

**MPAC - OPSEU  
Pay Equity Job Evaluation**

**Position Number: P59**

<b>Position Title</b>	<b>Database Analyst</b>		
<b>Date Evaluated</b>	<b>May 11, 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>2</b>	<b>Emails to staff to send eg. test links; prepares documentation weekly eg. where the database resides, how to start the application, what the application does.</b>
<b>2. Numeric Skills</b>	<b>4</b>	<b>Designs and develops routines, reports; writes JAVA scripts, manages MediSolutions Payroll system.</b>
<b>3. Technical Skills/Professional Knowledge</b>	<b>4</b>	<b>Fully proficient practitioner in database design and administration, access/security. Skills are required at the intermediate level and are updated through vendor courses, and access to peers, vendors for technical assistance.</b>
<b>4. Analytical/Problem-Solving Skills</b>	<b>4</b>	<b>Errors in applications are resolved through searching internet/vendor sites for patches, often have repetitive errors and resolution is straightforward; alternatively call the vendor for resolution.</b>
<b>5. Communication Skills</b>	<b>2</b>	<b>Communicates with operations and applications staff, support desk, to vendors regarding technical issues; occasionally participates in meetings with client group;</b>
<b>6. Co-ordinating Skills</b>	<b>1</b>	<b>Coordinates application installations requiring contact with the vendor and client to ensure appropriate time/schedule.</b>
<b>7. Freedom of Action</b>	<b>4</b>	<b>Works within the Change Mgmt protocols, ie. ensure any installation is appropriately scheduled with other business priorities; work is generally assigned but only refers decisions that impact on production issues.</b>
<b>8. Guiding Others</b>	<b>1</b>	<b>No formal responsibility for guiding others.</b>
<b>9. Physical Effort</b>	<b>1</b>	<b>Normal physical effort</b>
<b>10. Manual Dexterity</b>	<b>1</b>	<b>Keyboarding for less than 1 hour at any given time</b>
<b>11. Audio/Visual Effort</b>	<b>1</b>	<b>Viewing screens, but not intense concentration;</b>
<b>12. Working Conditions</b>	<b>1</b>	<b>Required to work in the server room to install applications, 1 – 2 times per week;</b>
<b>General Notes</b>		