


Job Evaluation Rating Document

	<p>Job Title <u>Office Supervisor</u></p> <p>Date <u>October 2000</u></p> <p>Revised Date <u>2004; June 15, 2017</u></p> <p>Revised Date <u>May 16, 2024</u></p>	<p>Code</p> <hr/> <p>009</p>
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<p>Decision Making</p> <p>Supervises the administrative support functions of the department/program. Solutions to payroll, scheduling or coordination problems are resolved in accordance with existing procedures and practices.</p>	<p>Degree</p> <hr/> <p>3.0</p>
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<p>Education</p> <p>Grade 12. Office Administration certificate (Saskatchewan Polytechnic 750 hours) (Rating 3.0)</p> <p>*As per the MOA regarding the Education factor review (January 2019) the JJEMC will continue to utilize 1200 hours as no other factors were impacted by this change. The education rating will remain at (3.5).</p>	<p>Degree</p> <hr/> <p>3.5</p>
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<p>Experience</p> <p>Twenty-four (24) months previous related office experience to consolidate knowledge and skills. Twelve (12) months on the job to develop supervisory/coordination skills and to become familiar with department policies and procedures.</p>	<p>Degree</p> <hr/> <p>6.0</p>
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<p>Independent Judgement</p> <p>Administrative support is performed according to standard practice. Uses judgement when monitoring and assigning clerical duties and dealing with staffing issues.</p>	<p>Degree</p> <hr/> <p>3.5</p>
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<p>Working Relationships</p> <p>Requires appropriate tact when interacting and discussing issues with other departments. Has regular contact with clients/patients/residents and provides program/departmental information.</p>	<p>Degree</p> <hr/> <p>3.0</p>
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Office Supervisor

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<p>Impact of Action</p> <p>Misjudgement or delays in providing administrative services such as financial, scheduling and payroll may have a limited affect on budgets, department operations and employee payroll. Improper release of information may cause embarrassment and diminish employee relations.</p>	<p>Degree</p> <p>2.0</p>
<p>Leadership and/or Supervision</p> <p>Provides regular direction to assigned staff. Assigns work, monitors expenditures and assists with various human resource functions.</p>	<p>Degree</p> <p>4.0</p>
<p>Physical Demands</p> <p>Regular physical effort such as lifting, walking and standing with regular computer operation/keyboarding requiring accurate coordination of fine motor skills.</p>	<p>Degree</p> <p>2.0</p>
<p>Sensory Demands</p> <p>Regular sensory effort requiring concentration on computer work and report writing/editing with periods of competing multiple sensory demands.</p>	<p>Degree</p> <p>2.5</p>
<p>Environment</p> <p>Occasional exposure to minor conditions such as rudeness, profanity, interruptions and multiple deadlines.</p>	<p>Degree</p> <p>2.0</p>