


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Materials Management Systems Analyst</u></p> <p><b>Date</b> <u>October, 2000</u></p> <p><b>Revised Date</b> <u>2004</u></p> <p><b>Revised Date</b> _____</p>	<p><b>Code</b></p> <p><u>250</u></p>
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<p><b>Decision Making</b></p> <p>Utilizes 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.</p>	<p><b>Degree</b></p> <p><u>3.5</u></p>
<p><b>Education</b></p> <p>Grade 12. Computer Systems Technology diploma (2220 hours).</p>	<p><u>4.5</u></p>
<p><b>Experience</b></p> <p>Twelve (12) months previous experience working with Materials Management or Finance computer systems.</p> <p>Twelve (12) months on the job to become familiar with Materials Management processes, applicable related software applications and region/facility/department policies and procedures.</p>	<p><u>5.0</u></p>
<p><b>Independent Judgement</b></p> <p>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.</p>	<p><u>4.0</u></p>
<p><b>Working Relationships</b></p> <p>Provides technical explanation and/or instruction in the installation, implementation, operation, maintenance and support of all computer-based information systems. Motivates staff attending training sessions.</p>	<p><u>4.0</u></p>

<b>Impact of Action</b>	<b>Degree</b>
Evaluates, maintains and monitors Materials Management computer system. Modifications to software are typically developed in test environment. Errors in reports and records may cause short term delays that are readily detected and corrected. Inadequate planning for upgrading or installing new hardware/software may impact the acquisition/delivery and/or payment for supplies and materials and cause operational problems.	<u>2.5</u>
<b>Leadership and/or Supervision</b> Provides occasional functional guidance to users and operational leaders/vendors.	<u>2.5</u>
<b>Physical Demands</b> Regular keyboarding requiring accurate coordination of fine motor skills.	<u>2.0</u>
<b>Sensory Demands</b> Regular sensory effort such as computer operation and listening attentively to users, meetings and training with periods of competing multiple sensory demands.	<u>2.5</u>
<b>Environment</b> Occasional exposure to minor conditions such as interruptions and multiple deadlines.	<u>2.0</u>