Job Evaluation Rating Document

CUPE, SEIU, SGEU, SAHO	Job Title	Informatics Coordinator	Code
	Date	October, 2000	
	Revised Date	2004	206
	Revised Date	September 13, 2023	

Decision Making	Degree
Develops the framework for data acquisition and management by solving problems associated with the retrieval, organization, methodology, analysis and presentation of health care data. Meets the assigned objectives for data acquisition to be used by senior management for decision making for planning, evaluating, quality improvement and policy development.	3.5

Education	Degree
Grade 12. Four (4) year Bachelor of Science degree in Health Information.	6.0

Experience	Degree
Twenty-four (24) months previous experience in the development and implementation of a major project in informatics, working with large data sets, bio-statistical analysis and project management. Twenty-four (24) months on the job to gain further understanding of strategic information needs, organizational interdependencies, data flow and integration, corporate planning and decision-making processes, and to become familiar with department policies and procedures.	7.0

Independent Judgement	Degree
Designs, initiates retrieval, presents and interprets statistical analysis from various automated and manual sources within generally accepted practices. Resolves/prevents problems through research and analysis of issues and recommends viable solutions. Provides broad oversight when developing enterprise architectural data plans.	4.5

Working Relationships	Degree
Uses tact and discretion to establish and maintain an effective working relationship and secures cooperation with managers, researchers, outside agencies and staff.	4.0

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Impact of Action	**Degree**
Insufficiently considered decisions associated with data retrieval/analysis and trend interpretation may result in substantial delays in funding initiatives or inadequate planning for business/service decisions.	3.0

Leadership and/or Supervision	**Degree**
Provides limited direction to multi-disciplinary project teams or committees. Advises staff and management on methodologies of knowledge and information management.	3.0

Physical Demands	**Degree**
Occasional physical effort keyboarding and computer operations.	1.0

Sensory Demands	**Degree**
Regular cumulative sensory effort when attending meetings, reading, report writing, performing computer operation and interviewing stakeholders.	2.0

Environment	**Degree**
Occasional minor conditions such as multiple deadlines, interruptions and travel.	2.0