

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 33

Position Title	Training Coordinator		
Date Evaluated	October 19, 2005	Date Revised	June 28, 2006
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	3	Drafting letters to applicants for MPAC Scholarship Award, letters to hotel confirming conference arrangements/bookings; letters to employees regarding training sessions, to vendors/facilitators to confirm dates, course outlines, facilities requirements, etc.
2. Numeric Skills	2	Reviewing quotes from vendors, processing invoices for vendors, hotels for mgmt conferences; charge-backs for tuition reimbursement.
3. Technical Skills/Professional Knowledge	3	Computer skills (Word, HRIS, Excel), familiarity with MPAC Learning Guide and training and development policies, approval process for external training and educational assistance; performs a variety of tasks related to record keeping, organizing, coordinating and delivering corporate training program, maintaining HRIS/Career Path competencies database;
4. Analytical/Problem-Solving Skills	3	Approval process for tuition reimbursement may require some analysis and discretion in processing requests; resolves scheduling issues with course facilitators, facilities, attendees; where employee requests course outside of approved listing, will follow-up with dept mgmt; requires an understanding of the context for different situations to resolve issues – ie. same problem may require different solution depending on the circumstances;
5. Communication Skills	3	Liaising with vendors (current and potential) regarding schedules, equipment requirements, as well as course content, potential issues that may surface during the course. Liaising with hotels regarding accommodations, facilities, options for ‘freebies’. Liaising with employees/mgrs to confirm or follow-up on courses or tuition reimbursement.
6. Co-ordinating Skills	4	Coordination of facilities, vendors, attendees, meals, visual aids, etc. Coordinates interviews for the Scholarship Program, including setting up interviews, advising the Team, notifying of successful recipients, communication to staff.
7. Freedom of Action	3	Works within established procedures and processes but has latitude to determine sequence of activities to be completed over the course of week, month provided all deadlines are met.
8. Guiding Others	1	No formal responsibility for guiding others.
9. Physical Effort	3	Setting up the boardrooms for training sessions, opening/closing modular walls, moving tables, chairs, carrying flipcharts, proxima, etc.
10. Manual Dexterity	1	Keyboarding but not continuous and can relieve strain by doing other activities.
11. Audio/Visual Effort	1	Viewing data on computer screens but not above the normal requirements for office work.

12. Working Conditions	1	Occasionally dealing with rude employees eg. on tuition reimbursement.
General Notes		