


Job Evaluation Rating Document

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Materials Management Systems Analyst</u></p> <p>Date <u>October, 2000, 2004</u></p> <p>Revised Date <u>November 6, 2019</u></p> <p>Revised Date <u>June 16, 2022</u></p>	<p>Code</p> <hr/> <p>250</p>
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<p>Decision Making</p> <p>Utilizes choice of action when modifying existing software reports. Designs, operates and maintains databases and supporting applications. Investigates and provides solutions to access issues. Responsible for planning associated with implementation, testing, certification and troubleshooting software.</p>	<p>Degree</p> <hr/> <p>3.5</p>
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<p>Education</p> <p>Grade 12. Computer Systems Technology diploma (Saskatchewan Polytechnic 2085 hours)</p>	<p>Degree</p> <hr/> <p>4.5</p>
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<p>Experience</p> <p>Twelve (12) months previous experience working with Materials Management or Finance computer systems. Twelve (12) months on the job to become familiar with Materials Management processes, applicable related software applications and department policies and procedures.</p>	<p>Degree</p> <hr/> <p>5.0</p>
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<p>Independent Judgement</p> <p>Maintains and supports departmental software and systems in accordance with generally accepted practices. Has choice of methods/procedures when rectifying problems and directing staff in alternate procedures when encountering system problems.</p>	<p>Degree</p> <hr/> <p>4.0</p>
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<p>Working Relationships</p> <p>Provides technical explanation and/or instruction in the installation, implementation, operation, maintenance and support of department computer-based information systems. Motivates staff attending training sessions.</p>	<p>Degree</p> <hr/> <p>4.0</p>
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Job TitleMaterials Management Systems Analyst**Code**250

Impact of Action Errors in reports and records may cause short term delays that are readily detected and corrected. Inadequate planning for upgrading or installing new hardware/software may impact the acquisition/delivery and/or payment for supplies and materials and cause operational problems.	Degree <u>2.5</u>
Leadership and/or Supervision Provides functional guidance to users and operational leaders.	Degree <u>2.5</u>
Physical Demands Regular keyboarding requiring accurate coordination of fine motor skills.	Degree <u>2.0</u>
Sensory Demands Regular sensory effort such as computer operation and listening attentively to users, meetings and training with periods of competing multiple sensory demands.	Degree <u>2.5</u>
Environment Occasional exposure to minor conditions such as interruptions and multiple deadlines.	Degree <u>2.0</u>