Job Evaluation Rating Document



Decision Making	Degree
Books, cancels, reschedules and makes adjustments to scheduled appointments following clearly prescribed practices. Solutions to problems associated with coordinating bookings are selected from limited number of pre-existing alternatives.	2.0

Education	Degree
Grade 12. Medical Office Administration diploma (Saskatoon Business College 860 hours) (Rating of 3.0).	
*As per the MOA regarding Education factor review (January 2019) the JJEMC will continue to utilize 1040 hours as no other factors were impacted by this change. The education will remain at 3.5	3.5

Experience	Degree
No previous experience. Nine (9) months on the job to become familiar with physician preferences, processes, statistics, computer programs and department policies and procedures.	
	3.0

Independent Judgement	Degree
Develops appointment schedules using established methods. Minor operating problems such as scheduling changes or cancellations are resolved with limited analysis.	
	2.5

Working Relationships	Degree	
Has regular contact with physician offices and clients/patients/residents requiring tact and discretion.		
	3.0	
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Physical Demands	Degree
Regular physical effort writing, sorting documents and performing computer operation	on.
	2.0

Sensory Demands	Degree
Regular sensory effort operating computer and listening to clients and staff with periods of competing multiple sensory demands.	
	2.5

Environment	Degree
Occasional exposure to minor conditions such as interruptions and multiple	e demands.
	2.0