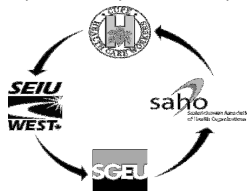


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Desktop Publisher</u></p> <p>Date <u>2004, New</u></p> <p>Revised Date <u>June 13, 2012</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>335</u></p>
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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 when dealing with clients.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Education</p> <p>Grade 12. New Media Communication certificate (985 hours).</p>	<p><u>3.5</u></p>
<p>Experience</p> <p>Twelve (12) months previous experience in an office environment. Twelve (12) months on the job experience to become familiar with health related publication needs and region/facility/department policies and procedures.</p>	<p><u>5.0</u></p>
<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><u>3.0</u></p>
<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, sales representatives and media requiring tact and discretion.</p>	<p><u>3.0</u></p>

Impact of Action	Degree
<p>Coordinates the creation and design of layouts in accordance with operational, quality and service requirements.</p> <p>Misjudgement in coordinating work may result in delays to operations. Inaccuracies in collecting and analysing project data may result in increased cost (e.g., time and material).</p>	<u>2.0</u>
<p>Leadership and/or Supervision</p> <p>May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.</p> <p>Provides functional guidance to clients when recommending layouts for forms and printed materials.</p>	<u>1.5</u>
<p>Physical Demands</p> <p>Regular physical effort lifting and carrying totes and boxes, bending, and standing (i.e., to cut and assemble project materials), with accurate coordination of fine movements when designing graphics using keyboard and mouse.</p>	<u>2.0</u>
<p>Sensory Demands</p> <p>Regular visual and listening effort consisting of keyboarding, graphic design, proofreading, editing, reading and listening to clients with periods of competing multiple sensory demands.</p>	<u>2.5</u>
<p>Environment</p> <p>Occasional exposure to minor conditions such as dust, noise, ink/toner and paper/knife cuts.</p>	<u>2.0</u>