

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Pay Equity Job Profile	
Accountant I	Job Number
	1
	Total Points
	468
Rationale	Level
Previous Education	
<ul style="list-style-type: none"> • Bachelor's Degree • Prefer accounting and CPA, CMA, or CGA in progress 	35
Previous Experience	
<ul style="list-style-type: none"> • 3 years' experience 	30
Interaction Skills	
<p>Regular contacts. Contacts are largely predictable and routine but may involve co-ordination, informal negotiation and/or discussion to encourage co-operation where there is disagreement. Fosters positive relationships and sometime responds to complaints.</p> <ul style="list-style-type: none"> • Work with external auditors by providing support documents and explanations • Using problem solving / persuasion to encourage agreement (e.g. following up with outstanding invoices, making collection calls) 	25
Movement Skills	
<p>Precision required for the following activities;</p> <ul style="list-style-type: none"> • Use of computer to manipulate or retrieve data (speed required) • Use of keypad/wand/keyboard to enter data into fixed fields or to access information (e.g. Email, notes, web-browsing) • Full keyboard use such as for processing a variety of documents or data • Input where corrections are permitted after the fact 	40
Decision-Making	
<p>Decisions involving unexpected events. Routine decisions and/or occasional decisions in response to unexpected events. Prioritizing workflow. Dealing with routine enquiries e.g. on accounts payable, with departments and vendors. Interpreting guidelines on e.g. reimbursement of expenses [when acting as A/P Clerk backup].</p> <ul style="list-style-type: none"> • Cash application: account numbers to deposit payments • Invoicing: account numbers for booking revenue • Donations: adjust account numbers when designation is adjusted • Account reconciliations: frequency of clearing accounts • Mgr's comment: "This position works as 'accounts payable' backup" 	25
Responsibility for Information	
<p>Information is of importance. Information may be sensitive or confidential.</p> <ul style="list-style-type: none"> • Calculate and distribute charges to student accounts according to process • "Student records: generate reports from StarRez and do invoicing for the charges; Credit card information: process payment via phone calls" • Passing on information for student charges • Analyze, calculate and edit aging records • Analyze, calculate and edit application and invoice batches 	30

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<h1>Accountant I</h1>	Job Number
	1
	Total Points
	468
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Significant responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects the activities and work flow in a department or for a major project or major research program. Cost of errors is significant to the department or major project or major research program and may have a significant short-term effect on individuals or have indirect impact on research projects.</p> <ul style="list-style-type: none"> • Errors fixed within the department • Ensuring work is not done twice • Ensuring correct data is within financial statements 	25
Responsibility for the Safety of Others	
<p>Little care required to prevent physical or emotional injury or harm to others</p>	10
Financial Responsibility	
<p>Maintains department operating budget. Monitors department budget for accuracy and completeness. Some responsibility for planning expenditures and budgets. Tracks and reports on spending. Records detailed transactions on many accounts including payroll. Reconciles accounts for multiple departments.</p> <ul style="list-style-type: none"> • Regularly processing transactions and recording in the system • Processing credit cards, depositing cheques • Monitoring aging reports • Processing / recording / reconciling donations • Receive, process, and records payments • "Prepare projection and forecasting for year-end and Responsibility Income Statement for each department..." • "Post cash receipts, invoices, charges and credits in Financial Edge" • "Calculate and distribute charges to different accounts for students' short-term and long-term stays" • "Record and input grants received" • Perform reconciliations for multiple accounts and donations regularly 	30
Manage or Direct Others	
<p>Some responsibility for others. Job may entail occasional directing of others but minimal direct responsibility. Provides orientation to new employees/students on working procedures and practices.</p> <ul style="list-style-type: none"> • Act as back up for A/P position • Provide guidance when members of other departments have questions about the financial system 	15
Mental Effort	
<p>Moderate concentration. Deciphers, edits, analyses, authenticates documents. Prepares statistical reports. Constant learning of policies or protocols is required.</p> <ul style="list-style-type: none"> • Entering data with accuracy important (eg. enter cash receipts in FE, enter invoices, enter journal entries, enter debit/credit notes, etc.) • Analyze client activities and follow up with outstanding invoices • Match cash received to cash count at the end of the day / reconcile accounts - 4 hours per day • Entering financial data 4 hours per day - e.g. invoices/journal entries/debit/credit notes • Reconciling received donations 2 hours per month 	30

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Accountant I</h2>	Job Number
	1
	Total Points
	468
Physical Effort	
CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)	
1. Work in seated position - $(2 \times 3) \times 1 = 6$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 3) \times 2 = 12$ Total Score = 30	30
Temperature, Noise, and Other Environmental Conditions	
Occasional exposure to a disagreeable element. • Noise	15
Hazards	
Some hazard. Exposure to risk of overuse injury associated with repetitive motion for 4 hours. • Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.)	25
Stress	
Frequent exposure to one or two moderately stressful elements AND regular exposure to one or two moderately stressful elements. • Frequent exposure to unchanging and repetitive work • Regular exposure to competing and/or simultaneous deadlines	35
Work Interruptions and Distractions	
Regular routine interruptions, few distractions. Regular interruptions for routine requests. Work is interrupted by predictable contacts. • In cubicle or reception/counter area	20
Social Disruption Required by Work Scheduling	
Regular daytime schedule, some overtime. • 30 hours of overtime on weekdays per year	15

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Pay Equity Job Profile	
Accountant II	Job Number
	2
	Total Points
	592
Rationale	Level
Previous Education	
<ul style="list-style-type: none"> • Bachelor's Degree • CPA, CMA, or CGA required 	40
Previous Experience	
<ul style="list-style-type: none"> • Minimum 5 years of prior experience in a not-for-profit or similar environment • Knowledge in GL account reconciliation and variance analysis • Experience in budgeting and financial analysis, financial reporting including experience in preparing financial statements and identifying and resolving financial discrepancies. • Solid understanding of accruals, accounts payable, accounts receivable, reconciliation of accounts, transfer of funds, variance analysis, internal controls, audit procedures and budgeting 	40
Interaction Skills	
<p>Large number of regular contacts. Often uses informal negotiation skills to secure co-operation from a wide range of people.</p> <ul style="list-style-type: none"> • Resolve issues RE: department charges that are absent or incorrect • Analyze and fix issues as they arise (daily) • Deals with issues with student accounts for students with incorrect charges (monthly) • Collaborating and sharing information to co-workers in order improve process efficiently and effectively daily 	30
Movement Skills	
<ul style="list-style-type: none"> • Precision and speed required for regular keyboard use when processing a variety of documents or data input (eg. drafting reports, downloading information on registration numbers, etc.) • Precision and speed required when retrieving and manipulating data 	40
Decision-Making	
<p>Decisions about frequent unexpected events. Routine decisions and in response to frequent unexpected events with limited access to higher levels and requiring the application and interpretation of policies. Job may require independent judgement and skill to plan and organize more effectively. Planning workflow for a group.</p> <ul style="list-style-type: none"> • Exercising professional judgment on financial issues as problems arise and using analytical skills to assess financial priorities • Tasks to oversee or review the work for AR & AP • Determine capital assets for annual write off • Requires analytical skills to identify and investigate possible issues and problems. Recommends enhancement to systems and procedures and [requires] special attention to fine details of work • Prioritize own workflow 	35

