

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 39

Position Title	Municipal Relations Specialist		
Date Evaluated	June 12, 2006	Date Revised	
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	4	Prepares email and correspondence to municipalities, drafts Board Reports, use case requirements and procedures on products and services.
2. Numeric Skills	3	Develops pricing formula for products and services eg. based on enrolment numbers for School Connect; using algorithms; responsible for drafting and monitoring project budgets.
3. Technical Skills/Professional Knowledge	4	Knowledge of assessment data and the Assmt Act, understanding what data municipalities require; good project management skills;
4. Analytical/Problem-Solving Skills	5	Eg. municipality having difficulty with Municipal Connect, need to determine if data source is correct, is the application working, is it the municipality's system or links.
5. Communication Skills	5	Delivers formal presentations to municipalities on products and services.
6. Co-ordinating Skills	2	As project manager, pulls together resources, works with staff on trade shows to ensure exhibits, displays, promotional materials are available.
7. Freedom of Action	4	Incumbent develops project plan and recommended action for presentation and decision of Project Sponsors; once the plan is approved incumbent implements to plan. Check with Arthur on latitude
8. Guiding Others	1	No formal responsibility for guiding others.
9. Physical Effort	2	Required to drive to municipalities and field offices on regular basis; transporting exhibit materials to trade shows.
10. Manual Dexterity	2	Keyboarding >2hrs but can lessen strain
11. Audio/Visual Effort	2	When delivering presentations listening to questions from the audience; looking at data on spreadsheets.
12. Working Conditions	2	Driving in all weather conditions, occasionally dealing with hostile audience, taxpayers at trade shows; (Valuation staff are traveling/dealing with taxpayers in isolation of other staff while this position is in a controlled environment.)
General Notes		