


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Payroll Clerk</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>029</u></p>
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<p>Decision Making</p> <p>Provides services, following clearly prescribed practices, to department or facility by processing payroll and benefits information, data entry and other clerical duties. Verifies and processes employee work records and resolves issues using a selected number of alternatives.</p>	<p>Degree</p> <p><u>2.0</u></p>
<p>Education</p> <p>Grade 12. Office Education certificate (1200 hours).</p>	<p><u>3.5</u></p>
<p>Experience</p> <p>No previous experience. Nine (9) months on the job experience to gain a general understanding of payroll system, collective bargaining agreements, government regulation and become familiar with region/facility/deparment policies and procedures.</p>	<p><u>3.0</u></p>
<p>Independent Judgement</p> <p>Has some choice of action in prioritizing tasks. Payroll duties are governed by legislation and union contracts.</p>	<p><u>2.5</u></p>
<p>Working Relationships</p> <p>Requires courtesy and tact to secure, present and discuss payroll issues and payroll data. Requires regular contact with employees and outside agencies using tact and discretion.</p>	<p><u>2.5</u></p>

Impact of Action	Degree
Provides payroll data entry and clerical duties to meet quality and service requirements. To a limited degree, incorrect data entry will result in payroll errors causing staff inconvenience and dissatisfaction and delay to subsequent reports and records as well as embarrassment in employee relations..	<u>2.0</u>
Leadership and/or Supervision Provides orientation to staff. Provides functional guidance to staff (e.g., work record preparation, coding, allowances).	<u>1.5</u>
Physical Demands Regular physical effort keyboarding requiring fine motor skills, reading and various office duties.	<u>2.0</u>
Sensory Demands Regular sensory effort in the preparation of payroll reports, computer work/data entry and communication with periods of competing multiple sensory demands.	<u>2.5</u>
Environment Occasional exposure to minor conditions, such as verbal abuse from employees, interruptions, and multiple deadlines.	<u>2.0</u>