


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Desktop Publisher</u></p> <p>Date _____</p> <p>Revised Date <u>2004</u></p> <p>Revised Date <u>New</u></p>	<p>Code</p> <p><u>335</u></p>
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<p>Decision Making</p> <p>Follows clearly prescribed practices when creating, designing and reviewing layouts for clients. Some choice of action within limits of accepted practice when making choice about design options when dealing with clients.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Education</p> <p>Grade 12. Office Education certificate (1200 hours). Computer Office Assistant-Advanced Certificate (330 hours).</p>	<p><u>3.5</u></p>
<p>Experience</p> <p>Twelve (12) months previous experience in an office environment. Twelve (12) months on the job experience to become familiar with health related publication needs and region/facility/department policies and procedures.</p>	<p><u>5.0</u></p>
<p>Independent Judgement</p> <p>Follows established procedures when creating, designing and reviewing Desktop layouts. Resolves minor operating problems associated with client needs, software and design issues with limited analysis.</p>	<p><u>3.0</u></p>
<p>Working Relationships</p> <p>Requires tact to discuss problems with clients regarding layouts and makes recommendations on how to best produce the end product. Has regular contact with vendors, sales representatives and media requiring tact and discretion.</p>	<p><u>3.0</u></p>

Impact of Action	Degree
<p>Coordinates the creation and design of layouts in accordance with operational, quality and service requirements.</p> <p>Misjudgement in coordinating work may result in delays to operations. Inaccuracies in collecting and analysing project data may result in increased cost (e.g., time and material).</p>	<u>2.0</u>
<p>Leadership and/or Supervision</p> <p>Provides orientation to co-workers. Provides functional guidance to clients when recommending layouts for forms and printed materials.</p>	<u>1.5</u>
<p>Physical Demands</p> <p>Regular physical effort computer/keyboarding operation, reading, taking minutes, cutting gluing and laminating requiring accurate coordination of fine movements.</p>	<u>2.0</u>
<p>Sensory Demands</p> <p>Regular visual and listening effort consisting of keyboarding, graphic design, proofreading, editing, reading and listening to clients with periods of competing multiple sensory demands.</p>	<u>2.5</u>
<p>Environment</p> <p>Occasional exposure to minor conditions, such as interruptions and paper dust.</p>	<u>2.0</u>