

**MPAC - OPSEU  
Pay Equity Job Evaluation**

**Position Number: 20**

<b>Position Title</b>	<b>Quality Assurance Clerk</b>		
<b>Date Evaluated</b>	<b>September 28, 2005</b>	<b>Date Revised</b>	<b>June 13, 2006</b>
<b>Notes Taken By</b>	<b>Jane Mizanski</b>		

**EVALUATION**

<b>Factor</b>	<b>Level</b>	<b>Explanatory Notes</b>
<b>1. Writing Skills</b>	<b>2</b>	<b>Filling out forms, writing process control results, writing highly structured documents.</b>
<b>2. Numeric Skills</b>	<b>2</b>	<b>Calculating area, converting dimensions on maps (imperial to metric, hectares to acreage).</b>
<b>3. Technical Skills/Professional Knowledge</b>	<b>3</b>	<b>Knowledge of MPAC: software programs and OASYS to be able to conduct process controls; business processes, procedures; to perform variety of process controls, assist with audits, collect data. Requires some previous exper. in quality control or MPAC work.</b>
<b>4. Analytical/Problem-Solving Skills</b>	<b>3</b>	<b>Applies process controls, using standard procedures (comparing results to policy or procedure), running standard reports that generate errors listing, looking at source documents against what is keyed;</b>
<b>5. Communication Skills</b>	<b>2</b>	<b>Must explain errors to employees; contacting taxpayers to collect information on their customer service experience; factual information being conveyed/discussed;</b>
<b>6. Co-ordinating Skills</b>	<b>1</b>	<b>Normal coordination of own resources/documents to perform own work, priorities established through schedule set by Manager, and rarely modified to complete work.</b>
<b>7. Freedom of Action</b>	<b>2</b>	<b>Work is defined by Mgr; plan daily sequence of tasks to meet defined deadlines; process control guidelines and procedures are set out, all decisions are made within the procedural framework. Refers any issues/decisions outside of defined guidelines and procedures.</b>
<b>8. Guiding Others</b>	<b>1</b>	<b>Occasionally guides summer students;</b>
<b>9. Physical Effort</b>	<b>1</b>	<b>Occasionally open/lift boxes of files to review Notices at PostLinks; Sitting at desk using computer daily but has the ability to control strain by moving around, changing activity;</b>
<b>10. Manual Dexterity</b>	<b>2</b>	<b>Keyboarding skills: &gt;2hrs daily, accuracy important, ability to control strain by doing other activities; keying is not continuous as incumbent is also reviewing and analyzing/process control work.</b>
<b>11. Audio/Visual Effort</b>	<b>3</b>	<b>Review files, checking data integrity/errors; computer keying; can be tedious work; distractions can interrupt review of data.</b>
<b>12. Working Conditions</b>	<b>1</b>	<b>Occasionally dealing with co-workers who disagree with process control findings/errors.</b>
<b>General Notes</b>		