

**MPAC - OPSEU  
Pay Equity Job Evaluation**

**Position Number: 73**

<b>Position Title</b>	<b>Valuation Analyst</b>		
<b>Date Evaluated</b>	<b>September 29, 2005</b>	<b>Date Revised</b>	<b>Mar 22/06</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>3</b>	<b>Respond to queries, preparation of appeal documentation/responses to Statements of Issues.</b>
<b>2. Numeric Skills</b>	<b>3</b>	<b>Calculation of %/ apportionments, site areas, allowances, vacancy rebate, etc.</b>
<b>3. Technical Skills/Professional Knowledge</b>	<b>4</b>	<b>Knowledge of valuation techniques/approaches to value to apply to all property types and related policies, procedures, and legislation; computer skills, some property types require ability to read financial statements.</b>
<b>4. Analytical/Problem-Solving Skills</b>	<b>4</b>	<b>Responding to Statement of Issues: need to determine the validity of sales, review the claims and research data/valuation calculations, etc; investigating valid sales.</b>
<b>5. Communication Skills</b>	<b>3</b>	<b>Liaising with taxpayers on valuation, sales interviews; occasionally participates in the defense of values at the ARB.</b>
<b>6. Co-ordinating Skills</b>	<b>2</b>	<b>Coordinate variety of activities (mtce, valuation, building permits, sales investigation, etc.).</b>
<b>7. Freedom of Action</b>	<b>4</b>	<b>Work is assigned as property type, incumbent must ensure priorities are completed within appropriate timelines.</b>
<b>8. Guiding Others</b>	<b>2</b>	<b>Work with others in PV and CR on valuation issues; provide input/expertise on specific property type.</b>
<b>9. Physical Effort</b>	<b>2</b>	<b>Field work/inspections involves traveling over uneven terrain, construction sites, factories, climbing stairs, ladders, etc.</b>
<b>10. Manual Dexterity</b>	<b>2</b>	<b>Keyboarding, measuring sites; occasionally drawing sketches of properties.</b>
<b>11. Audio/Visual Effort</b>	<b>2</b>	<b>Viewing computer screens, searching for house numbers/addresses while driving car/boat.</b>
<b>12. Working Conditions</b>	<b>3</b>	<b>Dealing with impatient/rude property owners, traveling in inclement weather walking, driving, boating; dealing with dogs, threat of personal harm.</b>
<b>General Notes</b>		