


Job Evaluation Rating Documentation

CUPE, SEIU, SGEU, SAHO 	Job Title <u>Payroll & Benefits Coordinator</u> Date <u>June, 2009</u> Revised Date _____ Revised Date _____	Code <u>429</u>
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Decision Making Has the ability to prioritize choice of action in crises situations. Follows and interprets accepted practices, existing rules and regulations regarding payroll and benefits. Achieves assigned objectives through planning, implementing and providing technical support. Work involves developing plans to achieve short-term goals associated with coordinating work flow.	Degree <u>3.5</u>
Education Grade 12. Business Accounting diploma (1872 hours - SIAST Jun/09).	<u>4.0</u>
Experience Twenty-four (24) months previous experience working with payroll, accounting and collective agreements. Twelve (12) months on-the-job experience to develop advanced knowledge in payroll practices with regards to federal and provincial legislation, benefits administration, collective agreements, computer software and become familiar with region/facility/department policies and procedures.	<u>6.0</u>
Independent Judgement Performs payroll and benefit functions in accordance with payroll regulations, benefit plans and collective agreement language. Uses a variety of methods to analyze and troubleshoot payroll and benefit problems to achieve the desired outcome.	<u>3.5</u>
Working Relationships Requires tact and discretion when dealing with employees and managers to discuss and explain payroll and benefit issues. Discussions may be difficult and specialized when dealing with employees who are in dispute with payroll or benefit issues.	<u>4.0</u>

Impact of Action	Degree
<p>Performs coordination activities in the payroll and benefits department to meet quality and service requirements. Incorrect data entry will result in payroll and benefit errors and delay subsequent reports and records. Inaccurate calculations for benefit deductions may result in deterioration in employee relations.</p>	<p><u>2.5</u></p>
<p>Leadership and/or Supervision Is primarily responsible for payroll and benefits elements and provides regular direction to Payroll & Benefits Officers and Payroll Clerks.</p>	<p><u>4.0</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>