

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 48

Position Title	Web Administrator		
Date Evaluated	September 29, 2005	Date Revised	
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	2	Entering coding, words, symbols in web pages; create help files and Q & A's, step-by step instructions.
2. Numeric Skills	3	Generates inter/intranet usage ('number of hits') report; computer routines when creating global links to the intranet/internet.
3. Technical Skills/Professional Knowledge	3	Knowledge of web publishing software and JAVA to support the web authors, html, computer programming, at the entry/intermediate level; designs test links for new webpages; requires some formal training in web authoring, plus on-job experience.
4. Analytical/Problem-Solving Skills	3	Reformatting/converting documents for posting on inter/intranet using several applications to convert the file; test conversion for completeness; checking problems with linked documents.
5. Communication Skills	3	Providing support to web authors, answering questions on publishing.
6. Co-ordinating Skills	2	Coordinates all web intranet activities, publishing all documents ensuring deadlines are met (eg. getting job postings on site on time); coordinating TSA/Web Authors for web page postings.
7. Freedom of Action	4	Able to publish pages on own ensuring web author standards and procedures are complied with; provides feedback to departments if standards not met.
8. Guiding Others	1	No formal responsibility for guiding others.
9. Physical Effort	1	No physical effort required beyond normal office environment.
10. Manual Dexterity	2	Using computers to design websites; able to click'n drag when designing pages; accuracy >2 hrs, can lessen strain. if all work is done on computer then manual is higher?
11. Audio/Visual Effort	3	All work requires visual concentration on computer monitor; >2 hrs, daily, but concentration can be maintained; incumbent has steady stream of e-mails requesting immediate posting while working on a website design.
12. Working Conditions	1	No disagreeable working conditions.
General Notes		