

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 31

Position Title	Manuals Coordinator		
Date Evaluated	March 21, 2006	Date Revised	
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	3	Drafts/edits systems documentation, e.g. OASYS Users Manual; reviews written material prepared by others, eg. Assessor's Field Guide, for format, consistency; drafts IPS Newsletter, and prepares synopsis of IPS Use Cases.
2. Numeric Skills	2	Uses basic numeric skills to determine costs of printing.
3. Technical Skills/Professional Knowledge	3	Knowledge of a variety of systems software programs including Word, Adobe Acrobat, DreamWeaver, Visio to prepare documentation including graphics software to produce flowcharts. Must be familiar with Manuals Standards.
4. Analytical/Problem-Solving Skills	2	Tracking hard copies of manuals ie. when employees leave; incomplete documentation or questionable accuracy of the information, can usually be identified by scanning/reading the document.
5. Communication Skills	2	Dealing with suppliers, liaising with municipalities and school boards to provide updated copies of manuals.
6. Co-ordinating Skills	2	Coordinates updates and distribution of manuals, working with print companies and IT staff for input/posting on intra/internet. Maintains mailing list/user's list for over 20 manuals. If incumbent is not 'writing' then they are coordinating all updates and dissemination to users/manual holders.... This should be important part of job?
7. Freedom of Action	3	Work is assigned by manager, depending on dept needs; plans and prioritizes sequence of work to meet deadlines.
8. Guiding Others	1	No formal responsibility for guiding others.
9. Physical Effort	2	Lifting boxes of paper, sorting and packaging updates to ship to field offices, and assembling hard copies of manuals.
10. Manual Dexterity	3	Keying where both accuracy and speed is important;
11. Audio/Visual Effort	2	Concentration required when preparing online material and graphics. ??
12. Working Conditions	1	No disagreeable working conditions.
General Notes		