

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 65

| | | | |
|-----------------------|-----------------------------------|---------------------|---------------------|
| Position Title | Applications Administrator | | |
| Date Evaluated | October 20, 2005 | Date Revised | May 11, 2006 |
| Notes Taken By | Jane Mizanski | | |

EVALUATION

| Factor | Level | Explanatory Notes |
|---|--------------|--|
| 1. Writing Skills | 3 | Draft technical documentation for applications, submitting tickets for remedy, documenting performance reports for various applications. |
| 2. Numeric Skills | 4 | Writing scripts; develop and analyze systems logs/computer load for performance and to troubleshoot applications; |
| 3. Technical Skills/Professional Knowledge | 6 | Knowledge of applications, understand the design of complex systems to know how the applications will perform; post graduate level training in computer science/vendor applications; working at a senior level, with guidance from senior practitioners (Manager and peers); |
| 4. Analytical/Problem-Solving Skills | 6 | Check various applications, logs, remedy tickets, for identifying the problem, troubleshooting application issues (eg app goes down due to possible server code or database issue); investigate factors contributing to failure, logical analysis, with access to team and developers. |
| 5. Communication Skills | 3 | Respond to scheduling, process flow, security and settings; provide technical details to external vendors and internal staff including Help Desk/OS and users. |
| 6. Co-ordinating Skills | 3 | Application implementation working with business development, developers and other applications staff; installation and mtce of computer systems considering network; Chief Architect modifies priorities; works closely with/as a member of a team, programmers/designers/DBAs and Bus Analysts doing testing. |
| 7. Freedom of Action | 5 | Responds to issues as they arise; makes decisions regarding scheduling, configurations and tools to be used; |
| 8. Guiding Others | 1 | Occasionally impart application knowledge to developers, but not responsible for the developers in using the information; |
| 9. Physical Effort | 1 | Normal physical effort in office environment. |
| 10. Manual Dexterity | 2 | Keyboarding both speed and accuracy 1-2 hrs daily but can lessen strain; |
| 11. Audio/Visual Effort | 2 | Viewing data on computer screens and documentation but concentration is interrupted by developers; |
| 12. Working Conditions | 1 | No disagreeable working conditions; occasionally dealing with rude or impatient people; |
| General Notes | | |