

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 83

Position Title	Analyst - Quality Services		
Date Evaluated	April 5, 2006	Date Revised	June 13, 2006
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	3	Responds to requests for data, clarify ad hoc request requirements with internal clients, drafting straightforward procedures for staff weekly (eg. complete forms and spreadsheets), documents processes monthly, (eg. how submit specific mainframe job).
2. Numeric Skills	3	Position is considered entry-level analyst. Runs the syntax for statistical analysis (syntax is written by Stat Analyst).
3. Technical Skills/Professional Knowledge	3	Knowledge/ability to write, access syntax and queries with access to senior analysts for guidance. SQL database and SPSS knowledge. Work is performed within documented procedures.
4. Analytical/Problem-Solving Skills	4	Upon receipt of request for report must determine what data to extract/include, from where/source; trial and error are part of the process to arrive at end product.
5. Communication Skills	3	Respond to enquiries from staff who are typically familiar with the subject matter. Assist with delivery of SPSS training programs.
6. Co-ordinating Skills	2	Creation and distribution of CDs to Quality Serv staff; run queries, liaise with production to press CDs for distribution to field.
7. Freedom of Action	3	Receives work/request directly from staff, incumbent determines priorities of requests; refers requests beyond scope of position to manager.
8. Guiding Others	1	No formal responsibility for guiding others.
9. Physical Effort	1	Sitting at computer.
10. Manual Dexterity	2	Keyboarding with accuracy greater than 2 hours; but can lessen strain by doing other activities.
11. Audio/Visual Effort	1	Viewing computer screen
12. Working Conditions	1	No disagreeable working conditions
General Notes		