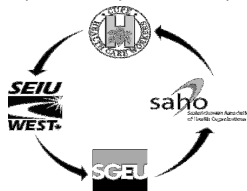


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Travel Arrangement Clerk</u></p> <p><b>Date</b> <u>October, 2000</u></p> <p><b>Revised Date</b> <u>2004</u></p> <p><b>Revised Date</b> _____</p>	<p><b>Code</b></p> <p style="text-align: center;"><u>181</u></p>
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<p><b>Decision Making</b></p> <p>Has some choice of action when arranging and coordinating travel for appointments. Makes minor operating decisions from a limited number of pre-existing alternatives when providing cost-effective travel service to clients.</p>	<p><b>Degree</b></p> <p style="text-align: center;"><u>2.5</u></p>
<p><b>Education</b></p> <p>Grade 12.</p>	<p style="text-align: center;"><u>2.0</u></p>
<p><b>Experience</b></p> <p>No previous experience. Six (6) months on the job to become familiar with office routines, computer software and local transportation options, and to become familiar with region/facility/department policies and procedures.</p>	<p style="text-align: center;"><u>2.0</u></p>
<p><b>Independent Judgement</b></p> <p>Follows established methods that are well defined when coordinating travel arrangements. Resolves minor operating problems such as cancellations or no-shows.</p>	<p style="text-align: center;"><u>2.5</u></p>
<p><b>Working Relationships</b></p> <p>Requires persuasion and motivation of clients/patients/residents who may have special needs, when coordinating travel arrangements to attend medical appointments.</p>	<p style="text-align: center;"><u>4.0</u></p>

<b>Impact of Action</b>	<b>Degree</b>
Arranges client/patient/resident transportation to meet quality and service requirements. Misjudgement in billing may result in a small monetary loss. Misjudgement in coordinating travel arrangements may result in missed/delayed appointments.	<u>1.5</u>
<b>Leadership and/or Supervision</b> May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.	<u>1.0</u>
<b>Physical Demands</b> Occasional physical effort lifting, walking, reaching and writing with regular periods of computer operation requiring accurate hand/eye coordination.	<u>1.5</u>
<b>Sensory Demands</b> Regular sensory effort reading, writing, computer operation and communicating with clients/patients/residents sometimes requiring interpretation.	<u>2.0</u>
<b>Environment</b> Occasional minor disagreeable conditions such as interruptions, multiple deadlines and some travel.	<u>2.0</u>