

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 69

Position Title	Legislation & Policy Analyst				
Date Evaluated	October 19, 2005	Date Revised		Notes Taken By	Jane Mizanski

Factor	Level	Explanatory Notes
1. Writing Skills	5	Prepare detailed legal opinions, directions to staff, on exemptions, property class decisions, tax liability of properties based on court decisions; prepare comprehensive Pre-Budget Submissions on highly confidential/politically sensitive policy issues that impact the provincial or municipal gov'ts; briefing notes, issues reports for Sr Executive/Board approval including detailed background, precedent decisions of the courts, impact analysis on assmt roll and municipal revenues, impact on other like properties, taxpayer/stakeholders, etc; draft Fact Sheets posted on internet for public information;
2. Numeric Skills	2	Examine tax impact of court decisions, draft policy changes, must understand tax capping rules but do not actually calculate.
3. Technical Skills/Professional Knowledge	6	Thorough knowledge of assessment and related legislation, MPAC valuation techniques, policies and procedures, the appeals process; understanding of Provincial Budgeting and Policy formulation processes; provides expert advice and guidance to field staff, and drafts recommendations on corporate position on valuation legislation/policy/procedure issues; skilled in synthesizing legal documents, court rulings, legal opinions and legislation, and applying intent or letter of the leg to variety of situations.
4. Analytical/Problem-Solving Skills	6	Issues arise when application of legislation results in outcome not intended by the legislation (eg. exemptions, predominant use); requires research and analysis of leg and regulations, previous court decisions in all assessment jurisdictions and levels of courts, previous correspondence with Ministry of Finance, liaise with PV/CR staff; issues involve legislative interpretation, legislative intent, impact on municipality, stakeholders, MPAC; required to develop recommendation for EMG/Board approval.
5. Communication Skills	4	Obtain information from clients through direct questioning, requesting additional documents; liaise with staff/stakeholders to explain legislation, policy or procedure and impact of such; cognizant of Gov't agendas, not to disclose confidential policy decisions, etc.; respond to difficult calls referred by the CCC.
6. Co-ordinating Skills	1	Normal coordination of materials to complete research.
7. Freedom of Action	5	Independently setting priorities, responding directly to staff on legal interpretations, make decisions on exemptions based on research and consultation with colleges, counsel; boundaries around the work they do is defined by deadlines, priorities (eg for Board reports).

Legislation & Policy Analyst

Factor	Level	Explanatory Notes
8. Guiding Others	1	No formal responsibility for guiding or training
9. Physical Effort	1	No physical effort beyond normal office work
10. Manual Dexterity	1	Keyboarding but not for speed or accuracy, and can interrupt to do other activities.
11. Audio/Visual Effort	1	Reading hard copy and electronic documents
12. Working Conditions	1	No disagreeable working conditions
General Notes		