


Job Evaluation Rating Documentation

CUPE, SEIU, SGEU, SAHO 	Job Title <u>Travel Arrangement Clerk</u> Date <u>October, 2000</u> Revised Date <u>2004</u> Revised Date _____	Code <u>181</u>
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Decision Making Has some choice of action when arranging and coordinating travel for appointments. Makes minor operating decisions from a limited number of pre-existing alternatives when providing cost-effective travel service to clients.	Degree <u>2.5</u>
Education Grade 12.	<u>2.0</u>
Experience No previous experience. Six (6) months on the job to become familiar with office routines, computer software and local transportation options, and to become familiar with region/facility/department policies and procedures.	<u>2.0</u>
Independent Judgement Follows established methods that are well defined when coordinating travel arrangements. Resolves minor operating problems such as cancellations or no-shows.	<u>2.5</u>
Working Relationships Requires persuasion and motivation of clients/patients/residents who may have special needs, when coordinating travel arrangements to attend medical appointments.	<u>4.0</u>

Impact of Action	Degree
Arranges client/patient/resident transportation to meet quality and service requirements. Misjudgment in billing may result in a small monetary loss. Misjudgment in coordinating travel arrangements may result in missed/delayed appointments.	<u>1.5</u>
Leadership and/or Supervision Provides orientation to staff.	<u>1.0</u>
Physical Demands Occasional physical effort lifting, walking, reaching and writing with regular periods of computer operation requiring accurate hand/eye coordination.	<u>1.5</u>
Sensory Demands Regular sensory effort reading, writing, computer operation and communicating with clients/patients/residents sometimes requiring interpretation.	<u>2.0</u>
Environment Occasional minor disagreeable conditions such as interruptions, multiple deadlines and some travel.	<u>2.0</u>