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Accountant II</h2>	Job Number
	2
	Total Points
	592
Responsibility for Information	
<p>Significant responsibility for information. Information is complex and/or technical. It may be published. Much sensitive/confidential.</p> <ul style="list-style-type: none"> • Reconcile and analyze data in financial reports • Tracking month-end and year-end timelines in financial calendar • Deals with confidential financial information, banking accounts, BMO administrator and access with various system (FE, ROSI, Starez) • Significant responsibility for complex financial information which [is] sensitive and confidential such as financial data, reports and statements • Mgr's comment: This position provides help for forecasts, planning data • Prepare the month-end fund closing for all funds • Prepare for the annual audit working papers for SMC Retirement Plan such as financial statements, expenses and accruals and investment income 	40
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Much responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects the activities and workflow of a faculty, a college, the library, administration/operations division or any other major division of the University, for example. Cost of errors is significant to a faculty, college or division. Delays or flaws affecting a research project or teaching. Long term effect on groups or individuals.</p> <ul style="list-style-type: none"> • Inaccurate recording of financial transactions can result in bad decisions • Misinterpretation of policies and procedures may result in audit problems • Inaccurate analysis of financial information can result to significant financial errors which will lead to wrong decisions • Errors could lead to bad decisions, loss of revenue, increased workload, and audit problems • All could impact department or St. Michael's 	35
Responsibility for the Safety of Others	
Little care required to prevent physical or emotional injury or harm to others	10
Financial Responsibility	
<p>Significant financial responsibility. Financial management of a department, including budget-setting. Independent decisions about spending limited by rules and reporting required by the university and external funding providers.</p> <ul style="list-style-type: none"> • Record and analyze financial information in complex financial reports • Review and approve AP batch report and cash receipts report • Upload budgets into system and analyze budget numbers vs. actuals • Monitor overall budget for university • Mgr Comment: "This position requires to monitor the university's overall budget. Complex financial reports. Analyzing financial information." • JD: "Analyzes the plant projects expenses, equipment purchases, repairs and maintenance expenses, DCC expense accounts and capitalized to fixed assets and computes for the depreciation and amortization." 	40

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<h2>Accountant II</h2>	Job Number
	2
	Total Points
	592
Manage or Direct Others	
<p>Manages or directs small group in limited area. Supervises some activities for a small group.</p> <ul style="list-style-type: none"> • Check and review work of two reports, provide assistance and guidance when needed • Act as resource to supervisor and management • Provide feedback on method of work for reports so they can improve work processes • Review and approve batches for AR & AP 	25
Mental Effort	
<p>High concentration. Performing tasks requiring great precision and requiring attention to many details at a time. Detailed analysis or forecasting in relation to important decisions.</p> <ul style="list-style-type: none"> • Daily analysis of activities and budget, as well as document approval (financial calculations involved) • Completing monthly/yearly financial reports (eg. HST or charity returns) • Prepare variety of financial reports weekly • Ensure compliance of financial policies and procedures • More than 4 hours of financial calculation daily 	40
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <p>1. Work in seated position - (2 x 3) x 1 = 6 6. Repetitive movements - (2 x 3) x 2 = 12 7. Scrutinizing, distinguishing, or isolating by eye or ear - (2 x 3) x 2 = 12</p> <p>Total Score = 30</p>	30
Temperature, Noise, and Other Environmental Conditions	
<p>Occasional exposure to a disagreeable element.</p> <ul style="list-style-type: none"> • Noise 	15
Hazards	
<p>Some hazard. Exposure to risk of overuse injury associated with repetitive motion for 4 hours.</p> <ul style="list-style-type: none"> • Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) 	25
Stress	
<p>Frequent exposure to three or more moderately stressful elements.</p> <ul style="list-style-type: none"> • Frequent exposure to unpredictable or urgent assignments, competing and/or simultaneous deadlines, unchanging and repetitive work, and ongoing high pace of work requiring accelerated work pace 	40
Work Interruptions and Distractions	
<p>Regular interruptions and distractions. Some interruptions and distractions are unusual or unpredictable. Limited effect on work process or meeting of deadlines. Regularly occurring interruptions.</p> <ul style="list-style-type: none"> • Work in a quiet cubicle environment 	30

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2018 JOB PROFILE

Accountant II	Job Number
	2
	Total Points
	592
Social Disruption Required by Work Scheduling	
Regular daytime schedule, some overtime.	15
• Regular daytime hours with overtime on weekdays required for year-end audit	

Pay Equity Job Profile	
Accounts Payable Clerk	Job Number
	3
	Total Points
	475
Rationale	Level
Previous Education	
• Bachelor's Degree in accounting or finance	35
Previous Experience	
• Minimum 3 years of prior financial experience • Experience with complex calculations and analysis	30
Interaction Skills	
<p>Large number of regular contacts. Responds to complaints. Resolves non-personal complaints. Sometimes uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable.</p> <ul style="list-style-type: none"> • "Provide solutions to staff or employees when they expect reimbursement before schedule" • "Dealing with upset staff or faculty members about missing information, e.g. missing purchase orders or 3 quotes" • Resolve conflicts regarding staff expenses • Resolve financial and billing discrepancies as needed • Regularly explain AP policies and procedures to others • Explaining internal and external members about AP policies and procedures 	30
Movement Skills	
<ul style="list-style-type: none"> • Packing or stacking boxes as needed • Precision required when stuffing envelopes • Speed and precision required for variety of computer work, including the retrieval and manipulation data • Precise keyboarding 	40
Decision-Making	
<p>Decisions involving unexpected events. Routine decisions and/or occasional decisions in response to unexpected events. Interpreting guidelines (e.g. reimbursement of expenses). Prioritizing workflow. Dealing with routine enquiries e.g. on accounts payable, with departments and vendors.</p> <ul style="list-style-type: none"> • "Vendor inquiring [about] payment/status of invoices; staff inquiring about reimbursement" • "Interprets guidelines around extra travel insurance is not allowed, personal charges to corporate credit card, alcohol, etc." • Make day-to-day decisions around AP processes (eg. when to void/cancel a cheque if its lost) 	25
Responsibility for Information	
<p>Information is of importance. Information may be sensitive or confidential.</p> <ul style="list-style-type: none"> • Receive, file, and archive vendor invoices, credit card statements, and payroll and honorarium payments • Retrieve legal documents for auditors as needed • Handle HR and payroll cheque requests • Secure blank cheques in office safe • Have access to employee SIN numbers 	30

<h2>Accounts Payable Clerk</h2>	Job Number
	3
	Total Points
	475
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Significant responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects the activities and work flow in a department or for a major project or major research program. Cost of errors is significant to the department or major project or major research program and may have a significant short-term effect on individuals or have indirect impact on research projects.</p> <ul style="list-style-type: none"> • Ensure compliance to policies around reimbursement and payment to maintain cost-effective purchasing, good client/vendor relationships, and reputation of organization • Could be impact on interest charge or account frozen if billing timelines not managed effectively • Purchase blank cheques and office supplies as needed 	25
Responsibility for the Safety of Others	
<p>Little care required to prevent physical or emotional injury or harm to others</p>	10
Financial Responsibility	
<p>Maintains department operating budget. Monitors department budget for accuracy and completeness. Some responsibility for planning expenditures and budgets.</p> <ul style="list-style-type: none"> • Record, input, and review cheques and credit card/cash transactions • Act as signing authority for minor purchases under \$5k • Handle standard financial reporting (eg. account balance, auditor requests, etc.) • Process expenditures within established guidelines 	30
Manage or Direct Others	
<p>Some responsibility for others. Job may entail occasional directing of others but minimal direct responsibility. Provides orientation to new employees/students on working procedures and practices.</p> <ul style="list-style-type: none"> • Provide technical instruction to staff and serve as resource to others for AP policies and procedures • Monitor casual staff for 2 weeks of year (clerical support) 	15
Mental Effort	
<p>Moderate concentration. Deciphers, edits, analyses, authenticates documents. Prepares statistical reports. Constant learning of policies or protocols is required.</p> <ul style="list-style-type: none"> • Verifying invoices and HST vendor numbers daily • Invoice HST and withholding tax calculations daily • Input invoice, petty cash, bank statement, and reimbursement data daily • Prepare account balance reports monthly • Draft AP guidelines and weekly memo to staff regarding AP policies and procedures • Authenticate documents • Acts as back up for Accountant I duties as required 	30

