

POSITION TITLE:	Classifier	POSITION NUMBER(S):	
UNIT: (e.g., Branch, Area, District)	Operations – Motion Pictures	LOCATION:	Burnaby
SUPERVISOR'S TITLE:	Director, Motion Pictures	POSITION NUMBER	
SUPERVISOR'S CLASSIFICATION:	ML2	PHONE NUMBER:	
APPROVED CLASSIFICATION:	Administrative Officer R21	CLASS CODE:	

PROGRAM

Consumer Protection BC is a not-for-profit corporation dedicated to strengthening consumer protection in BC and enforcing BC's consumer protection laws. As a regulator, we license and inspect specific industries, respond to consumer inquiries, investigate alleged violations of consumer protection laws, and educate consumers and businesses about their rights and responsibilities under the laws we administer. Our vision is a province where all citizens of British Columbia are empowered in their transactions as a result of rigorous and consistent business compliance and through the provision of solution-based information. For more information about our organization and to read our annual reports, please visit our corporate website at www.consumerprotectionbc.ca.

PURPOSE OF POSITION

The Classifier is primarily responsible for classifying motion pictures submitted to Consumer Protection BC by licensed distributors. The Classifier makes decisions by examining motion pictures in the context of the *Motion Picture Act*, Regulations, established guidelines, past precedents, community standards and Consumer Protection BC policy. The Classifier makes decisions independently and as part of a team. When participating as part of a panel, the Classifier contributes to a consensus decision.

NATURE OF WORK AND POSITION LINKS

Motion Picture Classification (MPC) is an operational area of Consumer Protection BC. The organization protects the public interest through its administration of the *Motion Picture Act* and Regulations. MPC classifies feature motion pictures and advertising trailers before they are publicly exhibited; reviews adult videos before they are distributed; limits the access of minors to adult motion pictures; issues exemptions and fee waivers; processes orders for copies and decals; responds to consumer and industry communications; and contributes to policy development. The Classifier collaborates with other departments including Compliance and Marketing & Corporate Communications.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

70% Participates in motion picture classification activities by:

- Making fair and reasonable classification decisions, either independently or as part of a team;
- Taking detailed notes while reviewing motion pictures of all depictions;
- Visually and audibly focussing on screens of different sizes to scrutinize motion pictures in their entirety even though they may depict intense and prolonged imagery of potentially disturbing, offensive or illegal scenes;
- Participating in classification discussions to achieve consensus decisions including classification category, advisory, decision summary and potential special conditions;
- Using independent judgement to contribute to your decisions;
- Utilizing knowledge of the legislation, relevant policy, and dynamic community standards;
- Utilizing, and referring to, notes of past motion pictures, and relevant public feedback regarding similar motion pictures/depictions;
- Identifying and incorporating benchmark motion pictures to be used in classification standards to illustrate specific degrees of evaluation factors or classification levels;
- Ensuring classification activities are conducted in accordance with delegated authorities, are exercised in a manner consistent with legislative and regulatory requirements, conform with principles of administrative law and natural justice, and classification decisions are justified;

- Diagnosing complex classification issues and adapting classification initiatives and guidelines to address them;
- Reviewing Adult motion picture submissions for compliance with the *Motion Picture Act*;
- Reviewing motion pictures submitted by distributors for opinion on whether they fall within the Act's Adult definition;
- Reviewing motion pictures, such as motion picture festival submissions, which may be subject to some exemptions or fee waivers;
- Drafting decision summaries and publishing to the website;
- Entering data into Consumer Protection BC's databases;
- Participating in reconsiderations by providing the Director with responses to licensees' requests or arguments.

15% Acts in the roles of Classifier/Technical Administrator during absences:

- Communicating with distributors and other staff to schedule motion picture screenings;
- Identifying technical issues related to web pages, forms and applications;
- Posting documents onto the website in accordance with established policies and procedures;
- Monitoring and maintaining secure systems for storage and usage of motion picture prints;
- Scheduling offsite screenings when necessary;
- Managing the submission of advertising trailers;
- Responding to questions from licensees regarding scheduling, format, security.

5% Provides information to industry, the public and other departments within Consumer Protection BC by:

- Receiving, tracking, evaluating and responding to feedback from members of the motion picture industry or the public;
- Explaining the reasons for classification decisions to consumers, industry and other stakeholders;
- Representing Consumer Protection BC at public forums and other speaking engagements;
- Researching, identifying and sharing emerging stakeholder/consumer issues;
- Developing and distributing written products/web materials;
- Providing advice on responses to issues, and preparing issue notes and statements for use in responding to public or media reaction to issues;
- Assisting other departments with communications projects;
- Managing motion picture related social media content and communications;
- Providing the Compliance department with information regarding potential high risk issues;
- Providing the Client Services department with information regarding public correspondence;
- Providing the Marketing & Corporate Communications department with information related to social media.

