

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 18

Position Title	Data Verification Specialist		
Date Evaluated	March 22, 2006	Date Revised	
Notes Taken By	Jane Mizanski		

EVALUATION

1. Writing Skills	2	Complete activity logs, prepare e-mail to staff; occasionally drafts/provides input to p
2. Numeric Skills	1	Completes in-house spreadsheets with work counts/activity logs.
3. Technical Skills/Professional Knowledge	3	Knowledge of variety of programs and related software tools to access/process assessm
4. Analytical/Problem-Solving Skills	3	Work is performed within department procedures; problem, e.g. incomplete or questi ownership or legal description.
5. Communication Skills	2	Discuss/follow-up on school support issues with School Board Clerks; respond to enq
6. Co-ordinating Skills	1	Normal coordination to perform duties of job.
7. Freedom of Action	3	Work is subject to process controls for quality, counts are maintained for volume; inc
8. Guiding Others	3	Provides training and regular technical guidance to Data Verification Clerks.
9. Physical Effort	1	Lifting boxes of LTTAs, occasionally searching files in central storage facility.
10. Manual Dexterity	1	Keyboarding skills.
11. Audio/Visual Effort	1	Keying and verifying information between computer screen and hard copies; reading
12. Working Conditions	1	Occasionally dealing with irate taxpayer, storage facility is dusty.
General Notes		