Accounts Payable Clerk	Job Number
	3
	Total Points
	475
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <p>1. Work in seated position - $(2 \times 3) \times 1 = 6$ 3. Walking as part of job - $(2 \times 1) \times 1 = 2$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 1) \times 2 = 4$</p> <p>Total Score = 24</p>	30
Temperature, Noise, and Other Environmental Conditions	
<p>Occasional exposure to a disagreeable element.</p> <ul style="list-style-type: none"> Noise 	15
Hazards	
<p>Some hazard. Exposure to risk of overuse injury associated with repetitive motion for 4 hours.</p> <ul style="list-style-type: none"> Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) 	25
Stress	
<p>Frequent exposure to one or two moderately stressful elements AND regular exposure to three or more moderately stressful elements.</p> <ul style="list-style-type: none"> Regular exposure to ongoing high pace of work requiring accelerated work pace, upset/anxious clients, and unpredictable/urgent assignments Frequent exposure to competing and/or simultaneous deadlines and unchanging/repetitive work 	35
Work Interruptions and Distractions	
<p>Regular routine interruptions, few distractions. Regular interruptions for routine requests. Work is interrupted by predictable contacts.</p> <ul style="list-style-type: none"> In cubicle or reception/counter area 	20
Social Disruption Required by Work Scheduling	
<p>Regular daytime schedule, some overtime.</p> <ul style="list-style-type: none"> Regular daytime hours with overtime on weekdays required twice per year during peak periods 	15

Pay Equity Job Profile	
<h2>Acquisitions Technician</h2>	Job Number
	4
	Total Points
	497
Rationale	Level
Previous Education	
Bachelor's degree <ul style="list-style-type: none"> • Bachelor's degree required • Library Technician diploma preferred 	35
Previous Experience	
Minimum three years' experience. <ul style="list-style-type: none"> • Three years experience within variety of functions for academic library (eg. Cataloguing, technical services, circulation, etc.) • General familiarity with library procedures, as acquisitions is a process that bridges circulation and cataloguing modules • Specialized skill set within the library tech field • JD: Experience acquiring monographs and/or continuing resources is required. It is essential that the person holding this position has knowledge of and experience with database software, or an automated library acquisition module 	30
Interaction Skills	
Large number of regular contacts. Sometimes uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Probing for information to establish needs or respond to requests. Responds to complaints. Resolves non-personal complaints. Fosters positive relations and manages a range of relationships. <ul style="list-style-type: none"> • Coordinate with cataloguer to ensure materials reach requestor • Ex: "Clarifying order requests; fielding phone calls from courier companies re customs; tracking order status for rush requests" • Ex: "Vendor staff inquiring re payment; courier calls re packages at customs" • Ex: "Communication w/ mailroom + customs broker to resolve courier/customs issues" • Addressing vendor website problems • Ex: "Interactions w/ customs broker, 3 primary vendors + the small second-hand vendors with reliable stock" 	30
Movement Skills	
High level of muscular coordination and/or manual dexterity where precision is essential. Full keyboard use such as for processing a variety of documents or data input where corrections are permitted after the fact. Use of keypad/wand/keyboard to enter data into fixed fields or to access information (e.g. email, notes, web-browsing). No requirement for speed. <ul style="list-style-type: none"> • Shelving books • Packing or stacking boxes • Use of computer to manipulate or retrieve data • Precision required for shelving books and packing and stacking boxes 	30

Acquisitions Technician	Job Number
	4
	Total Points
	497
Decision-Making	
<p>Routine decisions and in response to frequent unexpected events with limited access to higher levels and requiring the application and interpretation of policies. Job may require independent judgement and skill to plan and organize more effectively.</p> <ul style="list-style-type: none"> • Ex: "Day-to-day workflow -regular liaising w/ distributors/vendors & book selectors -resolving small scale problems" • Ex: "Unexpected credit card denial -postal strike in relation to time sensitive orders this type of decision-making is infrequent." • Ex: "Any purchase outside of recent publications supplied by the 2 main distributors is open to choice - I assess vendor reliability, website security based on experience and other available factors" <p>Manager's comment Item F.4: should check "applying and interpreting broad policies and guidelines" (p. 17). >>"Agree, eg. UTL policies re union catalogue."</p>	35
Responsibility for Information	
<p>Significant responsibility for information. Information is of importance (e.g. editing content, original descriptive cataloguing). Information may be sensitive/confidential.</p> <ul style="list-style-type: none"> • Ex: "Create coded bibliographic records." • Ex: "Create, edit, update changes in procedure in response to distributor/vendor/UTL changes." • Ex: "Esp serials cataloguing and maintaining records of received subscriptions; overall, every bit of information added to the library database must be accurate in order to make materials discoverable." <p>Response to Manager's comment • Ex: "The job requires creating brief records that are accurately coded (in the absence of existing records) to allow adding order records and to prevent duplication of orders. The job requires creating/importing/editing serial records, applying current cataloguing practices and coding. In the library database, all aspects of handling serials bring a degree of complexity."</p>	30

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Acquisitions Technician</h2>	Job Number
	4
	Total Points
	497
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Responsible for the use of resources as it affects the activities and workflow in a department or for a major project or major research program. Cost of errors is highly significant to a department or major project or major research program, and has a direct impact on, for example, a single research project, or a short-term effect on groups, or academic or financial impact on students.</p> <ul style="list-style-type: none"> • Course work & research compromised by delays or incorrect purchases: academic impact on students & faculty • Underspending or overspending affects budgeting process • Cataloguer's workflow held up if purchasing doesn't flow • Impact is primarily short-term with students and faculty being affected by delayed access to resources • Acquisition and replacement of books, DVDs, serials, and e-resources (roughly 5000 items purchased per year) • Could mis-spend funds and purchase incorrect materials (would be caught by others) • Mistake in information provided when educating classes where professor is missing material, they need to do it themselves • Process/workflow could bottleneck if position falls behind in duties (directly impacts peer in Cataloguing, could also indirectly impact patron waiting for specific material) • Use of photocopier, scanner, microfilm reader, books, microfilms, dvds, and rare books 	30
Responsibility for the Safety of Others	
<p>Some care required to prevent physical or emotional injury or harm to others.</p> <ul style="list-style-type: none"> • Prevent tripping hazards • Secure heavy boxes in low traffic area 	15
Financial Responsibility	
<p>Monitors department budget for accuracy and completeness. Some responsibility for planning expenditures and budgets.</p> <ul style="list-style-type: none"> • Monthly limit of \$15k in expenditures (reconcile in monthly statements) • Input invoice information • Daily library acquisitions of up to \$14k invoiced • Monitors and makes planned expenditures within budget of \$150k 	30
Manage or Direct Others	
<p>Some responsibility for others. Job may entail occasional directing of others but minimal direct responsibility.</p> <ul style="list-style-type: none"> • May advise on new vendors if issues with existing ones • Provide technical instruction to other staff ("Occasionally to processing clerk re serials, book, etc.") 	15