5% Participates in the development of office policies and procedures by:

- Developing, designing, creating, amending, drafting and recommending classification policies, procedures and guidelines that consider evolving public standards of tolerance, community standards, legislation, jurisprudence, other jurisdictions, industry consultation, and new technologies;
- Recommending and anticipating changes to the *Motion Picture Act* and Regulations;
- Communicating with stakeholders to understand industry concerns and recommending procedural changes to senior staff.

5% Performs other duties.

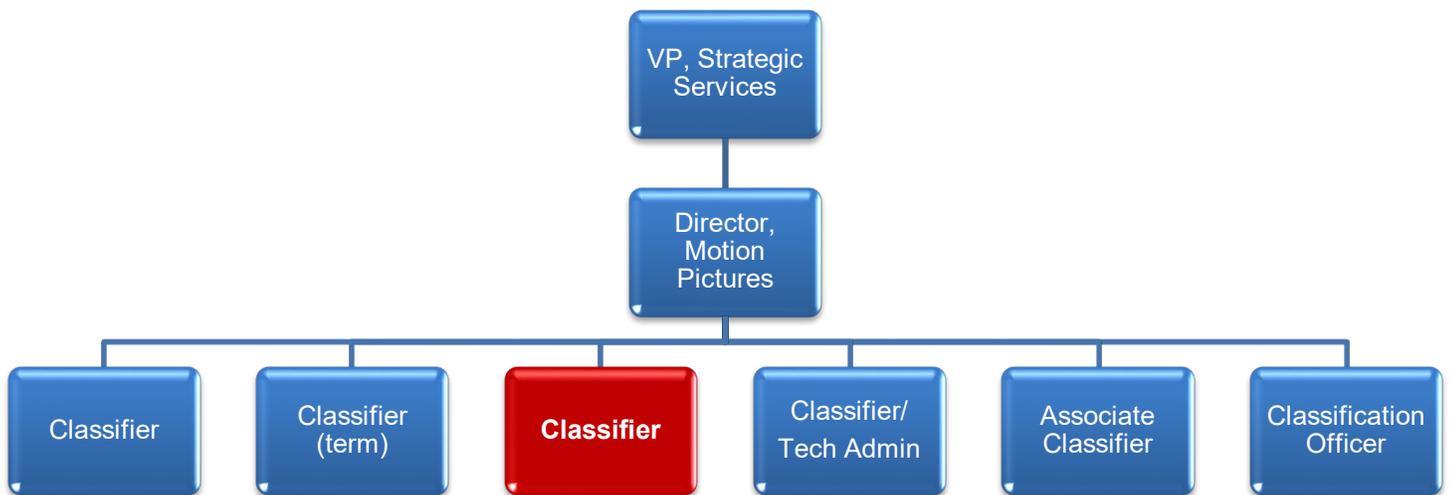
SPECIAL REQUIREMENTS

Required to pass a criminal record check.

EXCLUDED MANAGER AUTHORIZATION

<p>I confirm that:</p> <ol style="list-style-type: none"> 1. the accountabilities / deliverables were assigned to this position effective: 2. the information in this position description reflects the actual work performed. 3. a copy has / will be provided to the incumbent(s). 		
NAME:	SIGNATURE:	DATE:

ORGANIZATION CHART



SELECTION CRITERIA

<p>Education/Experience</p> <ul style="list-style-type: none"> • Completion of post-secondary education in a related field (i.e. Arts) and related experience analyzing motion pictures, using legislation independently and as part of a team. • Equivalent combination of education and experience will also be considered. • Experience providing information and services to clients. • Experience in keyboarding, word processing, data input, spreadsheet and other standard computer applications. • Experience in a regulatory environment using & interpreting legislation, policies, procedures and past precedents to make decisions.. • Experience in responding quickly to direction and/or accepting criticism maturely. <p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of the statutes administered by Consumer Protection BC including the <i>Motion Picture Act</i> and Regulations, <i>Business Practices and Consumer Protection Act</i> and Regulations. • Knowledge of the principles of administrative law and procedural fairness. • Working knowledge of personal computers including database programs and other software applications. <p>Demonstrated Abilities/Skills</p> <ul style="list-style-type: none"> • Ability to analyze motion pictures using legislation. • Ability to provide written rationales for administrative tribunal or quasi-judicial decisions. • Ability to make objective and reasonable decisions on varied depictions including violent and /or sexually explicit.
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- Excellent oral and verbal communication skills.
- Organizational and time management skills and ability to prioritize.
- Ability to analyze, diagnose and interpret legislation and policy.
- Ability to independently focus for long periods without distraction.
- Keen and perceptive observation skills.
- Ability to actively and independently maintain morale and occupational health.

CORE COMPETENCIES

Analytical thinking the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.

Problem solving/Judgement the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

Teamwork and co-operation the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

Conceptual Thinking is the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning.