



Joint Job Evaluation Maintenance Committee

Definitions

Administrative Skills:

- ◆ Basic human resource functions (interviews, performance appraisals, working with collective agreements).
- ◆ Participating in budgeting, strategic planning and department policy and procedure development.

Allied Health Professions: are clinical health care professions distinct from dentistry, nursing and medicine. They provide a range of diagnostic, technical, therapeutic and direct patient care and support services.

Computer:

- ◆ **Basic Computer:** access programs and files, maneuver in a Windows environment, use e-mail and internet.
- ◆ **Intermediate Computer:** create/edit/save/send documents, e-mails, spreadsheets, attachments.
- ◆ **Advanced Computer:** install, configure and manage hardware, software and networks; perform systems analysis and design; develop computer programs; and provide end-user technical support.

Counsel: professionally trained (e.g. Social Worker, Clergy) in **human relations skills** which include such skills as empathy, sensitivity, understanding of human and organizational behaviour, motivational techniques and counseling skills.

Data Entry/Keyboarding:

- ◆ **Intermediate Data Entry:** 140 keystrokes per minute
- ◆ **Advanced Data Entry:** 200 keystrokes per minute
- ◆ **Basic Keyboarding:** 25 words per minute
- ◆ **Intermediate Keyboarding:** 40 words per minute
- ◆ **Advanced Keyboarding:** 55 words per minute

Functional guidance or advice/specialty leadership: may be provided by a person who is primarily responsible for the function and provides advice to others in how to carry out related work tasks. This is typically based on knowledge gained through formal education or experience.

For clarification purposes: provides on-going functional expertise and guidance that is relied on by others. The functional expertise is not readily available through other sources and is typically developed through formal training or extensive professional experience in a specialized field.

General:

- ◆ **Basic:** a fundamental starting point
- ◆ **Intermediate:** to show clearly; to prove or make clear by reasoning or evidence.
- ◆ **Advanced:** being beyond elementary or introductory; greatly developed beyond an initial stage.