Acquisitions Technician	Job Number
	4
	Total Points
	497
Mental Effort	
<p>Moderate concentration. Writes original material, including minute-taking. Deciphers, edits, analyses, authenticates documents. Prepares statistical reports. Constant learning of new equipment, programs, policies, or protocols is required.</p> <ul style="list-style-type: none"> • Concentration required while ordering and receiving • Reviewing serials and harmonizing records in collaboration with others (part of new Library Services Platform project) • Certain focus required to maintain workflow to ensure no bottlenecking • Different type of focus needed for regular interactions with academics (as opposed to general public). • Ordering does involve some level of cataloguing (eg. Basic search to import catalogue record for new material) • 70% of what is ordered is new material through main vendor (ensure no duplicates, no outdated editions, etc.), other 30% is spent ordering older editions or specific requests (careful about who to buy second-hand books from). • 70% spent receiving new material and double-checking for errors, 30% spent communicating with vendors about issues, sending material back, etc. • Ex: "Comparing prices; estimating values; currency calculations; reconciling credit card." • Ex: "Purchasing, negotiating vendor communications for French/Italian/German/Gaelic/Czech/Russian/Finnish etc. materials involves general proficiency with languages." 	30
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <ol style="list-style-type: none"> 1. Work in seated position - $(2 \times 3) \times 1 = 6$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 3) \times 2 = 12$ 9. Lifting, carrying, pushing, pulling, or holding more than 10 kg and up to 25 kg - $(1 \times 1) \times 3 = 3$ 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(1 \times 1) \times 2 = 2$ <p>Total Score = 35</p>	40
Temperature, Noise, and Other Environmental Conditions	
<p>Occasional exposure to a few disagreeable elements</p> <ul style="list-style-type: none"> • Regular exposure to mold/dust ("red rot" or book mold) • Occasional exposure to odours and fumes (loading dock, print material, and photocopier) 	20
Hazards	
<p>Some hazard. Exposure to risk of overuse injury associated with repetitive motion for 4 hours.</p> <ul style="list-style-type: none"> • Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) • Climbing step stools as needed • Cuts, abrasions 	25

Acquisitions Technician	Job Number
	4
	Total Points
	497
Stress	
Greater exposure to stressful elements than described at 20, but less than that described at 30. • Regular exposure to unchanging and repetitive work and competing and/or simultaneous deadlines • Occasional exposure to difficult situations that involve conflictive interactions	25
Work Interruptions and Distractions	
Regular routine interruptions, few distractions. Work is interrupted by predictable contacts. Some activity in work area. Open area. • Work in a moderately quiet open office environment where interruptions are regular • Ex: "Phone calls from Accounting, MailRoom, or Vendors/Couriers with various questions; A&I staff looking for an item; librarian inquiring re-order status; couriers/contractors/others passing through the area needing directions etc.; sounds travelling from nearby office or rehearsal space for adjacent high school"	20
Social Disruption Required by Work Scheduling	
Regular daytime schedule. • Regular daytime schedule – Monday to Friday	10

Pay Equity Job Profile	
Administrative Assistant - Sheptytsky	Job Number
	5
	Total Points
	531
Rationale	Level
Previous Education	
<ul style="list-style-type: none"> • Bachelor's degree • Knowledge of Eastern Christianity is required • Knowing and/or understanding Slavic languages helps to work with original documents or texts 	35
Previous Experience	
<ul style="list-style-type: none"> • Minimum 5 years of experience in office and building administration • Experience with oversight of daily operation and function of buildings • Experience working with external contractors and vendors 	40
Interaction Skills	
<p>Interacts with employees and/or students/clients encompassing diversity of background. Sometimes uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Probing for information to establish needs or respond to requests. Program promotion. Fosters positive relations and manages a range of relationships.</p> <ul style="list-style-type: none"> • Provide information about Sheptytsky Institute to visitors and students • Negotiate and schedule use of Windle House spaces • Respond to student registration issues (3 times per year) • Respond to issues regarding function of Windle House (eg. thermostat changes) • Procure services and/or equipment quarterly • Communicate with external parishes and eparchy bishops regularly 	30
Movement Skills	
<p>High level of muscular coordination and/or manual dexterity where precision is essential and no speed required.</p> <ul style="list-style-type: none"> • Precision required for regular keyboard use when processing a variety of documents or data input (eg. drafting reports, correspondence, etc.) • Precision required when retrieving and manipulating data 	30
Decision-Making	
<p>Routine decisions and in response to frequent unexpected events with limited access to higher levels and requiring the application and interpretation of policies. May require independent judgement and skill to plan and organize more effectively. Plans components of projects/programs. Selects commissions or outside contracts for the facility.</p> <ul style="list-style-type: none"> • Decisions that involve teaching staff or allocation of budgetary spending go to supervisor • Make decisions on unexpected situations that arise out of work being done by external contractors • Organize Tuesday and Thursday lectures, as well as informal Insutitute events • Independently make decisions around the operation and maintenance of Windle House • Establishing service level agreements with facilities MOA, with trades at USMC • Applying and interpreting Institute interior policies and its external policies with USMC (ex. M.O.A.) • Applying and interpreting Institute insurance policies and USMC insurance policies • Develops guidelines for Windle House room and house rules 	35

Administrative Assistant - Sheptytsky	Job Number	
	5	
	Total Points	
	531	
Responsibility for Information		
Significant responsibility for important information. May be sensitive/confidential.	35	
<ul style="list-style-type: none">Analyze, monitor, provide, and distribute personnel and external contracts (confidential)Draft, edit, and archive course syllabi and photographs for eventsDraft, edit, and analyze the Windle House "rules" and Windle House and Director's calendars		
Responsibility for Materials, Equipment, and/or Outcomes		
Cost of errors is highly significant to a department, has a short-term effect on groups, and has an academic or financial impact on students.		
<ul style="list-style-type: none">Miscommunication can lead to incorrect publications being mailed out, which would require additional effort to rectifyA lack of attention to detail can result inaccurate financial reportingResponsible for acquisition and/or replacement of furniture, linens, light bulbs, kitchen equipment, etc. within Windle HouseResponsible for addressing repair and maintenance issues within Windle HouseLoss of revenue and reputation for the institute if students, publication subscribers, fellows, and other stakeholders are impacted by my errors	30	
Responsibility for the Safety of Others		
Care required to prevent physical or emotional injury or harm to others.	20	
<ul style="list-style-type: none">Careful attention to oversight of occupational safety precautions		
Financial Responsibility		
Maintains department operating budget. Monitors department budget for accuracy and completeness. Plans expenditures and budget at departmental level.	30	
<ul style="list-style-type: none">Collect donationsResponsible for monitoring budget of \$200,000, with some responsibility for planning expendituresRecord, input, monitor, and forecast minor purchases under \$5000, as well as accounts (eg. supplies or equipment budgets)Prepare and monitor standard financial reports		
Manage or Direct Others		
Manages or directs small group in limited area. Job entails responsibility for the management or direction of a small defined group in limited area. Some responsibility for directing the activities of up to three ongoing employees or short-term casuals.		
<ul style="list-style-type: none">Liaise and follow up with external contractors and social media coordinator on assigned workProvide orientation for new casual employees in 3-5 positions on general overview of Institute and Windle HouseServe as a resource to contractors, students, fellows, and residentsMonitor work and provide feedback on completeness for contracted maintenance work and social media coordinator	20	

