

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 29

Position Title	Payroll and Benefits Administrator				
Date Evaluated	September 29, 2005	Date Revised		Notes Taken By	Jane Mizanski

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	2	Completes payroll forms, standard form letters, e.g. salary confirmation letters, notice of benefit termination, emails to employees on straightforward pay or benefits issues.
2. Numeric Skills	2	Calculates severance pay, generates manual cheques, using basic math skills; create reports in HRIS for manpower planning/retirement reports, attendance, and ad hoc requests.
3. Technical Skills/Professional Knowledge	3	Knowledge of variety of payroll-related activities, policies and legislation: source deductions, EI, income tax/TD2, pay administration policies for promotion, acting assignments, Collective Agreement provisions, Terms and Conditions for Mgmt, student employment policies, procedures for Star/attendance, benefit entitlements, pension processing, Workers Compensation, etc.
4. Analytical/Problem-Solving Skills	3	Problems related to employee pay, deductions, and/or entitlements: refers to payroll policies, procedures, Collective Agreement, Terms & Conditions, or other source documents to verify information and rules, considers past practice.
5. Communication Skills	3	Responding to enquiries from Office Administrators, employees, or managers to clarify payroll/benefits issues; liaising with pension plan administrators, benefits carrier regarding enrollment, eligibility or termination issues – eg. to clarify dates, entitlements, other data required for processing documents.
6. Co-ordinating Skills	2	Coordinates information to process pensions, benefits, payroll, contacting employee to complete documentation, ensuring all appropriate documents are completed by mgr/employee and signed for submission to GWL, OMERS, etc.
7. Freedom of Action	3	Incumbents are assigned a portfolio of departments to provide payroll administration functions that are driven by payroll deadlines; incumbents have discretion to plan sequence of their work for each pay period.
8. Guiding Others	1	No formal responsibilities for guiding others
9. Physical Effort	1	No physical effort beyond normal office environment; once yearly lifting files for retention or destruction and re-organizes corporate HR files
10. Manual Dexterity	4	Keyboarding skills, accuracy important, >2 hours, but can lessen the strain by doing other activities;
11. Audio/Visual Effort	3	Keying into the payroll system from hard copy documents; >2 hrs daily, some interruptions from calls.
12. Working Conditions	1	Occasionally dealing with irate employees.
General Notes		