

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 38

Position Title	Elections Information Specialist		
Date Evaluated	April 6, 2006	Date Revised	
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	4	Drafts correspondence/communications to school boards, municipalities; drafts reports on municipal enumeration for the Executive and Board.
2. Numeric Skills	2	Undertakes data matching, reviews demographic data; prepares business rules for algorithms which are written by IT staff.
3. Technical Skills/Professional Knowledge	6	Incumbent is corporate lead on enumeration and related issues such as Ward/Poll Boundaries, and represents the Corporation on such issues to external clients and stakeholders. Incumbent has thorough knowledge of the related legislation, stakeholder interests, and leads the projects related to updating/maintaining the enumeration database within the Assessment database.
4. Analytical/Problem-Solving Skills	4	Analyze demographic information relating to enumeration process; problems are typically administrative, coordination or process related. Reviews proposed legislative changes for impact on MPAC processes, procedures and policies.
5. Communication Skills	4	Liaising with third parties for eg. printing services; delivers formal presentations to AMO, AMCTO, Elections Canada, Elections Ontario, etc. and MPAC staff on enumeration issues.
6. Co-ordinating Skills	5	Coordinates enumeration, collection of data from various external sources. Coordinates advertising campaign with Communications department.
7. Freedom of Action	6	Incumbent liaises directly with service providers, working with LPSS and Communications on forms design. Incumbent is expected to manage the enumeration process.
8. Guiding Others	2	Guiding others in area of enumeration (area of expertise) but not guiding day-to-day work.
9. Physical Effort	1	No physical effort beyond sitting at computer.
10. Manual Dexterity	1	Keyboarding skills and use of calculator.
11. Audio/Visual Effort	1	Normal audio and visual effort required.
12. Working Conditions	1	No disagreeable working conditions.
General Notes		