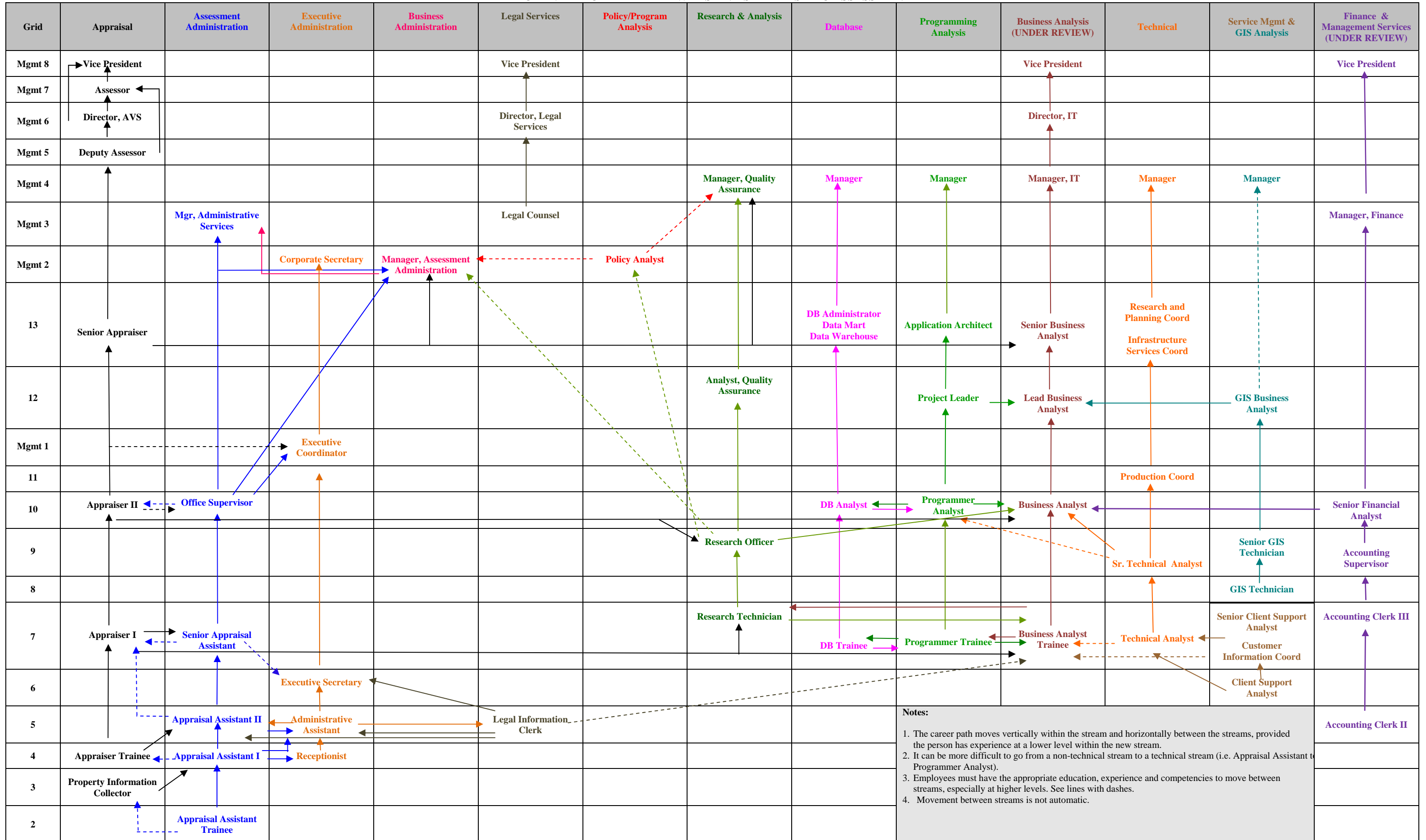


POTENTIAL CAREER PATHWAYS AND STREAMS – BC ASSESSMENT



## **Mgr. Administrative Services**

The Manager, Administrative Services is responsible for managing the administrative operations for an assessment region. This includes coordinating and administering: business processes; roll preparation, production and quality; client service, education and communications; and other support services and processes. In addition, this position may lead or participate in corporate and regional projects/teams with province-wide or local impact, and supports the Assessor by working proactively and independently to achieve the business goals of BC Assessment.

