in computers is an asset.
<b>4. Analytical/Problem-Solving Skills</b>	<b>4</b>	Undertakes application based investigations: develop requirements for new/existing on-line applications functionality; understand how it will work, integrate with other systems; reviews sales questionnaires/surveys to clients, competitor analysis; undertakes systems design analysis; e.g. understand how data is stored to support products and search capabilities; dispersion analysis.
<b>5. Communication Skills</b>	<b>3</b>	Supporting end-user questions regarding functioning of on-line services; occasionally participates in demonstration of new product; twice per year delivers training to CCC staff on on-line products.
<b>6. Co-ordinating Skills</b>	<b>2</b>	Coordinates work with IT on developing functionality for given product; eg. enhancement to AboutMyProperty, was required to coordinate with Product Development, IT, CR and Business Development.
<b>7. Freedom of Action</b>	<b>4</b>	Work is assigned in general and incumbent establishes priorities,
<b>8. Guiding Others</b>	<b>1</b>	No formal responsibility for guiding others.
<b>9. Physical Effort</b>	<b>1</b>	Occasionally drives to meetings with clients or to head office for meetings with IT. < 1hr.
<b>10. Manual Dexterity</b>	<b>2</b>	Keyboarding, accuracy is more important than speed.
<b>11. Audio/Visual Effort</b>	<b>1</b>	Concentration required to write queries, code; occasionally viewing two computer monitors.
<b>12. Working Conditions</b>	<b>1</b>	Occasionally dealing with rude or impatient people (eg. when on-line application was launched).
<b>General Notes</b>		