


# Job Evaluation Rating Document

	<b>Job Title</b> <u>Financial Systems Business Analyst</u> <b>Date</b> <u>November 2014 - Interim Rating</u> <b>Revised Date</b> <u>December 4, 2014</u> <b>Revised Date</b> <u>October 24, 2024</u>	<b>Code</b>  <u>496</u>
---	---	-------------------------------

<b>Decision Making</b> Utilizes a choice of action when modifying existing software reports. Provides support and maintenance to databases and applications. Tests integration of new applications. Assists with changes of software. Responsible for planning associated with implementation, testing, certification and troubleshooting software.	<b>Degree</b>  <u>3.5</u>
--	---------------------------------

<b>Education</b> Grade 12. Business Accountancy diploma (Saskatchewan Polytechnic 1500 hours). (Rating of 3.5)  *As per the MOA regarding the Education factor review (January 2019) the JJEMC will continue to utilize 1696 hours as no other factors were impacted by this change. The education rating will remain at (4.0).	<b>Degree</b>  <u>4.0</u>
--	---------------------------------

<b>Experience</b> Forty-eight (48) months previous discipline-related experience as a Finance Officer to consolidate knowledge and skills required to provide financial services, including twenty-four (24) months user-experience working with the Financial Information System and related modules. Eighteen (18) months on the job to become familiar with department processes, applicable related software applications, peripherals and department policies and procedures.	<b>Degree</b>  <u>9.0</u>
---	---------------------------------

<b>Independent Judgement</b> Maintains and supports departmental software and systems in accordance with generally accepted practices. Has choice of methods/procedures when rectifying problems and directing staff in alternate procedures when encountering system problems.	<b>Degree</b>  <u>4.0</u>
--	---------------------------------

<b>Working Relationships</b> Provides technical explanation and/or instruction in the installation, implementation, operation, maintenance and support of financial computer-based information systems. Motivates staff attending training sessions.	<b>Degree</b>  <u>4.0</u>
---	---------------------------------

**Job Title**

Financial Systems Business Analyst

**Code**

496

<p><b>Impact of Action</b></p> <p>Errors in reports and records may cause short term delays that are readily detected and corrected. Upgrading or installing new hardware/software may impact financial operations and cause substantial delays.</p>	<p><b>Degree</b></p> <p>2.5</p>
<p><b>Leadership and/or Supervision</b></p> <p>Provides occasional functional guidance to users and operational leaders.</p>	<p><b>Degree</b></p> <p>2.5</p>
<p><b>Physical Demands</b></p> <p>Regular keyboarding requiring accurate coordination of fine motor skills.</p>	<p><b>Degree</b></p> <p>2.0</p>
<p><b>Sensory Demands</b></p> <p>Regular sensory effort such as computer operation and listening attentively to users while training 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 interruptions and multiple deadlines.</p>	<p><b>Degree</b></p> <p>2.0</p>