

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 23

Position Title	Office Administrator				
Date Evaluated	September 30, 2005	Date Revised		Notes Taken By	Jane Mizanski
Factor	Level	Explanatory Notes			
1. Writing Skills	3	Responding to employee enquiries, completing payroll forms (OMERS, Insured Benefits Enrollment, New Employee Documentation); emails to staff regarding e.g. facilities issues (carpet cleaning), changes to bldg security access, explaining changes in policy/procedures covering expense claim system, vehicle usage/rentals, filing claims for WSIB/Form 7s, etc;			
2. Numeric Skills	2	Complete fleet, security logs; calculate salary for promotion, OMERS contribution rates, severance payments, complete Record of Employment for terminations; monitor and verify mtce/purchase invoices for GST/RST;			
3. Technical Skills/Professional Knowledge	3	Requires knowledge and skills covering a variety of administrative functions (payroll and benefits administration, fleet mtce, facilities mgmt, purchasing and repair of office supplies/equipment), and the respective software programs supporting these functions (Word, Excel, Star, PeopleSoft); knowledge gained through previous experience in any one of the functional areas plus on the job training for specific issues such as OMERS documentation;			
4. Analytical/Problem-Solving Skills	2	Most issues/problems are straightforward (e.g. employee over/under paid; telephone system not working; dealing with unscheduled bldg mtce); problems resolved by referring to policies, procedures, reviewing and checking pay lists, referring to HO Fin & Admin or Payroll;			
5. Communication Skills	3	Communicate with employees on pay, benefits issues, dealing with staff, external service providers (mechanics, landlords, suppliers) regarding fleet mtce, building mtce and office equipment/supplies issues.			
6. Co-ordinating Skills	3	Level acknowledges the breadth and scope of offices covered and the variety of activities to coordinate for multiple locations; incumbents coordinate vehicle mtce schedules, follow-up on employee documentation for new hires/retirements, return of assets prior to employee departure; coordinates distribution of security access cards/codes where there is a system change, etc, and works with HO staff on office relocations/physical moves.			
7. Freedom of Action	3	Work is assigned in part as reaction to problems, as part of routine schedules (payroll, fleet mtce, office cleaning, etc.) Plans the sequence of activities to be completed/ prioritizes a variety of tasks under little direct supervision.			
8. Guiding Others	1	No formal responsibility for guiding others.			
9. Physical Effort	1	Lifting supplies delivered to the office.			
10. Manual Dexterity	1	Keyboarding skills 1 – 2 hrs, ability to lessen strain;			
11. Audio/Visual Effort	1	Viewing data on screen but not for extended periods of time, can lessen strain by doing other duties.			
12. Working Conditions	2	Dealing with angry staff re: payroll, benefits issues, policy changes (eg. vehicle use, expenses); travel between offices year round; shuttling MPAC cars to mtce garage.			
General Notes					