## **Office Supervisor**

Under the supervision and direction of the manager (e.g. Deputy Assessor), the Office Supervisor co-ordinates the support services for regional operations, including assessment/appraisal support, administrative services, financial services, records management, purchasing and information systems and technology. The position leads and supervises administrative team(s) comprised of all levels of Appraisal Assistants and is considered the expert in all aspects of the Appraisal Assistant functions. The position makes decisions with respect to administrative, financial, and operational policies and procedures. An Office Supervisor is distinguished from a Senior Appraisal Assistant by the stronger level of supervision, greater leadership of the team, and higher complexity of work performed. The position also resolves issues escalated from the team members.

## **Senior Appraisal Assistant**

Reporting to an Office Supervisor, the Senior Appraisal Assistant supervises, coordinates, and schedules an administrative team in an assessment office and ensures adherence to work standards, priorities, deadlines, and proper procedures. The position is accountable for team leadership, staff orientation, training, assignments, work review, and reporting. In this role, the Senior Appraisal Assistant coordinates day-to-day work assignments to administer roll and office support services (i.e. roll preparation and production, appeal scheduling and administration, quality assurance and control, and customer operations), provides staff with guidance in handling difficult or complex administrative problems, and resolves escalated complaints or disputes. The position is exposed to the full complexity of administrative duties as carried out by the Office Supervisor as experience is gained. In those offices where there is no Office Supervisor on site, a Senior Appraisal Assistant administers facility-related issues. A Senior Appraisal Assistant is distinguished from the working level series by the supervision of administrative staff, participation in the leadership team, and the greater complexity of work performed.

## **Appraisal Assistant II**

The Appraisal Assistant II is the full working level position in the appraisal assistant series, which performs a wide variety of administrative functions (e.g. filing documents, updating data in databases, providing counter support, answering customer inquiries, distributing mail, etc.) related to the production of the annual assessment roll. Exposure to the full range of duties occurs as experience is gained in the position throughout the property assessment annual cycle. An Appraisal Assistant II understands, applies, and follows the related appraisal, assessment, and office administration processes, procedures, and practices. A key function of the position is to administratively support appraisers, clients (property owners), partners (e.g. local governments), and others. Work is performed under supervision and is reviewed (e.g. completion of assignments, accuracy of data/records, etc.) to ensure conformance with established practices, processes, procedures and rules. The position assists in the instruction and training of junior staff. Unusual or complex issues not covered by typical situations or requiring policy interpretation are referred to the Senior Appraisal Assistant or the Office Supervisor, and situations involving professional appraisals are referred to an Appraiser or Manager (i.e. Deputy Assessor).

## **Appraisal Assistant I**

The Appraisal Assistant I is a growth position in the appraisal assistant series which performs administrative functions related to the production of the annual assessment roll. This position is a training level for progression to the full working level – Appraisal Assistant II. The Appraisal Assistant I's exposure to a range of duties occurs as experience is gained in the position throughout the property assessment annual cycle, requiring an employee to exercise some independence and assume greater responsibility than an employee in the Appraisal Assistant Trainee class. An Appraisal Assistant I has basic knowledge, applies and learns to follow related appraisal, assessment, and office administration procedures, and practices. A key function of the position is to administratively support appraisers, clients (property owners), partners (e.g.

local governments), and others. Work is performed under supervision and is reviewed (e.g. completion of assignments, accuracy of data/records, etc.) to ensure conformance with established procedures and practices. Advice, direction, and training are provided by a more senior Appraisal Assistant or Office Supervisor. Unusual or complex issues not covered by typical situations or requiring policy interpretation are referred to the Senior Appraisal Assistant or the Office Supervisor, and situations involving appraisal matters are referred to an Appraiser or Manager (i.e. Deputy Assessor).

