


Job Evaluation Rating Document

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title Desktop Publisher</p> <hr/> <p>Date 2004, New</p> <hr/> <p>Revised Date June 13, 2012</p> <hr/> <p>Revised Date September 15, 2021</p> <hr/>	<p>Code</p> <p>335</p> <hr/>
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<p>Decision Making</p> <p>Follows clearly prescribed practices when creating, designing and reviewing layouts for clients. Some choice of action within limits of accepted practice when making choice about design options.</p>	<p>Degree</p> <p>2.5</p> <hr/>
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<p>Education</p> <p>Grade 12. Interactive Design and Technology Diploma (Sask Polytechnic 1770 hours)(Rating 4.0).</p> <p>*As per MOA regarding the Education factor review (January 2019) the JJEMC will continue to utilize the discontinued program of New Media Communications Certificate (985 hours) as no other factors were impacted by this change. The education rating will remain at (3.5).</p>	<p>Degree</p> <p>3.5</p> <hr/>
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<p>Experience</p> <p>Twelve (12) months previous experience working in an office environment utilizing desktop publishing software. Twelve (12) months on the job experience to become familiar with health related publication needs and department policies and procedures.</p>	<p>Degree</p> <p>5.0</p> <hr/>
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<p>Independent Judgement</p> <p>Follows established procedures when creating, designing and reviewing Desktop layouts. Resolves minor operating problems associated with client needs, software and design issues with limited analysis.</p>	<p>Degree</p> <p>3.0</p> <hr/>
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<p>Working Relationships</p> <p>Requires tact to discuss problems with clients regarding layouts and makes recommendations on how to best produce the end product. Has regular contact with vendors and sales representatives requiring tact and discretion.</p>	<p>Degree</p> <p>3.0</p> <hr/>
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Desktop Publisher

Code

335

Impact of Action Misjudgement in coordinating work may result in delays to operations. Inaccuracies in collecting and analyzing project data may result in increased costs.	Degree <u>2.0</u>
Leadership and/or Supervision May show others how to perform tasks or duties by familiarizing new employees with the work area and processes. Provides functional guidance to clients when recommending layouts for forms and printed materials.	Degree <u>1.5</u>
Physical Demands Regular physical effort lifting and carrying boxes, bending and standing, with accurate coordination of fine movements when designing graphics.	Degree <u>2.0</u>
Sensory Demands Regular visual and listening effort consisting of computer operation, graphic design, proofreading, editing and listening to clients with periods of competing multiple sensory demands.	Degree <u>2.5</u>
Environment Occasional exposure to minor conditions such as dust, noise, ink/toner and sharps.	Degree <u>2.0</u>