


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Payroll and Benefits Officer</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>162</u></p>
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<p>Decision Making</p> <p>Required to interpret collective agreements and benefit plans for application to payroll services in accordance with clearly prescribed practices.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Education</p> <p>Grade 12. Office Education certificate (1200 hours). Payroll Management Certificate program (135 hours).</p>	<p><u>3.5</u></p>
<p>Experience</p> <p>Twelve (12) months previous experience working with payroll, accounting and collective agreements. Twelve (12) months on the job experience to consolidate knowledge in accounting practices with regards to federal and provincial legislation, and/or benefits administration, collective agreements, computer software and become familiar with region/facility/deparment policies and procedures.</p>	<p><u>5.0</u></p>
<p>Independent Judgement</p> <p>Payroll work is performed pursuant to collective agreements and provincial/federal legislation. Minor payroll/benefit problems are resolved with limited analysis.</p>	<p><u>3.0</u></p>
<p>Working Relationships</p> <p>Has regular contact with, and provides technical explanation and/or advice to managers and other employees.</p>	<p><u>3.5</u></p>

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