

**MPAC - OPSEU  
Pay Equity Job Evaluation**

**Position Number: P91**

<b>Position Title</b>	<b>IT Change Analyst</b>		
<b>Date Evaluated</b>	<b>June 12, 2006</b>	<b>Date Revised</b>	
<b>Notes Taken By</b>	<b>Jane Mizanski</b>		

**EVALUATION**

<b>Factor</b>	<b>Level</b>	<b>Explanatory Notes</b>
<b>1. Writing Skills</b>	<b>2</b>	<b>Updates change management log daily, prepares and maintains Mtce Advisory notifications to clients.</b>
<b>2. Numeric Skills</b>	<b>1</b>	<b>Change code numbers – eg. change times.</b>
<b>3. Technical Skills/Professional Knowledge</b>	<b>2</b>	<b>Knowledge of software programs including Remedy at the intermediate level. Anything else?</b>
<b>4. Analytical/Problem-Solving Skills</b>	<b>3</b>	<b>Changes implemented without notice must be escalated to Supervisor; assisting clients with escalation of urgent change requests; ensuring changes do not have negative impact on corporate systems. Filtering change ??</b>
<b>5. Communication Skills</b>	<b>3</b>	<b>Liaising with staff on change tickets.</b>
<b>6. Co-ordinating Skills</b>	<b>2</b>	<b>Help coordinate computer production changes; assist with coordinating and host change mgmt meetings.</b>
<b>7. Freedom of Action</b>	<b>2</b>	<b>All changes must be monitored and logged; independently send out reports.</b>
<b>8. Guiding Others</b>	<b>1</b>	<b>No formal responsibility for guiding others.</b>
<b>9. Physical Effort</b>	<b>1</b>	<b>Normal physical effort required.</b>
<b>10. Manual Dexterity</b>	<b>2</b>	<b>Data entry, &gt;2 hours throughout the course of the day but not continuously.</b>
<b>11. Audio/Visual Effort</b>	<b>1</b>	<b>Viewing laptop screen throughout the day, concentration can be maintained.</b>
<b>12. Working Conditions</b>	<b>1</b>	<b>No disagreeable working conditions.</b>
<b>General Notes</b>		