### **Appraisal Assistant Trainee**

The Appraisal Assistant Trainee is an entry-level position in the appraisal assistant series which performs administrative functions related to the production of the annual assessment roll. This position is a training level for progression to the next level – Appraisal Assistant I. The Appraisal Assistant Trainee’s exposure to a limited range of duties occurs as experience is gained in the position throughout the property assessment annual cycle. An Appraisal Assistant Trainee has very basic knowledge related to appraisal and assessment, procedures and practices. Work is performed under close supervision and is reviewed (e.g. completion of assignments, accuracy of data/records, etc.) to ensure conformance with established procedures and practices. Advice, constant direction, and on-going training are provided by a more senior Appraisal Assistant or Office Supervisor.

### **Deputy Assessor**

The Deputy Assessor manages the administration of the assessment process and is responsible for the production and defence of equitable actual value assessments within the region, or for specific property types. Typically, the incumbent is a subject matter expert in an area of assessment. The position also manages regional operations and staff, and may lead or participate in corporate and regional projects with province-wide or local impact. The Deputy Assessor represents BC Assessment to the public and ensures the delivery of customer-focused service in the region.

### **Deputy Assessor, Market Property and Appeals**

The Deputy Assessor, Market Property and Appeals leads and manages the services, activities and strategies of the Market Property and Appeals Section (MPA) for the valuation, classification, and defence of market properties. This position oversees services and activities to ensure the achievement and maintenance of high-quality and consistent market property assessments on a province-wide basis according to the Assessment Act, regulations and standards. The Deputy Assessor, MPA directs and co-ordinates the activities of property assessment and appeal coordination teams and support staff in collaboration with other operations managers in the field and head office. The Deputy Assessor ensures the provision of advocates or expert witnesses and manages appeal coordination activities to achieve BC Assessment objectives and goals.

### **Deputy Assessor, Non-Market and Residential Property**

The Deputy Assessor, N-MRP manages the administration of the non-market and residential property assessment process and valuation services, activities and strategies and is responsible for the production and defence of equitable actual value assessments within the region, or for specific property types, including non-market properties. This position provides effective operational management to staff and provides technical expertise in an area of assessment. In addition, the Deputy Assessor, N-MRP may lead or participate in corporate and regional projects with province-wide or local impact. This position represents BC Assessment with the public and ensures the delivery of customer-focused service in the region. This position ensures that high-quality and consistent assessments are maintained on a province-wide basis according to the Assessment Act and regulations. The Deputy Assessor, N-MRP directs and co-ordinates the activities of property assessment teams and support staff. The Deputy Assessor, N-MRP is an advocate or expert witness and is an assessment and valuation mentor.

### **Senior Appraiser**

The Senior Appraiser supports the assessment function by leading teams and/or valuing assigned property types, including auditing and defending values. This is the most senior level position of the appraisal series of positions, valuing and defending the most complex property types and/or providing leadership to appraisal staff and teams, and is proficient in all aspects of the Appraiser II position. The Senior Appraiser works independently following broad guidelines and procedures.

## **Appraiser II**

The Appraiser II supports the assessment function by valuing assigned property types, including auditing and defending values. This position is the full-working level position in the series of appraisal positions. Work is performed under supervision, however independent judgement is exercised. The Appraiser II assists senior personnel when requested, including assisting in the instruction of junior staff members regarding routine appraisal matters.

## **Appraiser I**

The Appraiser I is a growth position in the appraisal series of positions which supports the assessment function of BC Assessment by valuing and assessing real property including auditing and defending values, and is a training position for progression to the full working level - Appraiser II. Work is performed under supervision following clearly defined guidelines and procedures. Work is routinely checked for completeness, timeliness and accuracy. As more experience is gained, it is expected that the Appraiser I will perform tasks with greater independence.

## **Appraiser Trainee**

The Appraiser Trainee is an entry-level position in the appraisal series of positions. Incumbents in this position will learn the basics of appraisal for assessment purposes. Employees acquire knowledge of assessment practices, office routines and procedures. Work is performed under supervision and following clearly defined guidelines and procedures. Work is routinely checked by the supervisor for completeness, timeliness and accuracy.