Administrative Assistant - Sheptytsky	Job Number	
	5	
	Total Points	
	531	
Mental Effort		
Moderate concentration. Deciphers, edits, analyses, authenticates documents. Prepares statistical reports.	30	
<ul style="list-style-type: none">• Troubleshooting technology issues for Windle House (less than 2 hours per week)• Constantly anticipating needs of Director and residents on a daily basis• Budget forecasting for external contractors and office supplies (less than 2 hours per week)• Simple mathematical calculations made during expenses and budgetary work (less than 2 hours daily)• Constant daily maintenance of publication database and financial submissions		
Physical Effort		
CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)		30
1. Work in seated position - (2 x 3) x 1 = 6		
3. Walking as part of job - (2 x 1) x 1 = 2		
6. Repetitive movements - (2 x 3) x 2 = 12		
7. Scrutinizing, distinguishing, or isolating by eye or ear - (2 x 2) x 2 = 8		
10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - (1 x 1) x 2 = 2		
Total Score = 30		
Temperature, Noise, and Other Environmental Conditions		
Regular exposure to a disagreeable element.	20	
<ul style="list-style-type: none">• Regular exposure to uncomfortable changing or extreme temperatures in the work environment		
Hazards		
Some hazard. Some health or accident risk where limited effect on health is more likely.	25	
<ul style="list-style-type: none">• Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.)		
Stress		
Frequent exposure to one of two moderately stressful elements.	30	
<ul style="list-style-type: none">• Frequent exposure to emotionally charged situations requiring listening, assistance, support, and the public/clients		
Work Interruptions and Distractions		
Frequent routine interruptions, some distractions. Work is interrupted by predictable contacts, some distractions in work area.	25	
<ul style="list-style-type: none">• Work in an open office environment where work is interrupted frequently• Interruptions and distractions are predictable and have a limited effect on work processes and deadlines		
Social Disruption Required by Work Scheduling		
Regular schedule includes evenings/weekends. Occasional on-call - available by phone or computer. Limited social disruption.	25	
<ul style="list-style-type: none">• Regular daytime hours, with overtime on weekends 1-2 times per month• Respond to emails outside work hours 2-3 times weekly		

Pay Equity Job Profile	
Administrative Assistant II - Principal's Office	Job Number
	6
	Total Points
	517
Rationale	Level
Previous Education	
<ul style="list-style-type: none"> • Bachelor's Degree • Requires a high level of written and verbal communication skill • Ability to interpret complex policies such as curriculum, plagiarism, academic misconducts for undergraduate programs 	35
Previous Experience	
<ul style="list-style-type: none"> • Minimum 5 years of prior experience • Experience in an academic environment with knowledge of university practices with ability to interpret and apply complex university policies and procedures • Experience in supporting faculty and working in a student service environment • Demonstrate high level of attention to details and accuracy (i.e scheduling and production of academic timetables) 	40
Interaction Skills	
<p>Interacts with employees and/or students/clients encompassing diversity of background. Sometimes uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Probing for information to establish needs or respond to requests. Screening for referral to other services.</p> <ul style="list-style-type: none"> • Resolve enrolment issues from students looking to graduate • Prepare and submit schedule of classes data which includes the courses being taught and enrolment limits for each course • Meet with students daily to discuss academic progress • Assess independent studies requests • Negotiate new deadlines to submit final marks • Work closely with Faculty of Arts and Science and Office of the Faculty Registrar to ensure information posted online is accurate (i.e course scheduling) • Interact with senior leaders • Provide proactive support to individuals in distress and making referrals to specific university services 	30
Movement Skills	
<p>High level of muscular coordination and/or manual dexterity where precision is essential and no speed required.</p> <ul style="list-style-type: none"> • Precision required when using computer and keyboard for document editing • Precision required when using computer to retrieve and/or manipulate data 	30

Administrative Assistant II - Principal's Office		Job Number
		6
		Total Points
		517
Decision-Making		
<p>Routine and non-routine decisions that require application and interpretation of rules, guidelines and/or procedures using some independent judgment and requiring analytical skills. Interprets policy in decision-making. Interpreting data requiring initiative and independent judgement such as making exceptional admissions decisions. Routine decisions and occasional decisions in response to unusual and unexpected events. Organizing conferences/events.</p> <ul style="list-style-type: none"> • Counsel of academic matters, program/degree requirements, Program of Study Assessments (POSAs) as well as oversee CM, timetable etc. • Confirm all program assessments for all students requesting graduation • Makes recommendations to Principal for waiving degree requirements for students who took courses in other programs or universities • Make recommendations for admission to the Book and Media Program for students who did not get invited to the program • Coordinate scheduling of undergraduate courses by attempting to coordinate the wishes of the instructors and the demands of the FAS • Identify courses requiring TA support • Coordinates catering, event logistics, etc. for lectures and events as needed 		30
Responsibility for Information		
<p>Significant responsibility for important information. May be sensitive/confidential.</p> <ul style="list-style-type: none"> • Provide Course Syllabus Checklist & Essential Rules to all instructors before the beginning of each term • Coordinate preparation of calendar material • Run enrollment report to identify courses with low enrollment • Load instructors' information on ROSI Express and Emarks • Update student records and confirm qualifications for graduation on Degree Explorer • Sub-Account Administrator for Quercus and responsible for troubleshooting issues with the University's new academic technology toolbox 		35
Responsibility for Materials, Equipment, and/or Outcomes		
<p>Cost of errors is significant to a faculty, college or division and have a long-term effect on groups or individuals.</p> <ul style="list-style-type: none"> • Could enroll student in wrong session (Fall vs. Winter), leading to improper grade on student record (can be overwritten and fixed by another department) • Provide false information to student on a course (eg. telling student that a course is cross-listed and will count for their program when it does not) 		35
Responsibility for the Safety of Others		
<p>Significant care to prevent physical or emotional injury or harm to others. Significant care and attention is required. Ensuring compliance and providing training/instruction. Potential impact beyond immediate work area.</p> <ul style="list-style-type: none"> • Encourage students to seek help if they require a leave of absence • Provide proactive support to students in distress and making referrals to specific university services • Meets with students regarding academic integrity issues • Meets with students who are struggling with their academic studies to assess their progress • Deals with students who are in distress, failing courses, in academic difficulties, suffering from mental illness 		30

