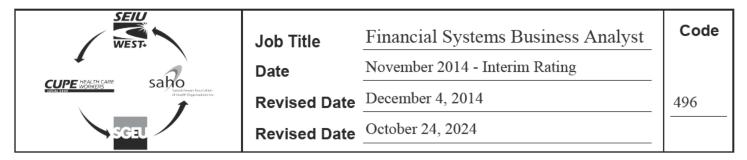
## **Job Evaluation Rating Document**



Decision Making	Degree	
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.	3.5	

Education	Degree
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).	4.0

Experience	Degree
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.	9.0

Independent Judgement	Degree
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.	4.0

Working Relationships	Degree
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.	4.0

Job Title

Impact of Action	Degree
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.	
	2.5

Leadership and/or Supervision	Degree
Provides occasional functional guidance to users and operational leaders.	
	2.5

Physical Demands	Degree
Regular keyboarding requiring accurate coordination of fine motor skills.	
	2.0

Sensory Demands	Degree
Regular sensory effort such as computer operation and listening attentively to users while training with periods of competing multiple sensory demands.	
	2.5

Environment	Degree
Occasional exposure to minor conditions such as interruptions and multiple dea	dlines.
	2.0