## **Property Information Collector**

The Property Information Collector supports the assessment function by collecting physical, economic, legal and related data on assigned property types. Work is performed under supervision and following clearly defined guidelines and procedures. Work is routinely checked by the supervisor for completeness, timeliness and accuracy.

## **Manager, Database Services**

The Manager, Database Services leads and manages the Database Services Section and participates as a member of the Information Technology (IT) management team. The incumbent is responsible for leading the technical and operational services for corporate IT databases, ensuring the ongoing integrity, availability, backup, recovery and performance of corporate databases that support BC Assessment's (BCA) business systems. The position is responsible for planning and projecting changes to database capacity, performance and environment to meet BCA's current and future business requirements.

## **Database Administrator**

The Database Administrator (DB Administrator) manages, designs, controls and maintains the physical and logical structure of multiple BC Assessment (BCA) corporate databases. This position has primary responsibility for the definition, organization, standards, security, backup, and performance of the BCA database. The DB Administrator has ultimate responsibility for the security, availability, and integrity of corporate databases to meet required service levels. The DB Administrator also monitors and recommends changes to the database management system (DBMS) software. The incumbent consults with and advises Information Technology Business and Customer Services staff, management, users and external vendors in the development of design specifications and modifications to meet BCA business needs. The DB Administrator reports to the Manager, Database Services, and provides technical direction to and is supported by the Database Analyst.

## **Data Mart/Data Interface Architect**

The DataMart/Data Interface Architect is accountable for business continuity of BCA corporate DataMart (a.k.a. AssessmentLinkBC) and Data Interface services for internal/external users by providing the planning, technical leadership, and project coordination necessary to implement software changes and resolve technical problems. This position has primary responsibility for the definition, organization, standards, availability, and performance of the DataMart and Data Interface services to meet required service levels. The DataMart/Data Interface Architect consults with and advises Information Technology Business and Customer Services staff, management, users and external vendors in the development of design specifications and modifications to meet BC Assessment business needs. The

DataMart/Data Interface Architect reports to the Manager, Database Services, and provides supervision to the Database Analyst while working in a team environment.

### **Data Warehouse Architect**

The Data Warehouse Architect manages, designs, controls and maintains the physical and logical structure of multiple BC Assessment (BCA) corporate databases. As a senior corporate expert, this position has primary responsibility for the definition, organization, standards, security, backup, and performance of the enterprise BCA data warehouse database and corporate data dictionary. The Data Warehouse Architect has overall responsibility for the planning, security, availability, and integrity of corporate data warehouse to meet business needs and service levels. The Data Warehouse Architect plans, designs, develops, implements, and monitors data extraction, transformation, and loading into the data warehouse. The incumbent consults with and advises Information Technology Business and Customer Services staff, management, users and external vendors in the development of design specifications and modifications to meet BCA business needs. The Data Warehouse Architect reports to the Manager, Database Services, and provides technical direction while working in a team environment.

### **Database Analyst**

The position works with the Database Administrator on the definition, organization, standards, security, backup and efficiency of the BC Assessment Database. The position works on ad hoc requests from the Problem Management System or from Client Services referrals, prioritizing work from multiple clients. This position receives technical direction from the Database Administrator, and may perform duties as a Programmer Analyst as required.

### **Trainee**

The Database Trainee performs entry level database work under close supervision. An employee in this position may undertake more advanced duties as experience is gained. The Trainee provides support to and assists the Database Analyst in the design, control and maintenance of multiple BC Assessment corporate databases.

### **Manager, Application Development Services**

The Manager, Application Development Services leads and manages the Application Development Services Section and participates as a member of the Information Technology management team. The position is responsible for leading the development and technical application support services for BC Assessment's business application systems (e.g. residential, commercial, legislated, and administrative). The position ensures the application systems meet the functional and performance expectations as established by the Business and Customer Services Division through the design, enhancement and development, and testing of application systems.

