

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 28

Position Title	Production Control Clerk – CPF		
Date Evaluated	October 20, 2005	Date Revised	Notes Taken By Jane Mizanski

Factor	Level	Explanatory Notes
1. Writing Skills	2	Brief responses to TIP enquiries, more complex enquiries are referred to field staff; occasionally writing work instructions for temporary employees.
2. Numeric Skills	3	Compiling and analyzing production statistics against archived data to forecast volume of work, man hours and staff requirements.
3. Technical Skills/Professional Knowledge	3	Knowledge of variety of documents and processing (TIP, LTTAs, Sales/Occupancy Questionnaires and Data Tracking System) to compile production statistics and status reports for presentation and maintains TIP database by overseeing the TIP database mtce (data entry processing).
4. Analytical/Problem-Solving Skills	3	Analyzing production statistics against past performance and forecasted production, against KPIs to generate projections for work volume completed, and can be used to support staffing levels; focus is on analysis more than problem-solving.
5. Communication Skills	2	Answering questions from mgmt regarding the production reports; occasionally training TIP students on data fields to key.
6. Co-ordinating Skills	2	Coordinates staff assignments and computer resources from temp/different (CPF) sections for the TIP program - once a year, organizes TIP documentation;
7. Freedom of Action	3	Coordinates the annual TIP program within established procedures; produces standard/ad hoc reports within the established timelines and procedures. Completed work is reviewed for accuracy and adequacy.
8. Guiding Others	2	Oversees the TIP program, which may include training temp staff, but is not responsible for their day-to-day activities.
9. Physical Effort	1	Office work – sitting, but with ability to move about and change activities. Limited lifting
10. Manual Dexterity	1	Keyboarding to produce charts, graphs, reports, some emphasis on accuracy; (production reports are generated through computer logs – incumbent then manipulates data for presentation and reporting)
11. Audio/Visual Effort	1	Views data on computer screen but not for prolonged periods, can change activities
12. Working Conditions	1	No disagreeable working conditions
General Notes		