

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 67

Position Title	Business Systems Coordinator		
Date Evaluated	September 30, 2005	Date Revised	June 13, 2006
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	4	Drafting systems specifications and use cases, preparing training materials and procedures requiring some detail and explanation; preparing project charters.
2. Numeric Skills	3	Drafting systems specifications, being able to understand software logic in order to design programs and advise clients/analysts; develop business rules.
3. Technical Skills/Professional Knowledge	5	Knowledge of various software packages (Excel, Project Server, PowerPoint, Word) to create project specification plans; project management skills to manage projects; combination of progressively responsible experience and certification. Operates at senior level.
4. Analytical/Problem-Solving Skills	5	Provides analytical support for developing new/existing systems, dealing with production issues requiring analysis/mtgs with users to resolve within existing design.
5. Communication Skills	4	Questions/probes internal clients when developing or reporting out on project plans and/or use cases for new systems; occasionally conducts training sessions.
6. Co-ordinating Skills	3	Coordinating staff in Applications Dev group, PV, CR, and other IT staff to action user requirements.
7. Freedom of Action	5	Deals directly with business clients on projects, making decisions within the scope of the project plan and within standard protocols for systems design/development and/or maintenance. Refers budget and staffing decisions to Manager.
8. Guiding Others	2	Sharing knowledge with other staff; providing guidance/expertise to programming staff.
9. Physical Effort	1	Work requires sitting at desk, using computer.
10. Manual Dexterity	2	Keyboarding over 2 hours but can lessen strain by doing other activities.
11. Audio/Visual Effort	1	Normal office environment and activity – working on project plans, attending meetings.
12. Working Conditions	1	No disagreeable working conditions.
General Notes		