### **Application Architect**

The Application Architect is the senior corporate specialist for BC Assessment's corporate software development and infrastructure environment to support multiple, specialized and enterprise-wide applications. The position defines and develops enterprise-wide architecture for application development across the organization and provides high-level expert technical advice. The position also organizes and oversees application development standards, tools, techniques, and services used by Information Technology and other staff for the development, implementation, integration, and maintenance of enterprise-wide applications. In addition, the Application Architect is responsible for the organization-wide implementation and integration of new software engineering and application development tools and services to ensure successful delivery of corporate goals. Deliverables include managing application architectural issues and risks, determining future application changes, organizing complex application development activities, and ensuring integrated application development and software engineering.

### **Project Leader**

The Project Leader manages multiple work assignments and projects to successfully design, develop, maintain and enhance large, complex, time sensitive applications to meet BC Assessment business requirements. The position leads project teams in the design, development, testing, documentation and implementation of computer applications for multiple platform networked systems. The position is also responsible for three deliverables in the initiation phase:

Project Statement, Communication Plan, and Risk Management Plan. The position mentors and trains Programmer Analysts as well as provides technical leadership to cross-functional project teams with respect to development of desktop, batch or web-based software applications.

### **Programmer /Analyst**

The Programmer/Analyst manages multiple work assignments to successfully design, implement, test and maintain in-house software running in mainframe, server and desktop environments based on priorities established by the Project Leader and/or Manager. Programmer/Analysts are assigned to a Project Team, with assignment to teams determined by skill-set, experience and availability. This position follows direction from and meets timelines assigned by the Project Leader with considerable latitude for the use of independent judgment and action in most programming matters and for problem resolution. The Programmer Analyst works on projects that vary in duration from one day to many months.

### **Programmer Trainee**

The Programmer Trainee performs entry level programming work under close supervision. An employee in this position may undertake more advanced duties as experience is gained. The Programmer Trainee manages multiple work assignments of limited complexity to successfully design, implement, test and maintain in-house software running in server and desktop environments based on priorities established by the Project leader and/or Manager. The Programmer Trainee is assigned to a Project Team, with assignment to teams determined by skill-set, experience and availability. This position follows direction from, and meets timelines, assigned by the Project Leader. Unusual problems and policy matters are referred to a Project Leader and/or Manager. This position works on projects that vary in duration from one day to many months, and is responsible for creating and modifying reports to meet BC Assessment's changing business requirements.

### **Manager, Business System Services**

The Manager, Business System Services leads and manages the activities, products and services in the Business Systems section for the provision of business and information systems that are integrated with and responsive to the operational needs of the field. The position manages the analysis and coordinated approach for all business-critical BC Assessment information and data systems and collaborates with the field, the Assessment and Valuation Services department and Information Technology department to ensure business systems priorities are aligned with organizational and operational goals.

### **Manager, Customer Services**

The Manager, Customer Services leads and manages the Customer Services section. The Manager is responsible for overseeing and leading activities to support customer services accountabilities in the field through the provision of data products and information for customers including local government, the public, advisory groups and stakeholders. The Manager is responsible for the customer relations strategy, framework, methods, and products including tools, best practices and staff education and skill development for interpretation of data products and services to customers. The position coordinates the scheduled activities for the production, statutory reporting and maintenance of the annual assessment roll and notice system including specific responsibility for business requirements, functional testing and issues management. The position is also responsible for the management of fee paying partnerships and contracts in the provision of data for resale.

### **Senior Business Analyst**

The Senior Business Analyst leads the development of plans and projects from concept to product delivery and maintenance in order to meet the needs of assigned internal and/or external customers and to ensure business systems priorities are aligned with BC Assessment's (BCA) organizational and operational goals. The Senior Business Analyst is responsible for developing and maintaining the relationship between the Information Technology Department and BCA's internal and external customers with respect to planning, project management and delivery and maintenance of products and services.

