


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Information Technology Project Control Officer</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>273</u></p>
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<p>Decision Making</p> <p>Responsible for development of plans for devising new approaches to problems and working with multiple business units to assess information technology requirements. May make exceptions to accepted practices when doing "work arounds" for special projects.</p>	<p>Degree</p> <p><u>4.0</u></p>
<p>Education</p> <p>Grade 12. Four (4) year Bachelor of Commerce degree with a computer major.</p>	<p><u>6.0</u></p>
<p>Experience</p> <p>Twenty-four (24) months previous experience to obtain knowledge of information systems and technology, project delivery and budgeting, procurement and leasing processes. Twenty-four (24) months on the job experience to gain knowledge of health care operations, interactions within various departments/business units and to become familiar with region/facility/department policies and procedures.</p>	<p><u>7.0</u></p>
<p>Independent Judgement</p> <p>Provides project management and audit services related to the implementation of information technology solutions. Uses judgment when matching technology to business requirements/needs.</p>	<p><u>4.0</u></p>
<p>Working Relationships</p> <p>Requires tact and discretion to provide technical explanation and/or instruction to various departments/business units. Liaises between business and suppliers of systems regarding repair or maintenance concerns.</p>	<p><u>4.0</u></p>

Impact of Action	Degree
<p>Responsible for the lease program through suggesting options, providing equipment information, ordering/receiving new equipment, asset marking, replacing/returning equipment and monitoring lease charges.</p> <p>Misjudgment in project management may result in inadequate planning for key assignments associated with new/upgraded systems.</p>	<p><u>2.5</u></p>
<p>Leadership and/or Supervision</p> <p>Provides functional guidance to co-workers and various business unit personnel regarding asset management and lease renewal program. Serves as a channel between the finance division and end users when allocating capital and operating costs.</p>	<p><u>2.0</u></p>
<p>Physical Demands</p> <p>Occasional physical effort with computer operation with periods of accurate coordination of fine movements.</p>	<p><u>1.5</u></p>
<p>Sensory Demands</p> <p>Regular cumulative sensory effort such as report writing, reading and with periods of competing multiple sensory demands.</p>	<p><u>2.5</u></p>
<p>Environment</p> <p>Occasional exposure to minor disagreeable conditions such as limited travel, interruptions and rudeness.</p>	<p><u>2.0</u></p>