

**MPAC - OPSEU  
Pay Equity Job Evaluation**

**Position Number: 43**

<b>Position Title</b>	<b>Freedom of Information Assistant</b>		
<b>Date Evaluated</b>	<b>April 5, 2006</b>	<b>Date Revised</b>	
<b>Notes Taken By</b>	<b>Jane Mizanski</b>		

**EVALUATION**

<b>Factor</b>	<b>Level</b>	<b>Explanatory Notes</b>
<b>1. Writing Skills</b>	<b>3</b>	<b>Produces letters, memos; proof reads to ensure accuracy; maintains the Corporate records retention schedule.</b>
<b>2. Numeric Skills</b>	<b>2</b>	<b>Maintains tracking system for all FOI and GRAD requests; calculates fees for requests for FOI.</b>
<b>3. Technical Skills/Professional Knowledge</b>	<b>3</b>	<b>Requires skills and knowledge to undertake a variety of tasks, eg. research skills, knowledge of FOI guidelines and records retention procedures.</b>
<b>4. Analytical/Problem-Solving Skills</b>	<b>2</b>	<b>For example, when a request falls within the FOI legislation the incumbent, under the direction of the manager, will gather the information to respond to the request, determines nature of request, information required, source of information, etc.</b>
<b>5. Communication Skills</b>	<b>2</b>	<b>Responding to or liaising with MPAC staff to process FOI requests.</b>
<b>6. Co-ordinating Skills</b>	<b>3</b>	<b>Coordinates/compiles the information to respond to FOI requests (may involve contacting field staff to acquire information); coordinated with Department reps, the development and completion of records retention schedules for the Corporation.</b>
<b>7. Freedom of Action</b>	<b>3</b>	<b>Work is governed by legislation including timelines for response. Incumbent has the ability to determine the sequence of activities.</b>
<b>8. Guiding Others</b>	<b>2</b>	<b>Provides guidance on destruction/retention of records.</b>
<b>9. Physical Effort</b>	<b>1</b>	<b>Filing, less than 1 hour, can lessen the strain.</b>
<b>10. Manual Dexterity</b>	<b>1</b>	<b>Keyboarding, speed and accuracy daily but can lessen strain.</b>
<b>11. Audio/Visual Effort</b>	<b>1</b>	<b>Reading IPC orders.</b>
<b>12. Working Conditions</b>	<b>1</b>	<b>Occasionally dealing with irate callers.</b>
<b>General Notes</b>		