## **Lead Business Analyst**

The Lead Business Analyst is an intermediate and/or advanced professional position, which coordinates and leads significant and complex analyses or projects, assessments and evaluation of client and user business needs and requirements for key programs and a significant portion of the organization. The position works with considerable independence and performs a wide variety of complex business assessments and feasibility studies to protect the organization's interests. The position trains users, mentors full working level Business Analysts and trainees, and typically supervises a limited number of staff, consultants, and/or contractors on a project basis. The position develops and executes projects, and ensures that projects meet client needs. The position is responsible for the delivery of services to clients, while understanding and responding to user requirements, and implementing changes to processes and systems to support. The Lead Business Analyst organizes and leads cross-organizational teams to respond to issues, and develops and implements operational efficiencies, while delivering excellent customer service and developing and maintain good client relationships.

## **Senior Web Analyst**

The Senior Web Analyst is responsible for ensuring BC Assessment's (BCA) online presence supports its service commitment to staff, stakeholders and customers. This work entails the provision and support of services to BCA's primary client groups: Residential and Non-Residential Property Owners, Local Governments, and First Nations clients, as well as internal staff clients. The position develops, implements, and manages: standards, tools, content, graphics, multimedia, look and feel. The position leads the corporate implementation of emerging web technologies and is the expert on collaborative web technologies including Microsoft SharePoint. The position provides leadership to BCA in identifying and implementing 'green' technical solutions that can enable BCA to reduce its environmental footprint. Specific responsibilities include: websites administration; optimization of web performance and user experience through web analytic tools; improving utilization and access of website services to a broad spectrum of demographic groups. The position works closely with management, Communications staff, content providers, business analysts, programmer analysts and others.

## **Business Analyst**

Under Development

## **Business Analyst Trainee**

The Business Analyst Trainee is an entry level professional position. The position works under the guidance of a senior Business Analyst. Successful performance, completion of BA certificate and a minimum of two years relevant experience is required for advancement to the Business Analyst level. The position provides support to clients by delivering services, understanding and responding to user requirements, and recommending changes to processes and systems in response to client needs. The Business Analyst Trainee is a team member who understands and provides specific services to targeted client groups, and recommends operational efficiencies to same, while delivering excellent customer service and developing and maintain good client relationships. The position works to resolve client issues with other staff members in a timely manner.

## **Manager, Infrastructure Services**

The Manager, Infrastructure Services leads and manages the Infrastructure Services Section and participates as a member of the Information Technology (IT) management team. The position is responsible for leading the technical and operational services for corporate IT hardware and communications, and for application and operating systems. The Manager, Infrastructure Services ensures the ongoing procurement, distribution, operation and security of IT services, hardware and systems.

## **Research and Planning Coordinator**

Reporting to the Director, Information Technology, the Research and Planning Coordinator manages the research and planning of corporate technology, development architecture and infrastructure across multiple environments and major applications. The position provides leadership as senior technical consultant at the conceptual, planning and development stages for projects involving information technology (IT). The Research and Planning Coordinator proactively looks for

new IT approaches that support BC Assessment business objectives, and provides senior expertise to IT staff in the development and resolution of problems for IT applications.

### **Infrastructure Services Coordinator**

The Infrastructure Services Coordinator leads project teams in the provision and delivery of technical and operational services for corporate Information Technology (IT) hardware, operating systems, applications, and data communications to meet service delivery standards for business critical applications. This position creates, implements, and monitors technology service standards and service utilization in support of BC Assessment (BCA) IT service delivery. The incumbent will monitor contracted IT infrastructure services to ensure these are maintained and continually meet the service delivery targets documented in supporting contracts and sign off completed changes to contract IT infrastructure services. The incumbent is responsible for mentoring/training the infrastructure support team in the use of technology and related processes which deliver BCA applications and data.

### **Production Coordinator**

The Production Coordinator is responsible for ensuring the successful operation of BC Assessment production services through management, monitoring and reporting the status of production jobs and tasks. This position provides the primary interface and coordination for planning, testing and migration of software changes for a variety of BC Assessment systems; and plans and coordinates the Information Technology (IT) security, and data back-up. This position provides formal supervision to two Technical Analyst positions and two Client Support positions. This position ensures the development, implementation and communication of standards and procedures for documentation, testing, training and acceptance into production. The incumbent performs Programmer/Analyst duties as required.

