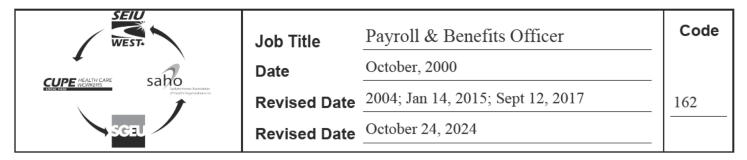
Job Evaluation Rating Document



Decision Making	Degree
Facilitates the processing of payroll/benefit services for a department/program/facility. Solutions to payroll and benefits problems may be resolved by interpreting existing procedures and practices. Choice of action when determining source information to resolve issues.	3.0

Education		Degree
Grade 12. Business Accountancy diploma (Saskatchewan Polytechnic Payroll Association Payroll Compliance Practitioner course (NAIT 12	, -	
*As per the MOA regarding the Education factor review (January 20 1984 hours as no other factors were impacted by this change. The edu	,	4.5

Experience	Degree
Twelve (12) months previous experience performing payroll and accounting functions related to collective agreements. Twelve (12) months on the job experience to consolidate knowledge in payroll/accounting practices with regards to federal and provincial legislation, and/or benefits administration, collective agreements, computer software and become familiar with department policies and procedures.	5.0

Independent Judgement	Degree
Performs payroll and benefit functions in accordance with regulations, benefit plans and collective agreement language. Uses a variety of methods to analyze and troubleshoot payroll and benefit problems to achieve the desired outcome.	3.5

Working Relationships	Degree
Has regular contact with and provides technical explanation and/or advice to managers and other employees.	
	3.5

Job Title

Impact of Action	Degree
Inaccurate data entry may result in payroll errors and delay subsequent reports and records. Inaccurate calculations for benefit deductions may result in identifiable deterioration in employee relations.	
	2.5

Leadership and/or Supervision	Degree	
Provides occasional functional guidance to management regarding interpretation of collective agreements and legislation.		
	2.5	

Physical Demands	Degree
Regular physical effort performing computer operation requiring fine motor skills and performing various office duties.	
	2.0

Sensory Demands	Degree
Regular sensory effort in the preparation of payroll reports, computer operation and communication with periods of competing multiple sensory demands.	
	2.5

Environment	Degree
Occasional exposure to minor conditions, such as verbal abuse, interruptions and medeadlines.	ıltiple
	2.0