


# Job Evaluation Rating Document

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| <p><b>CUPE, SEIU, SGEU, SAHO</b></p>  | <p><b>Job Title</b> <u>Payroll &amp; Benefits Coordinator</u></p> <p><b>Date</b> <u>June, 2009</u></p> <p><b>Revised Date</b> <u>January 14, 2015</u></p> <p><b>Revised Date</b> <u>September 12, 2017; January 31, 2018</u></p> | <p><b>Code</b></p> <hr/> <p>429</p> |
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| <p><b>Decision Making</b></p> <p>Follows and interprets accepted practices, existing rules and regulations regarding payroll and benefits. Achieves assigned objectives through planning, implementing and providing technical support. Develops plans to achieve short-term goals associated with coordinating work flow.</p> | <p><b>Degree</b></p> <hr/> <p>3.5</p> |
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| <p><b>Education</b></p> <p>Grade 12. Business diploma - Accountancy (Saskatchewan Polytechnic 1728 hours) plus The Canadian Payroll Association Payroll Compliance Practitioner course (NAIT 126 hours) (Rating 4.0)</p> <p>*As per the MOA regarding the Education factor review (January 2019) the JJEMC will continue to utilize 1984 hours as no other factors were impacted by this change. The education rating will remain at (4.5).</p> | <p><b>Degree</b></p> <hr/> <p>4.5</p> |
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| <p><b>Experience</b></p> <p>Twenty-four (24) months previous experience as a Payroll &amp; Benefits Officer to consolidate knowledge and skills. Twelve (12) months on the job experience to develop advanced knowledge in payroll/accounting practices with regards to federal and provincial legislation, benefits administration, collective agreements, computer software and become familiar with department policies and procedures.</p> | <p><b>Degree</b></p> <hr/> <p>6.0</p> |
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| <p><b>Independent Judgement</b></p> <p>Performs payroll and benefit functions in accordance with regulations, benefit plans and collective agreement language. Uses a variety of methods to analyze and troubleshoot payroll and benefit problems to achieve the desired outcome.</p> | <p><b>Degree</b></p> <hr/> <p>3.5</p> |
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| <p><b>Working Relationships</b></p> <p>Requires tact and discretion when providing technical explanation of payroll issues to managers and staff. Secures cooperation of managers and staff regarding payroll issues.</p> | <p><b>Degree</b></p> <hr/> <p>4.0</p> |
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**Job Title**

Payroll & Benefits Coordinator

**Code**

429

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| <p><b>Impact of Action</b></p> <p>Inaccurate data entry may result in payroll and benefit errors and delay subsequent reports and records. Inaccurate calculations for benefit deductions may result in deterioration in employee relations.</p> | <p><b>Degree</b></p> <p><u>2.5</u></p> |
| <p><b>Leadership and/or Supervision</b></p> <p>Is primarily responsible for payroll and benefit elements and provides regular direction to staff.</p>  | <p><b>Degree</b></p> <p><u>4.0</u></p> |
| <p><b>Physical Demands</b></p> <p>Regular physical effort performing computer/data entry requiring fine motor skills, reading and performing various office duties.</p>  | <p><b>Degree</b></p> <p><u>2.0</u></p> |
| <p><b>Sensory Demands</b></p> <p>Regular sensory effort in the preparation of payroll reports, computer work/data entry and communication with periods of competing multiple sensory demands.</p>  | <p><b>Degree</b></p> <p><u>2.5</u></p> |
| <p><b>Environment</b></p> <p>Occasional exposure to minor conditions such as verbal abuse, interruptions and multiple deadlines.</p>   | <p><b>Degree</b></p> <p><u>2.0</u></p> |