### **Senior Technical Analyst**

The Senior Technical Analyst is responsible for management and service delivery for corporate security of the desktop and mobile devices (anti-virus). This position also manages and delivers desktop and mobile device configuration and package distribution using tools (such as Altiris). The Senior Technical Analyst provides technical support and problem resolution services (Tier 2) to users for network, desktop, mobile and server hardware and software in a multiple-platform and multiple-site environment. The Senior Technical Analyst performs all defined routine tasks associated with operating and controlling installed information systems, and sets up, submits and verifies all production batch work for internal and external clients. The position participates in the Information Technology service management process for infrastructure design, development and monitoring. The Senior Technical Analyst receives technical direction and support from the Production Coordinator.

### **Senior Technical Analyst, Security**

The Senior Technical Analyst, Security is responsible for operating, maintaining, analyzing, and monitoring the organization's security framework for enabling staff, business partners, stakeholders and customers access to appropriate electronic information, applications and ICT facilities. The position performs a variety of tasks focused on operating and managing electronic information and application access at BC Assessment. The Senior Technical Analyst, Security will be an active participant in planned operational changes to the organization's security framework. The position will be responsible for liaising with service providers, contracted business partners, and internal staff from BC Assessment Policy and Legal department for managing and reporting access and security changes. The Senior Technical Analyst, Security receives technical direction and guidance from the Infrastructure Services Coordinator.

### **Technical Analyst**

The Technical Analyst provides technical support and problem resolution services (Tier 1 and 2) to users for network, desktop, mobile and server hardware and software in a multiple-platform and multiple-site environment. The Technical Analyst performs all defined routine tasks associated with operating and controlling installed information systems and sets up, submits and verifies all production batch work for internal and external clients. The position assists in the maintenance and day-to-day operation of the security and data backup system. The Technical Analyst receives technical direction and support from the Production Coordinator.

## **Technical Analyst, Network and Telecommunications**

The Technical Analyst, Network and Telecommunications provides service management monitoring, technical support, problem resolution services (Tier 1 and 2), and configuration services to users for data network and telecommunications services across a multiple-site environment. The position performs all defined routine tasks associated with operating and managing a converged data network service provided through a contracted partner, as well as operational tasks for supporting data, voice (telecommunications) and video networking services. The position also ensures overall maintenance and service performance results of designated telephone switch, including all subtending voice, video, messaging and wireless systems. The Technical Analyst receives technical direction and support from the Production Coordinator.

## **Senior Client Support Analyst**

The Senior Client Support Analyst (Analyst) provides initial contact, advice, guidance, registration and referral related to incidents with applications, hardware, network, and operating systems. This position resolves tier one incidents and provides satisfactory closure with the customer. This position is responsible for the tracking and managing incidents reported to the Contact Centre including ensuring incidents are resolved or escalated within established service levels/timelines. This position monitors and reports monthly Contact Centre metrics. The Analyst coordinates and maintains the Information Technology (IT) Problem Management Reporting and Asset Management systems. This position provides security services for password maintenance, user ids and permissions for BC Assessment IT systems. The incumbent provides formal supervision and technical direction to two Client Support Analysts.

## **Customer Information Coordinator**

The Customer Information Coordinator provides a full range of customer information and support services for assigned BC Assessment customers. Services include customer support, systems support, training and project work. This position will be assigned a group of customers that will be the primary focus of the activities of the job (e.g. Local Governments, Property Owners). This position works closely with the assigned Senior Business Analyst.

## **Client Support Analyst**

The Client Support Analyst provides initial contact, advice, guidance, registration and referral related to incidents with applications, hardware, networks, and operating systems. This position provides Information Technology (IT) security services and is the primary contact for user ids, passwords and permissions for IT systems. This position supports the coordination and maintenance of the IT problem management system and the asset management system including management reporting. The Client Support Analyst receives formal supervision and technical direction from the Senior Client Support Analyst for client services and operational administration.

## **Manager, Business System Services**

The Manager, Business System Services leads and manages the activities, products and services in the Business Systems section for the provision of business and information systems that are integrated with and responsive to the operational needs of the field. The position manages the analysis and coordinated approach for all business-critical BC Assessment information and data systems and collaborates with the field, the Assessment and Valuation Services department and Information Technology department to ensure business systems priorities are aligned with organizational and operational goals.

