

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 77

Position Title	Program Administrator				
Date Evaluated	October 20, 2005	Date Revised:		Notes Taken By:	Jane Mizanski

Factor	Level	Explanatory Notes
1. Writing Skills	3	Responding to enquiries from Project Mgrs regarding PMO procedures, re-forecasting; completing project status reports.
2. Numeric Skills	2	Processes financial invoices eg. for IPS Consultants; updates/monitors financial accounts for all projects; completes monthly accrual accounting for projects. Jane to followup on report generation requirements
3. Technical Skills/Professional Knowledge	3	Knowledge of project management software and PMO procedures, reporting requirements, and approval processes; work within established project management procedures and financial policies to provide assistance/support to Project Mgrs, senior managers on reporting requirements (ie variety of tasks);
4. Analytical/Problem-Solving Skills	4	Review and analyze financial variances in project budgets, working with Proj Mgr and supvr to resolve issues; some investigation to identify source of discrepancies (eg. keying error vs actual over/under budget); issues recur but resolution could differ;
5. Communication Skills	2	Occasionally trains Project Mgrs on project mgmt software and PMO procedures for financial reporting;
6. Co-ordinating Skills	2	Coordinate monthly/quarterly budget reports from all Project Mgrs to upload into financial system; coordinates the monthly Program Review Team mtgs (content and bookings)
7. Freedom of Action	3	Activities are standardized and reporting schedule is established; Corporate Projects and Mgrs are determined at new year, incumbent then works from the approved list to perform duties.
8. Guiding Others	2	Trains new Project Managers on software, project reporting requirements, PMO procedures;
9. Physical Effort	1	Sitting at computer, may occasionally set up boardrooms for Project Mtgs;
10. Manual Dexterity	1	Keyboarding, but can lessen strain and not continuous;
11. Audio/Visual Effort	1	Reviewing monthly spreadsheets/financial reports on screen and hard copy;
12. Working Conditions	1	No disagreeable working conditions
General Notes		