



## Senior Corporate Access and Privacy Analyst

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### **DEFINITION**

This is a professional, independent, level of work related to the assessment and response to access to information requests. The work involves the application of a depth of knowledge acquired through specific work experience.

This classification is responsible for the complex access to information requests which involve multiple departments, multiple jurisdictions, high-profile third parties, records of significance and issues subject to high levels of scrutiny by City Administration, Mayor and Council, media, citizens, other orders of government, and the City's business partners. Actioning access to information requests entails extensive knowledge of the *Freedom of Information and Protection of Privacy (FOIP) Act*, interpretations issued by the Office of the Information and Privacy Commissioner (OIPC), analysis of current events, trends, and issues and adherence to internal procedures. All decisions made by this classification may be the subject of an OIPC complaint.

Decisions by the Senior Corporate Access and Privacy Analyst are rendered using a thorough understanding of legislation, Orders by the OIPC, case law, policy, and best practices. These decisions are made pursuant to the City's FOIP Delegation Order and cannot be overridden by the City's Executive Leadership Team, Law Branch, or other senior leaders within the City.

The Senior Corporate Access and Privacy Analyst must be prepared to respond to reviews by the OIPC through a quasi-judicial mediation process when applicants file complaints regarding decisions made by the Senior Corporate Access & Privacy Analyst.

This classification differs from the Corporate Access and Privacy Analyst as this classification will be responsible, on a rotational basis with other Senior Analysts, to cover all duties of the Supervisor, Information Access, including approving absences, analyzing and assessing the complexity of incoming requests, and assigning to Access members. Senior Analysts will provide support, mentorship and guidance to Corporate Access and Privacy Analysts regarding decisions under the FOIP Act. In addition, this classification manages and processes complex files including these files in mediation with the OIPC involving multiple departments, multiple jurisdictions, high-profile and/or multiple third parties, records of significance, high sensitivity. The Senior Corporate Access and Privacy Analyst is responsible for developing training and advice to business areas regarding the access to information process and will present on these topics at meetings both within the department and in other City departments. This classification is responsible for conducting research involving case law, and policy from other organizations, and legal jurisdictions. There is not an automatic progression within the Corporate Access and Privacy Analyst classification series.



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### **TYPICAL DUTIES** \*

Receives and actions complex access to information requests that are cross-departmental, involve multiple jurisdictions, high profile, or high sensitivity and requires an extensive knowledge of the FOIP Act, interpretations issued by the OIPC, and analysis of current events, trends and issues.

Determines what information to withhold and what information to release through application of exceptions to disclosure. This entails reviewing records, legislation, internal procedures, previous mediation files with the OIPC, OIPC Orders, and orders of other jurisdictions. Conducts legislated consultations with third parties which may include vendors, contractors, organizations, businesses and other public organizations in accordance with the FOIP Act to determine if they have provided sufficient rationale for the Senior Corporate Access and Privacy Analyst to withhold the records.

Oversees files in mediation with the OIPC, providing copies of redacted and un-redacted records to the OIPC for review and explaining how and why exceptions of the Act were applied in written submissions.

Researches and contributes to the creation of corporate policies and procedures to support City compliance with the FOIP Act.

Provides advice and training to business areas regarding the access to information process and internal procedures.

Presents on access to information topics at team meetings or meetings with liaisons in City departments.

Prepares collection statements, privacy research, privacy impact assessments and breach investigations.

Prepares fee estimates and written recommendations regarding fee waivers to the FOIP Head.



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### **KNOWLEDGE, ABILITIES AND SKILLS**

Demonstrated extensive knowledge of the FOIP Act, interpretations issued by the Office of the Information and Privacy Commissioner and analysis of current events, trends and issues.

Demonstrated experience developing and applying policies and procedures.

Demonstrated ability to communicate verbally and in writing with preciseness and accuracy.

Demonstrated ability to commit a high degree of attention to detail.

Demonstrated ability to use tact and diplomacy to ensure rules and regulations are appropriately followed and knowledge to apply firmness, impartiality and good judgement.

Demonstrated organizational and time management skills with a track record of delivering results under rigid timelines.

Demonstrated ability to work independently with minimal supervision as well as in a team environment where work responsibilities depend on team cooperation/collaboration.

Demonstrated ability to critically analyze issues to make decisions, recommend viable and effective solutions and summarize and manage information.

Demonstrated customer service skills.

Demonstrated ability to utilize software for the completion of reports and records.

Demonstrated research and problem solving skills to gather required information, make decisions and develop recommendations.

Demonstrated ability to handle and manage sensitive and confidential information.

Demonstrated ability to meet and deal effectively with citizens, media, third parties and other internal and external stakeholders.

Demonstrated experience in the development and writing of reports and briefings.

Demonstrated experience working with councils, boards, business stakeholders, and community associations or similar.



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Demonstrated experience processing access to information requests under Alberta's FOIP Act or equivalent legislation.

Demonstrated experience designing and delivering access and privacy training.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

University Degree in Information Studies, Public Policy, Archives Studies, Library Studies, Political Studies or a relevant discipline with a minimum of four (4) years of directly related, progressively responsible experience working in the research, analysis, interpretation and application of access and privacy legislation.

Equivalencies include:

A related two-year diploma and a minimum of six (6) years of related experience; a related one-year certificate and a minimum of seven (7) years of related experience; or a minimum of eight (8) years of related experience.

Information Access and Protection of Privacy (IAPP) certificate or equivalent from the University of Alberta, a recognized post secondary institution or a recognized professional association is an asset.



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\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	3401		3406	
Grade	025		027	
Originated:	2019-12			
Last Updated:	2024-4 (quals updated)			
Previous Updates:				