


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Office Coordinator</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>009</u></p>
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<p>Decision Making</p> <p>Oversees the administrative support functions of the department/program. Solutions to payroll, scheduling or coordination problems are resolved in accordance with existing procedures, practices.</p>	<p>Degree</p> <p><u>3.0</u></p>
<p>Education</p> <p>Grade 12. Office Education certificate (1200 hours).</p>	<p><u>3.5</u></p>
<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/administrative skills and to become familiar with region/facility/department policies and procedures.</p>	<p><u>6.0</u></p>
<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><u>3.5</u></p>
<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><u>3.0</u></p>

Impact of Action	Degree
Coordinates resources to provide office services as required by the department/program. Misjudgement or delays in providing administrative services such as financial, scheduling and payroll have a limited affect on budgets, department operations and employee payroll. Inaccuracies in payroll information may result in payroll errors which are usually discovered before they become serious.	<u>2.0</u>
Leadership and/or Supervision Provides regular direction to department office staff. Assigns work, controls costs and assists with various human resource functions.	<u>4.0</u>
Physical Demands Regular physical effort such as lifting, walking and standing with regular computer operation/keyboarding requiring accurate coordination of fine motor skills.	<u>2.0</u>
Sensory Demands Regular sensory effort requiring concentration on computer work and report writing/editing with periods of competing multiple sensory demands.	<u>2.5</u>
Environment Occasional exposure to minor conditions such as rudeness, profanity, interruptions, and multiple deadlines.	<u>2.0</u>