

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: P61

Position Title	Webmaster		
Date Evaluated	May 10, 2006	Date Revised	
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	3	Draft emails to staff, procedures, instructions to staff; occasionally drafts business cases.
2. Numeric Skills	4	Created online testing program for PA5 competition; creates web designs accounting for internal platforms, user platforms, browser compatibility, scripting logic, etc.
3. Technical Skills/Professional Knowledge	6	Incumbent is the corporate expert/resource on web administration and design; provides direction to others in the organization and typically would require certification in web design.
4. Analytical/Problem-Solving Skills	4	Definition of issues is not complex as there are frameworks to work within, however, the issues can be intricate.
5. Communication Skills	3	Deals with internal and external clients, to resolve technical issues, eg. access to the internet; presents/illustrates web pages to internal and external (Board/AMO) audiences.
6. Co-ordinating Skills	3	Coordinates web redesign projects, establishes the priorities.
7. Freedom of Action	5	Handles multiple projects on own, refers scheduling conflicts to manager; works within visual identity standards.
8. Guiding Others	4	Provides guidance and direction to Web Administrator, also guides Web Authors.
9. Physical Effort	1	Normal physical effort.
10. Manual Dexterity	2	Keyboarding and mouse movement.
11. Audio/Visual Effort	2	Visual effort to develop/design web pages.
12. Working Conditions	1	No disagreeable working conditions.
General Notes		