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Administrative Assistant II - Principal's Office</h2>	Job Number
	6
	Total Points
	517
Financial Responsibility	
Minimal financial responsibilities. Little or no handling of money and no decisions about budgets and/or spending.	10
Manage or Direct Others	
Serves as a resource to a group or on a function. <ul style="list-style-type: none"> • Subaccount administrator for Quercus and the University's new academic technology toolbox • Serves as a resource on providing data information for the University's Quality Assurance process for USMC programs 	20
Mental Effort	
High concentration. Performing tasks requiring great precision and requiring attention to many details at a time. Detailed analysis or forecasting in relation to important decisions. <ul style="list-style-type: none"> • "Review accuracy of course description in the timetable, CM submissions, UTQAP review" • "Enter new course proposal on Curriculum Management, make minor and major modification changes on CM" • JD: Review program requirements and proposed course scheduling to proactively identify conflicts and resolve problems • "Provide data information to the Principal's Office for the University of Toronto Quality Assurance Process (for all SMC Programs)." • Considerable data entry where accuracy matters (eg. course timetables, exam schedules, etc.) 	40
Physical Effort	
CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS) 1. Work in seated position - $(2 \times 3) \times 1 = 6$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 2) \times 2 = 8$ Total Score = 26	30
Temperature, Noise, and Other Environmental Conditions	
Regular exposure to a disagreeable element. <ul style="list-style-type: none"> • Regular exposure to uncomfortable changing or extreme temperatures in the work environment 	20
Hazards	
Some hazard. Some health or accident risk where limited effect on health is more likely. <ul style="list-style-type: none"> • Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) 	25
Stress	
Continuous exposure to 1-2 moderately stressful elements. <ul style="list-style-type: none"> • Continuous exposure to competing and/or simultaneous deadlines and public/clients 	40

Administrative Assistant II - Principal's Office	Job Number
	6
	Total Points
	517
Work Interruptions and Distractions	
Frequent routine interruptions, some distractions. Work is interrupted by predictable contacts, some distractions in work area. • Work in a noisy private office environment where work is interrupted frequently • Interruptions and distractions are predictable and have a limited effect on work processes and deadlines	25
Social Disruption Required by Work Scheduling	
• Regular daytime schedule	10

Pay Equity Job Profile	
Advancement Associate, Stewardship	Job Number
	7
	Total Points
	606
Rationale	Level
Previous Education	
JD: University degree, Fundraising Certificate	40
Previous Experience	
<ul style="list-style-type: none"> • Minimum five years of prior experience in a fundraising or not-for profit environment • Experience with donations processing databases • Working knowledge of CRA guidelines • Experience writing and communicating with donors and supporters would be helpful 	40
Interaction Skills	
<p>Uses a wide range of interpersonal and persuasive skills to secure the compliance of diverse individuals and groups. Responds to crisis. Ongoing relationships with people whose co-operation is important to the university. Interactions often take place in a public forum and involve media relations.</p> <ul style="list-style-type: none"> • Typically responds to complaints • Develops relationships to people whose cooperation is important to the university. • Letter templates are developed to give the donor information on the project they are supporting, ensure donors receive updates on initiatives/awards they are funding • JD: Supporting the cultivation, confirmation and stewardship of planned giving donors • JD: Assisting with special projects and events 	45
Movement Skills	
<p>High level of muscular coordination and/or manual dexterity where precision is essential and speed is required.</p> <ul style="list-style-type: none"> • Precise Keyboard/keypad use where possibility of correction is minimal (e.g. production-oriented document production or data entry) 	40
Decision-Making	
<p>Job requires independent and significant judgement and decision-making skills. Significant input into local policy, interprets policy in decision-making, decisions have serious impact.</p> <ul style="list-style-type: none"> • JD: Administering the donor recognition clubs, (Chancellor's Club, Vice Chancellor's Club, Double Blue Society) verifying eligibility, confirming membership and communicating benefits to donors • JD: The Advancement Associate and all members of the Advancement team are encouraged to explore and propose new approaches and initiatives to increase support for the university and to connect and collaborate with staff throughout USMC and in the University of Toronto's Division of University Advancement (DUA) • Prioritize workflow and time management • Plan components of donor recognition events 	40

Advancement Associate, Stewardship	Job Number
	7
	Total Points
	606
Responsibility for Information	
<p>Information is complex and/or technical (e.g. donor reports, financial statements). It may be published. Much sensitive/confidential.</p> <ul style="list-style-type: none"> • Ex: "Enter donations into the database, prepare financial reports from the information in the database of donations and designations to the CAO/Collegium/Finance Department" • Ex: "Donor report, donor listings, reports for collegium" • JD: Gift Planning Cultivation, Confirmation and Stewardship - Developing and Executing Annual Gift Planning mail campaign in collaboration with DUA Gift Planning • Promoting gift planning through USMDC mailings and promotion • Assisting with Heritage donor recognition events • Mgr. Comment: "This position deals with sensitive and confidential information (e.g. giving records of donors who have asked to remain anonymous)" 	40
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Cost of errors is highly significant to a faculty, college or division and may be significant to the University. Errors have an impact on University relations/reputation. Errors have a long-term effect on the department/division and loss of credibility to the department/division.</p> <ul style="list-style-type: none"> • Ex: "Error on processing of a donor's donation or in their thank you letter or stewardship activities they would have less confidence in the Advancement Department and the University as a whole." • Ex: "Short term - loss of supporter confidence, long term - loss of supporter" 	40
Responsibility for the Safety of Others	
Little to no care	10
Financial Responsibility	
<p>Monitors department budget for accuracy and completeness. Some responsibility for planning expenditures and budgets. Records detailed transactions on many accounts including payroll.</p> <ul style="list-style-type: none"> • Ex: "Responsible for producing and disseminating donation receipts" • JD: Executing gift processing: receiving and recording donations, processing all pledges and donations in Arbor database, forwarding donations to Finance office and coordinating tax receipts • JD: Reconciling of Arbor donation records with Finance office records on a regular basis • Ex: "Enter payroll donation deductions into ARBOR" • Ex: "Monthly database reports for finance with donation totals and allocations, provide reports to CAO on donation totals and allocations" 	30
Manage or Direct Others	
<p>Serves as a resource to a group or function</p> <ul style="list-style-type: none"> • Ex: "With some institutional memory coworkers sometimes ask advice or for information about previous campaigns, alumni, donors etc" • JD: Liaising with DUA to receive and receipt online donations 	20

Advancement Associate, Stewardship	Job Number
	7
	Total Points
	606
Mental Effort	
High Concentration. Performing tasks requiring great precision and requiring attention to many details at a time. Detailed analysis or forecasting in relation to important decisions. • “Analyzing database/donation reports” • "Reports of donations and designations, analyze trends” • Formulating, planning or managing a program and/or project: “stewardship initiatives”	40
Physical Effort	
CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS) 1. Work in seated position - (2 x 3) x 1 = 6 3. Walking as part of job - (2 x 1) x 1 = 2 6. Repetitive movements - (2 x 3) x 2 = 12 7. Scrutinizing, distinguishing, or isolating by eye or ear - (2 x 2) x 2 = 8 Total Score = 28	30
Temperature, Noise, and Other Environmental Conditions	
Regular exposure to disagreeable elements • Odour	20
Hazards	
Exposure to risk of overuse injury associated with repetitive motion for 4 hours • Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.)	25
Stress	
Frequent exposure to one or two moderately stressful elements • Occasional exposure to unchanging and repetitive work, unpredictable or urgent assignments, upset and anxious clients, verbal abuse, time sensitive crisis that must be resolved, and ongoing high pace of work requiring accelerated work pace • Regular exposure to difficult situations that involve conflictive interactions and competing and/or simultaneous deadlines • Frequent exposure to emotionally charged situations requiring listening, assistance, support	30
Work Interruptions and Distractions	
Frequent routine interruptions. Some distractions. • Work in noisy, shared office environment where interruptions are frequent and both predictable and unpredictable • Interruptions have a moderate impact on work processes and deadlines	25
Social Disruption Required by Work Scheduling	
• Regular schedule with some OT on weekends • Local travel 1-2 days per year	20

