


Job Evaluation Rating Document

| | | |
|--|--|-------------------------------|
| CUPE, SEIU, SGEU, SAHO  | Job Title <u>Library Systems Analyst</u> Date <u>September 10, 2019</u> Revised Date _____ Revised Date _____ | Code <u>527</u> |
|--|--|-------------------------------|

| | |
|--|---------------------------------|
| Decision Making Utilizes choice of action when modifying existing software reports. Designs, operates and maintains databases and supporting applications. Investigates and provides solutions to access issues. | Degree <u>3.5</u> |
|--|---------------------------------|

| | |
|---|---------------------------------|
| Education Grade 12. Library and Information Technology Diploma (1827 hours Sask Polytechnic). | Degree <u>4.0</u> |
|---|---------------------------------|

| | |
|---|---------------------------------|
| Experience Twelve (12) months previous experience working with library information systems. Twelve (12) months on the job to consolidate knowledge and skills and to become familiar with department policies and procedures. | Degree <u>5.0</u> |
|---|---------------------------------|

| | |
|---|---------------------------------|
| Independent Judgement Utilizes judgement in creating and maintaining relevant databases. Utilizes a choice of methods, analysis and troubleshooting to determine access issues and choosing the appropriate solution. | Degree <u>4.0</u> |
|---|---------------------------------|

| | |
|--|---------------------------------|
| Working Relationships Has regular contact with staff and users of library systems. Provides technical explanation and/or instruction to staff and users. | Degree <u>3.5</u> |
|--|---------------------------------|

Job Title

Library Systems Analyst

Code

527

| | |
|--|--|
| <p>Impact of Action</p> <p>Delays in troubleshooting access issues may cause minor delays in follow up treatment. Improper building of ledgers, budget information and account codes within the information system may have minor impacts on financial resources.</p> | <p>Degree</p> <p><u>2.0</u></p> |
| <p>Leadership and/or Supervision</p> <p>Provides functional guidance and specialty advise on the utilization of library information systems to staff and physicians.</p> | <p>Degree</p> <p><u>2.5</u></p> |
| <p>Physical Demands</p> <p>Regular physical effort sitting with frequent periods of computer operation.</p> | <p>Degree</p> <p><u>2.0</u></p> |
| <p>Sensory Demands</p> <p>Regular sensory effort such as computer operation and listening attentively to staff and users with periods of competing multiple sensory demands.</p> | <p>Degree</p> <p><u>2.5</u></p> |
| <p>Environment</p> <p>Occasional exposure to minor disagreeable conditions such as interruptions and multiple deadlines.</p> | <p>Degree</p> <p><u>2.0</u></p> |