

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 55

Position Title	Senior Production Officer		
Date Evaluated	April 6, 2006	Date Revised	
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	3	Creates, maintains production logs, respond to emails regarding production job schedules/batch runs. Drafts detailed IPS documentation procedures for the production group, prepared ISO documentation.
2. Numeric Skills	3	Updates spreadsheets with production stats; writes JCL (Job Control Language) to run/execute batches; writes macros in Lotus, ensuring syntax is correct.
3. Technical Skills/Professional Knowledge	4	Computer skills and knowledge in various production languages: JCL, TSOS, ISPF, etc. to enter job codes, assign priorities and build production batch job, enter data sets for special reports. Good understanding of MPAC priorities for determining/resolving production schedule conflicts.
4. Analytical/Problem-Solving Skills	3	Determine order that jobs will be run, analyze production failures to determine cause and then appropriate resolution (fix ourselves, refer to IT or refer to Data Center Systems Support at MOF).
5. Communication Skills	3	Liaising with clients to clarify requests for reports.
6. Co-ordinating Skills	4	Daily coordination and scheduling of production runs.
7. Freedom of Action	3	A daily plan/pre-schedule is developed by the Manager, incumbent has latitude to add to the plan for ad hoc reports. Plans sequence of production runs.
8. Guiding Others	2	Trains Production Support Officer.
9. Physical Effort	3	Daily lifting boxes of output (range between 20 – 30 lbs). Especially physical at year-end when the Notices have been printed and need to be distributed.
10. Manual Dexterity	2	Keyboarding daily less than 2 hours but can lessen strain.
11. Audio/Visual Effort	2	Normal audio/visual to read reports, view computer monitor.
12. Working Conditions	2	Daily trips to MOF to pick up the boxes of output. Occasionally dealing with rude people.
General Notes		