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Pay Equity Job Profile	
Advancement Manager, Annual Campaigns	Job Number
	8
	Total Points
	657
Rationale	Level
Previous Education	
<ul style="list-style-type: none"> • Bachelor's Degree • Fundraising certificate 	40
Previous Experience	
<ul style="list-style-type: none"> • Minimum six years of prior experience • Experience with direct mail, phone and face-to-face solicitation activities is essential • Extensive experience with the use and management of databases (along with knowledge of academic fundraising and knowledge and experience in annual fund development as listed in JD) 	45
Interaction Skills	
<p>Represent the mission and goals of the university in public/with potential donors, including with the media. Stewardship of donor relations.</p> <ul style="list-style-type: none"> • Manages solicitation activities that are in the best interest of USMC while serving the interests of donor and potential donors • Point of contact for those that wish to make donations (mainly alumni) - persuading/negotiating • Interact with staff to identify opportunities and cross-project collaboration • Deal with donor complaints • Manage solicitation activities in best interest of organization and donors • Use problem solving and persuasion skills when organizing campaigns with other departments • Briefing information concerning prospects; information concerning procedures/practices at UofT • Create open lines of communication and ask detailed questions in order to be sure what is needed by the team • When working on securing USMC branded items, I will discuss budget with vendors, negotiate on pricing, quality and delivery times 	50
Movement Skills	
<p>Moderate level of muscular coordination and/or manual dexterity where precision is essential and speed is required.</p> <ul style="list-style-type: none"> • Speed and precision required for a variety of duties on computer, including the retrieval and manipulation of data • Precise keyboard/keypad use where possibility for correction is minimal 	30

Advancement Manager, Annual Campaigns	Job Number
	8
	Total Points
	657
Decision-Making	
<p>Job requires independent and significant decision-making skills; resolves complex problems referred by others; frequent requirement to make independent and prompt decisions based on broad policies or guidelines; decisions are referred to in future interpretation questions. Impact is broad with long-term consequences.</p> <ul style="list-style-type: none"> • Independent decision making when it comes to work activities for work-study students, as well as broad-based annual fund solicitation • Prioritize own workflow • Plan components of donor solicitation campaigns <p>Applying and interpreting policy: Understanding FIPPA regulations; using best practices when it comes to Arbor</p> <ul style="list-style-type: none"> • Organizing conferences/events: When called upon will coordinate Convocation activities along with the Office of the President. • Planning components of a program or project: Working with Alumni Affairs and the President's office to resurrect alumni engagement by having the President acknowledge alumni for milestone/special events. Became the point person • Develop and coordinate anniversary class campaign • Planning and/or developing program or project Independently as stated by manager 	45
Responsibility for Information	
<p>Information is highly complex and/or highly technical, often sensitive/confidential.</p> <ul style="list-style-type: none"> • Alumni/donor records/reports: Confidential Briefing notes for events; Profile reports of prospects • Develop case plans for fundraising • Develop prospect Stewardship plans including cumulative giving and program designation giving. Creation of award records for newly funded initiatives; sharing information with registrar • Draft letters for donor solicitation campaigns • Create and edit pledge forms and information inserts for broad-based mailings • Create advertisements for Annual Fund to be included in organization magazine 	45
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Cost of errors are significant to the university. Loss of department's credibility. Long-term negative impact on the University.</p> <ul style="list-style-type: none"> • Embarrassment of the President, Chief Advancement Officer or Senior Fundraising manager • Potential loss of income to the college if information gathered is not accurate and is used by any or all of the above when meeting with donors • Reputational damage to college if information provided is incorrect • Errors arising from this position could also decrease donor confidence and harm the reputation of USMC's fundraising programs 	45
Responsibility for the Safety of Others	
Little to no care	10

<h2 style="text-align: center;">Advancement Manager, Annual Campaigns</h2>	Job Number
	8
	Total Points
	657
Financial Responsibility	
<p>Maintains complex budgets. Responsible for transferring funds and expenditures, within context of an overall plan. Makes recommendations about budget allocations, forecasting and planning. Budgets with multiple sources of revenue and/or recoveries. Costing and/or forecasting/planning spending on major projects. Developing tenders and RFPs.</p> <ul style="list-style-type: none"> Standard financial reports: Recording, Inputting, Monitoring (Stewardship reports for donors) Responsible for significant donations Receives all incoming donations to USMC Monitors budget and makes expenditures up to \$25K 	35
Manage or Direct Others	
<p>Manages or directs small group in a wide range of related activities. Job entails responsibility for the management or direction of a small department or a small number of lower level supervisors. Full responsibility for directing the activities of a group all performing a similar function.</p> <ul style="list-style-type: none"> Plan, assign, check or schedule work of others: ensure that other staff members are following best practices in the use of Arbor, ensuring they are updating information, keeping donor records up to date Provide technical instruction to other staff: Give guidance and instruction for U of T's fundraising database Serves as an expert resource to a group of professionals in the specialty: Resource for briefing information on donors/prospects. Best practices for use of Arbor. Information concerning Uof T-major stakeholders, practices, policies Provide orientation to students and new staff as needed 	30
Mental Effort	
<p>High Concentration. Performing tasks requiring great precision and requiring attention to many details at a time. Detailed analysis or forecasting in relation to important decisions.</p> <ul style="list-style-type: none"> Formulating, planning or managing a program and/or project: Managing Arbor entries for major giving. Developing processes to enhance efficiency Preparing reports: Briefing notes for senior advancement staff and President, stewardship reports for donors of major impact Mock up artwork to be included in Annual Fund ad in organization's magazine Coordinate broad-based annual fund activities (25 hours per week) Drafting, editing, and redrafting broad-based and Leadership Annual Giving letters 	40
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <p>1. Work in seated position - (2 x 3) x 1 = 6 6. Repetitive movements - (2 x 3) x 2 = 12 7. Scrutinizing, distinguishing, or isolating by eye or ear - (2 x 2) x 2 = 8</p> <p>Total Score = 26</p>	30
Temperature, Noise, and Other Environmental Conditions	
<p>Regular exposure to disagreeable elements</p> <ul style="list-style-type: none"> Odour 	20

Advancement Manager, Annual Campaigns	Job Number
	8
	Total Points
	657
Hazards	
Exposure to risk of overuse injury associated with repetitive motion for 4 hours • Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.)	25
Stress	
• Regular exposure to unpredictable or urgent assignments, high performance based expectations, and competing and/or simultaneous deadlines	30
Work Interruptions and Distractions	
Frequent routine interruptions. Some distractions. • Working in a noisy, shared office environment where interruptions are regular and unpredictable • Interruptions have a moderate effect on work processes and deadlines	25
Social Disruption Required by Work Scheduling	
• Regular daytime hours, with overtime expected three times yearly on weekdays, and twice yearly on weekends • Local travel 1-2 days per year	20

