

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 87

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| Position Title | Land Parcel Unit Specialist | | |
| Date Evaluated | September 30, 2005 | Date Revised | June 13, 2006 |
| Notes Taken By | Jane Mizanski | | |

EVALUATION

| Factor | Level | Explanatory Notes |
|---|--------------|---|
| 1. Writing Skills | 3 | Drafting e-mail/responses to CCC staff, Field/Valuation staff, lawyers, Teranet, municipalities on issues of ownership, legal descriptions that require some detail and explanation. |
| 2. Numeric Skills | 2 | Updates OASYS, calculate areas, effective and actual frontage and depths using programmable calculator; converting from imperial to metric measurements. |
| 3. Technical Skills/Professional Knowledge | 3 | Requires skills and knowledge to perform variety of tasks related to creating and amending land parcels: knowledge of/ability to use OASYS, DTS, POLARIS, GeoWarehouse to conduct title searches, to interpret legal descriptions, read maps, understand deeds and Land Transfer documentation. |
| 4. Analytical/Problem-Solving Skills | 3 | Investigates legal description/ownership issues that LPU Clerks cannot resolve (ie. more complex investigation required); investigation using variety of databases, checking source documents, tracing property/ownership changes, contacting municipality, lawyers for effective date of change, etc. |
| 5. Communication Skills | 2 | Responding to queries from field staff. |
| 6. Co-ordinating Skills | 1 | Coordinates packages of work and distribution of resources to LPU staff or field staff. |
| 7. Freedom of Action | 2 | Work is reactive and is determined by what comes to the unit; Specialist's work is determined by volume of complex problems that cannot be resolved by LPU Clerk; incumbent may determine sequence of tasks to complete the work. |
| 8. Guiding Others | 3 | Provides technical training/guidance to LPU Clerks. |
| 9. Physical Effort | 1 | No physical effort required beyond normal office work. |
| 10. Manual Dexterity | 2 | Keying data but are also investigating errors/data therefore keying is not continuous. |
| 11. Audio/Visual Effort | 1 | Viewing data on screen and on hard copy maps/plans. |
| 12. Working Conditions | 1 | Occasionally dealing with impatient/rude staff, lawyers. |
| General Notes | | |