

Job Evaluation Rating Document

	Job Title	Print Shop Coordinator	Code
	Date	June 14, 2022	
	Revised Date		532
	Revised Date	September 17, 2025	

Decision Making	Degree
Makes choices about work priorities when dealing with urgent printing needs and regular work requirements. Prioritizes and arranges services to meet unexpected needs.	
	3.0

Education	Degree
Grade 12.	
	2.0

Experience	Degree
Twenty-four (24) months related previous experience working with business units/departments to provide forms administration and technical solutions. Twelve (12) months on the job to become familiar with service contract agreements/negotiations, health care forms/products and to become familiar with operations and department policies and procedures, computer programs and obtain vendor-specific and applicable software training.	
	6.0

Independent Judgement	Degree
Duties are defined by standard practice and procedure. Exercises judgement when deciding on quantity options and choice of forms to be utilized. Works with vendor and/or Information Technology personnel to resolve Storefront issues.	
	3.5

Working Relationships	Degree
Requires tact to discuss problems regarding forms options/costs with customers. Provides technical explanation and/or advice to customers regarding form standardization.	
	3.5

Impact of Action Impacts may cause delays to succeeding and related services. Inaccurate work records may cause data loss.	Degree 2.0
Leadership and/or Supervision Provides functional guidance to staff and physicians.	Degree 2.0
Physical Demands Frequent computer operation while simultaneously communicating with vendors and staff.	Degree 3.0
Sensory Demands Regular sensory effort operating a computer and editing form design, with competing multiple sensory demands.	Degree 2.5
Environment Regular exposure to minor conditions such as cleaning solutions.	Degree 2.0