

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 32

| | | | | | |
|-----------------------|------------------------------|---------------------|----------------------|-----------------------|----------------------|
| Position Title | Legislation Assistant | | | | |
| Date Evaluated | October 20, 2005 | Date Revised | June 13, 2006 | Notes Taken By | Jane Mizanski |

| Factor | Level | Explanatory Notes |
|---------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Writing Skills | 4 | Summarizes legislation, legal opinions, court decisions for posting on intranet for staff. |
| 2. Numeric Skills | 1 | Prepares spreadsheets to track cases/decisions. |
| 3. Technical Skills/Professional Knowledge | 4 | Knowledge of legislation and library/filing of case law/court decisions; performs more complicated tasks when undertaking research and preparing preliminary determinations, summarizing court decisions, extracting court rulings for field staff to use in their assessment appeals; training in library resource mgmt and/or para-legal is useful in performing duties. |
| 4. Analytical/Problem-Solving Skills | 4 | Problems/issues may be considered similar in topic but research and analysis are required to determine appropriate recommendation. For example, reviews a subject property requesting exemption: seeks additional information, reviews legislation, previous court decisions, to determine whether exemption is appropriate or not, develops recommendation for Analysts; Analyzes within a defined methodology – ie using the various database resources, but analyzes which case law/decisions would be appropriate to send to staff to support appeals. |
| 5. Communication Skills | 2 | Most work involves written communication; responds to verbal requests from staff for copies of case law requiring fact-based questioning/responses. |
| 6. Co-ordinating Skills | 3 | Regularly compiles information and files for four Analysts and responding to requests from the field staff for research and copies of cases. |
| 7. Freedom of Action | 3 | Must respond to requests as they arrive, and therefore the assignment of work is fairly bound; incoming requests for information/decisions are logged and tracked for completion. |
| 8. Guiding Others | 1 | No formal responsibility for guiding others. |
| 9. Physical Effort | 1 | Sitting at computer, filing <1hr, and can lessen strain. |
| 10. Manual Dexterity | 1 | Keyboarding but can lessen the strain by doing filing, paper research. |
| 11. Audio/Visual Effort | 2 | Visual: Searching, reading court decisions daily, important to not miss anything therefore requires degree of uninterrupted concentration; most electronic files have search engine therefore limited scrolling through database. |
| 12. Working Conditions | 1 | No disagreeable working conditions. |
| General Notes | | |