

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 90

Position Title	Financial Business Analyst		
Date Evaluated	March 21, 2006	Date Revised	
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	3	Responds to enquiries eg. expense system; drafts policies and procedures on the use of the financial management system but is only required on an occasional basis; writes documentation in support of the financial system;
2. Numeric Skills	4	Develops financial routines/reports; testing of reports; design layouts/models for costing analysis, profit/lost statements.
3. Technical Skills/Professional Knowledge	5	Knowledge of accounting/business analysis; knowledge of PeopleSoft software at the senior level of expertise to make modifications to the software program (e.g. exceptions to the approval of expenses by other than the employees' direct supervisor).
4. Analytical/Problem-Solving Skills	4	E.g. Financial system not producing cheques for vendors on time; required followup with Accounts staff, develop recommendation; e.g key results report required quarterly for board – data was corrupt that required in-depth analysis/investigation to resolve; advice available through PeopleSoft vendor.
5. Communication Skills	3	Liaise with technical staff and training end-users; occasionally delivers more formal training when there have been significant upgrades to the system;
6. Co-ordinating Skills	2	Coordinates upgrades to PeopleSoft system with IT staff;
7. Freedom of Action	4	Uses judgement /liaises with end-users to investigate/resolve problems;
8. Guiding Others	2	Occasionally trains new staff on PeopleSoft reports; provides technical direction to the IT staff;
9. Physical Effort	1	Normal physical effort required.
10. Manual Dexterity	1	Keyboarding skills required daily but can lessen the strain;
11. Audio/Visual Effort	1	Viewing financial reports and spreadsheets.
12. Working Conditions	1	No disagreeable working conditions.
General Notes		