Job Evaluation Rating Document

CUPE, SEIU, SGEU, SAHO		Code
	Job Title Client Information Systems Analyst	
	Date October 2000	
	Revised Date 2004	251
	Revised Date June 16, 2022	

Decision Making	**Degree**
Utilizes choice of action when modifying existing software reports. Provides support and maintenance to databases and applications. Tests integration of new applications and assists with changes of software. Responsible for planning associated with implementation, testing, certification and troubleshooting software.	3.5

Education	**Degree**
Grade 12. Computer Systems Technology diploma (Saskatchewan Polytechnic 2085 hours).	4.5

Experience	**Degree**
Twelve (12) months previous experience working with Health Information Management and Client Information systems. Twelve (12) months on the job to become familiar with department processes, applicable related software applications and department policies and procedures.	5.0

Independent Judgement	**Degree**
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.	4.0

Working Relationships	**Degree**
Provides technical explanation and/or instruction in the installation, implementation, operation, maintenance and support of all computer-based information systems. Motivates staff attending training sessions.	4.0

Impact of Action	**Degree**
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 Health/Client Information operations and cause substantial delays.	2.5

Leadership and/or Supervision	**Degree**
Provides functional guidance to users and operational leaders.	2.5

Physical Demands	**Degree**
Regular keyboarding requiring accurate coordination of fine motor skills.	2.0

Sensory Demands	**Degree**
Regular sensory effort such as computer operation and listening attentively to users with periods of competing multiple sensory demands.	2.5

Environment	**Degree**
Occasional exposure to minor conditions such as interruptions and multiple deadlines.	2.0