


# Job Evaluation Rating Document

<b>CUPE, SEIU, SGEU, SAHO</b> 	<b>Job Title</b>	Payroll & Benefits Officer	<b>Code</b>  162
	<b>Date</b>	October, 2000	
	<b>Revised Date</b>	2004, January 14, 2015	
	<b>Revised Date</b>	September 12, 2017	

<b>Decision Making</b>	<b>Degree</b>
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

<b>Education</b>	<b>Degree</b>
Grade 12. Business diploma - Accountancy (Saskatchewan Polytechnic 1728 hours) plus The Canadian Payroll Association Payroll Compliance Practitioner course (NAIT 126 hours) (Rating 4.0)	
*As per the MOA regarding the Education factor review (January 2019) the JJEMC will continue to utilize 1984 hours as no other factors were impacted by this change. The education rating will remain at (4.5).	4.5

<b>Experience</b>	<b>Degree</b>
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

<b>Independent Judgement</b>	<b>Degree</b>
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

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

<p><b>Impact of Action</b></p> <p>Inaccurate data entry may result in payroll errors and delay subsequent reports and records. Inaccurate calculations for benefit deductions may result in deterioration in employee relations.</p>	<p><b>Degree</b></p> <p>2.5</p>
<p><b>Leadership and/or Supervision</b></p> <p>Provides occasional functional guidance to management regarding interpretation of collective agreements and legislation.</p>	<p><b>Degree</b></p> <p>2.5</p>
<p><b>Physical Demands</b></p> <p>Regular physical effort performing computer operation requiring fine motor skills, reading and performing various office duties.</p>	<p><b>Degree</b></p> <p>2.0</p>
<p><b>Sensory Demands</b></p> <p>Regular sensory effort in the preparation of payroll reports, computer operation and communication with periods of competing multiple sensory demands.</p>	<p><b>Degree</b></p> <p>2.5</p>
<p><b>Environment</b></p> <p>Occasional exposure to minor conditions, such as verbal abuse, interruptions and multiple deadlines.</p>	<p><b>Degree</b></p> <p>2.0</p>