

**MPAC - OPSEU  
Pay Equity Job Evaluation**

**Position Number: P22**

<b>Position Title</b>	<b>Municipal Relations Assistant</b>				
<b>Date Evaluated</b>	September 30, 2005	<b>Date Revised</b>		<b>Notes Taken By</b>	Jane Mizanski

**EVALUATION**

<b>Factor</b>	<b>Level</b>	<b>Explanatory Notes</b>
<b>1. Writing Skills</b>	<b>3</b>	Assist MRRs with preparing training/presentation materials for council meetings; compose responses to enquiries regarding ownership, legal descriptions.
<b>2. Numeric Skills</b>	<b>2</b>	Understanding and/or calculating site areas to respond to municipal enquiries.
<b>3. Technical Skills/Professional Knowledge</b>	<b>3</b>	Variety of administrative tasks related to the support and delivery of products to the municipalities: knowledge of OASYS, Municipal Connect, municipal products (MCP) and processes to respond to enquiries; review and check reports for errors prior to delivery; assist in compiling presentation materials.
<b>4. Analytical/Problem-Solving Skills</b>	<b>2</b>	Uses defined practice (searches standard database) to solve problem, if unable to resolve refers to LPU; e.g. tax collector calls on a split property, review documents/ sales information or other preliminary data using GeoWarehouse prior to forwarding to LPU to resolve.
<b>5. Communication Skills</b>	<b>2</b>	Responds to enquiries from the municipal clients.
<b>6. Co-ordinating Skills</b>	<b>2</b>	Compiles/assembles presentation materials for MRR/Account Managers; sets up meetings with Mun Councils for MRR/A Mgr; coordinates delivery of the Supp/Omit rolls, canvass muns and School Bds for Year-end requirements, sort and deliver PIL lists, delete roll entries report, etc.
<b>7. Freedom of Action</b>	<b>3</b>	Enquiries assigned by MRR or as received by municipality; incumbent may determine how and when to best respond (to escalate, refer to LPU, urgent vs general enquiry) within prescribed Cust Serv Standards; plans sequence of daily activities.
<b>8. Guiding Others</b>	<b>1</b>	No formal responsibility; occasionally shares MRR processes and software/database knowledge with PV and CR staff.
<b>9. Physical Effort</b>	<b>1</b>	Occasionally delivers boxes of rolls to municipalities.
<b>10. Manual Dexterity</b>	<b>3</b>	Daily keyboarding into DTS, >2hrs, can lessen strain by answering phone, doing other activities.
<b>11. Audio/Visual Effort</b>	<b>3</b>	Listening during telephone enquiries, keying/preparing reports on screen; >2hrs
<b>12. Working Conditions</b>	<b>1</b>	Dealing with external/municipal clients sometimes can be impatient; travel to municipal offices to deliver rolls (but can decide when to go if weather is not good).
<b>General Notes</b>		