

**MPAC - OPSEU  
Pay Equity Job Evaluation**

**Position Number: 76**

<b>Position Title</b>	<b>Sr Valuation Analyst</b>				
<b>Date Evaluated</b>	September 30, 2005	<b>Date Revised</b>	Mar 22/06	<b>Notes Taken By</b>	Jane Mizanski

Factor	Level	Explanatory Notes
<b>1. Writing Skills</b>	4	<b>Drafting Responses to Statement of Issues, prepare Appraisal Reports for hearings; responding to enquiries from staff, clients, municipalities and tax agents on complex properties explaining processes, recommendations.</b>
<b>2. Numeric Skills</b>	4	<b>Numeric skills to arrive at values; statistical analysis of expense ratios for pro-forma valuations; complete sales analysis and land valuation programs, use SPSS and MRA to complete reports, undertake analysis;</b>
<b>3. Technical Skills/Professional Knowledge</b>	6	<b>Thorough knowledge of specific property type and appraisal theory, of statistical software and its' application, the Assessment Act and other related legislation, as well as corporate policies relating to valuation procedures for specific property types; skills and knowledge to prepare responses to ARB/Court requests and defend values; knowledge is gained through formal training in appraisal theory, assessment law, combined with practical, progressively responsible on job experience in different property types.</b>
<b>4. Analytical/Problem-Solving Skills</b>	6	<b>Follows standard valuation procedures, allowing for interpretation and adjustments for unique property situations; may apply different valuation method to determine best approach for best value; extremely complex issues involve the Manager/Sr Manager and legal counsel.</b>
<b>5. Communication Skills</b>	6	<b>Dealing with lawyers, taxpayers and agents at appeal level with the authority to negotiate a settlement. (Reviewed Mar 22)</b>
<b>6. Co-ordinating Skills</b>	3	<b>Coordinating meetings with coworkers, valuation analyst.</b>
<b>7. Freedom of Action</b>	5	<b>Manager sets timelines, quality control standards, very few decisions are made by mgr regarding how work should be completed.</b>
<b>8. Guiding Others</b>	3	<b>Provide training to VA, CSRs on property valuation speciality; provide guidance to VAs on work assignments but not accountable for performance or results.</b>
<b>9. Physical Effort</b>	2	<b>Field inspections require walking over uneven terrain, constructions sites, factories, climbing stairs, ladders, etc.</b>
<b>10. Manual Dexterity</b>	2	<b>Keyboarding.</b>
<b>11. Audio/Visual Effort</b>	2	<b>Viewing data on computer, hard copy reports, file documents;</b>
<b>12. Working Conditions</b>	3	<b>Dealing with impatient/rude property owners, travelling in inclement weather walking, driving to sites, occasionally boating.</b>
<b>General Notes</b>		