## **GIS Business Analyst**

Reporting to the Manager, Business Systems, the GIS Business Analyst defines GIS business needs and provides GIS knowledge and expertise for the delivery of technology solutions and the interface between Information Technology (IT), external GIS partners and BC Assessment field and head office staff by coordinating the communication and activities between designated client groups (field/head office) IT staff for the development of GIS systems, products and applications. The incumbent participates as a business analyst on projects as determined by the Manager and provides support to project teams under the leadership of the Project Leaders, and may also perform as a Project Leader. The position supervises the Senior GIS Technician and the GIS Technicians.

## Senior GIS Technician

This position performs GIS work in the Business Systems Unit of the Customer and System Services Department under the direction of the Manager, Business Systems and the supervision of the GIS Business Analyst. This position supervises a small number of GIS Technicians and assists in organizing production schedules, assigning tasks and ensuring project completion to standards. The position provides a coordination role in the technical development and implementation of the BC Assessment (BCA) data model and assessment fabric to be compatible with the provincial model. The position uses GIS software to produce and update BCA core mapping products for internal and external clients. The position participates in the development and definition of standards and methodologies and implements the methodologies and tools to improve production, services and efficiency, including the preparation of related documentation.

## GIS Technician

The GIS Technician participates in the technical development and implementation of the BC Assessment (BCA) data model and assessment fabric to be compatible with the provincial model. The position uses GIS software and manual methods to produce and update BCA mapping products for internal and external clients. The position participates in the development and definition of standards and methodologies. The position implements the methodologies and tools to improve production, services and efficiency, including the preparation of related documentation. The GIS Technician performs a variety of mapping tasks with limited supervision. The incumbent responds to client needs as required by the Business and Customer Services Division. Unresolved problems are referred to senior staff in their respective work unit.

## Manager, Financial Reporting (Under Review)

The *Manager, Financial Reporting and Operations* is responsible for managing BC Assessment (BCA) financial reporting and operations. The position provides financial analysis and consulting services to the organization and serves as the financial systems expert for BCA. Further, the *Manager* carries out other Finance Services Department assignments and responsibilities as delegated by the Director of Finance.

## Manager, Financial Planning and Policy (Under Review)

The *Manager, Financial Planning and Policy* is responsible for managing BC Assessment (BCA) financial policy development and for leading multi-year financial and annual budget planning processes for the organization. The position provides financial analysis and consulting services and expertise to the organization, and serves as the internal audit expert for BCA. The *Manager* also carries out other Finance Services Department assignments and responsibilities as delegated by the Director of Finance.

## Senior Financial Analyst (Under Review)

The *Senior Financial Analyst* works closely with and provides professional support to the Manager - Financial Reporting and Operations, the Manager - Financial Planning and Policy, and the Director - Finance in order to address increasing internal and external financial reporting requirements and to actively participating in Phase 3 of the Finance, HR and Payroll systems project. The *Senior Financial Analyst* is an integral member of the Financial Services team, working with all divisional staff members on a regular basis. This will include becoming a power user of the financial modules of the new system in order to provide training and support to Financial Services staff and customers and playing a key role in reviewing and redefining business processes and procedures.

## Accounting Clerk III (Under Review)

This position performs a variety of advanced accounting clerk work: accounts payable and accounts receivable functions, providing financial reporting and analysis, and assisting the purchasing function when required. Duties and errors could result in financial loss. Work at this level is distinguished from that of an Accounting Clerk II by a greater degree of independent judgement, and responsibility for the detection of errors and discrepancies in the accounting records. May carry out supervisory responsibilities. Difficult and unusual problems are referred to a supervisor.

## Accounting Clerk II (Under Review)

Reporting to the Accounting Supervisor, this position processes accounts payable and receivable, and entries to the General Ledger. This position also undertakes monthly account reconciliations and analysis, following policies, procedures and standard accounting practices and refers unusual issues to the Accounting Clerk III or the Accounting Supervisor. This position organizes their own work to meet deadlines.