

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: P74

Position Title	Distribution Analyst		
Date Evaluated	June 12, 2006	Date Revised	
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	3	E-mail/correspondence to various gov't ministries (MNR, OMAF) on policies, procedures re: incentive programs; drafts business reports.
2. Numeric Skills	3	Using Excel to generate reports; breaking down apportionments for severances.
3. Technical Skills/Professional Knowledge	4	Knowledge of incentive programs, definition of special/exempt properties; knowledge of valuation process; skills acquired through past experience in valuation/property inspection and may benefit from certification in Valuation (IMA).
4. Analytical/Problem-Solving Skills	3	Issue: does the plan meet all the incentive program criteria? Reviews maps, Property owner enquires about severed property, requires investigation of deed, LTTA, checking against MNR or OMAF database, must undo the
5. Communication Skills	3	Dealing with ratepayers who do not qualify for exemption; liaising with Ministry staff regarding incentive properties.
6. Co-ordinating Skills	2	Coordinated additional resources to assist with keying property data;
7. Freedom of Action	3	Incumbent is responsible for processing properties relating to incentive program. Procedures define the work to be done, incumbent has the latitude to determine sequence of activities.
8. Guiding Others	3	Provides daily guidance to 2 subordinate staff;
9. Physical Effort	1	Sitting at desk but can lessen strain.
10. Manual Dexterity	2	Calculating area on planimeter; keyboarding
11. Audio/Visual Effort	1	Telephone calls;
12. Working Conditions	1	No disagreeable working conditions.
General Notes		