Pay Equity Job Profile	
Advancement Officer, Alumni Engagement	Job Number
	9
	Total Points
	542
Rationale	Level
Previous Education	
Bachelor's Degree plus Fundraising Certificate	40
Previous Experience	
<ul style="list-style-type: none"> • 4 years experience in alumni relations or fundraising • Flexibility and innovative problem-solving capabilities • Event coordination for both large and small events • Experience with creating critical plans, establishing priorities Experience in supervising others; volunteers as well as paid employees • Experience with a wide variety of stakeholders both internal and external to the University; including faculty, staff, students, volunteers, donors • Strong communication skills; especially written • Ability to work independently with minimal supervision • Attention to detail and accuracy • Diplomacy and tact • Experience with posting on social media 	35
Interaction Skills	
<p>Interacts with employees and/or students/clients encompassing diversity of background. Sometimes uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Probing for information to establish needs or respond to requests. Responds to complaints. Resolves non-personal complaints. Fosters positive relations and manages a range of relationships. Interactions may occasionally take place in a public forum.</p> <ul style="list-style-type: none"> • JD: The incumbent maintains and builds contact with an alumni population in excess of 26,000 active alumni, the various Boards and Committees that are comprised of USMC Alumni, year representatives, event volunteers, suppliers of goods or services, donors and friends, the Department of Advancement at U of T and other departments within USMC and U of T. • Ex: "Negotiate with vendors for branded items, best pricing and quality, fast delivery" • Working on road shows, magazine, annual events with other members of Advancement staff • Ex: "Engaging with our year reps to ensure Alumni Reunion is successful and is true to their vision" • "Courteous and respectful to all alumni ensuring a positive interaction" • JD: Handling on-site supervision of events including trouble-shooting of problems as they arise, overseeing staff and volunteers, directing attendees, coordinating media, arranging equipment, reserving locations, organizing overnight accommodations, and arranging food services, etc. • Marketing, JD: Assisting with the development of unique alumni content for print, web and social media • Ex: "Interviewing work study students for program Assign work projects to students based on their skill sets" • Recommending improvements for future events by reporting to the Alumni Board 	30

Advancement Officer, Alumni Engagement	Job Number
	9
	Total Points
	542
Movement Skills	
<p>High level of muscular coordination and/or manual dexterity where precision is essential and speed is required.</p> <ul style="list-style-type: none"> • Speed and precision required when stuffing envelopes, for AV setup, and when retrieving/manipulating data on computer • Precision required for cleaning, packing or stacking boxes, and general computer use 	40
Decision-Making	
<p>Decisions about frequent unexpected events. Routine decisions and in response to frequent unexpected events with limited access to higher levels and requiring the application and interpretation of policies. Job may require independent judgement and skill to plan and organize more effectively. Planning workflow for a group. Planning components of projects/programs.</p> <ul style="list-style-type: none"> • Choose vendors who provide best value for product • Organize annual alumni events (eg. convocation, Alumni Reunion, Lenten Retreat, etc.) • Currently developing a new mentorship program through research gathered from other universities • Supply a critical path outlining deadlines/tasks for all events. This would include staffing, program components, agendas and timing • "Planning correspondence, publicity, administration, programming, registration and payments of events" • "Working closely with event related volunteers to identify and plan activities attractive to each particular class in order to increase participant interest" • "Developing event promotion plans utilizing invitations, e-blasts, newsletters, class letters" 	35
Responsibility for Information	
<p>Significant responsibility for information. Information is of importance. Editing content. Information may be sensitive/confidential and may be published.</p> <ul style="list-style-type: none"> • Ex: "Write promotional pieces for various events including Alumni Reunion; Christmas Tea, Boozer Brown" • Ex: "Access to University of Toronto Arbor record system which includes confidential information about alumni of the University of Toronto." • Design and draft invitations for events • Edit and contribute small pieces to the Alumni magazine • Posts on Facebook • Create and edit alumni e-blasts-emails sent out to all or targeted alumni regarding events/information • "Analyze, draft, edit and monitor expected budget depending on attendees at events, provide cost analysis for events and plan critical path for events" • "Supporting strategic decision-making by preparing statistical reports analyzing event participation rates, average donations, communication feedback, etc." 	35

Advancement Officer, Alumni Engagement	Job Number
	9
	Total Points
	542
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Much responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects the activities and workflow of a faculty, a college, the library, administration/operations division or any other major division of the University. Cost of errors is significant to a faculty, college or division. Delays or flaws affecting a research project or teaching. Long term effect on groups or individuals.</p> <ul style="list-style-type: none"> • Ex: "Alumni Relations are the face of the college to those who have graduated, making errors could cause: embarrassment to the college, President and Chancellor ; possible loss of donations ; poor publicity ; lack of attendance/support for alumni events ; lack of volunteers" • Ex: "Ambivalence by alumni can have long-term effect in that they may not donate their time or money to the College ; they may not actively promote the college or send their children here ; reputational and financial loss" 	35
Responsibility for the Safety of Others	
<p>Some care required to prevent physical or emotional injury or harm to others.</p> <ul style="list-style-type: none"> • Basic knowledge about identifying an individual in distress and the programs within the school that they can be directed to (required for events) 	15
Financial Responsibility	
<p>Responsible for accounts, transfers and expenditures within established guidelines and cash limits. Monitors accounts for one's own program.</p> <ul style="list-style-type: none"> • Input, monitor, and approve any cash, credit card, and/or cheque payments/donations • JD: Coordination and Implementation of Alumni Events ... registration and payment • JD: Planning Strategy and Execution of Alumni Events. ... Planning correspondence, publicity, administration, programming, registration and payments of events 	25
Manage or Direct Others	
<p>Job entails responsibility for the management or direction of a small defined group in limited area. Some responsibility for directing the activities of up to three ongoing employees or short-term casuals.</p> <ul style="list-style-type: none"> • Plan, assign, and monitor projects for 3-5 work-study students, as well as variety of volunteers • Coordinate roles of staff/volunteers at events (eg. Santa Claus parade, Alumni Reunion, etc.) • Provide input and feedback on performance of work-study students 	20
Mental Effort	
<p>Moderate Concentration. Writes original material.</p> <ul style="list-style-type: none"> • Deciding what items and cost for best impact re: collegium gifts, capacity, catering for events • Proofing letters, promotional materials, e-blasts, etc. • Planning and budgeting for each event (eg. calculating cost per person, event logistics, etc.) • E.g. Contributes to Alumni Magazine 	30

Advancement Officer, Alumni Engagement	Job Number
	9
	Total Points
	542
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <p>1. Work in seated position - $(2 \times 3) \times 1 = 6$ 2. Work in standing position - $(1 \times 1) \times 2 = 2$ 3. Walking as part of job - $(1 \times 1) \times 1 = 1$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 1) \times 2 = 4$ 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(1 \times 1) \times 2 = 2$</p> <p>Total Score = 27</p>	30
Temperature, Noise, and Other Environmental Conditions	
<p>Regular exposure to disagreeable elements</p> <ul style="list-style-type: none"> • Odour 	20
Hazards	
<p>Exposure to risk of overuse injury associated with repetitive motion for 4 hours</p> <ul style="list-style-type: none"> • Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) 	25
Stress	
<p>Frequent exposure to three or more moderately stressful elements</p> <ul style="list-style-type: none"> • Occasional exposure to emotionally charged situations requiring listening, assistance, support, difficult situations that involve conflictive interactions, isolated work spaces, multiple reporting relationships, and upset and anxious clients • Regular exposure to unpredictable or urgent assignments, high performance-based expectations (e.g., marketing targets, sales), and ongoing high pace of work requiring accelerated work pace • Frequent exposure to unchanging and repetitive work, competing and/or simultaneous deadlines, and constant exposure to public/clients (working in a fishbowl) 	40
Work Interruptions and Distractions	
<p>Work is interrupted by predictable contacts. Some distractions in work area.</p> <ul style="list-style-type: none"> • Work in quiet, private office environment where interruptions are regular and unpredictable • Interruptions have a moderate impact on work processes and deadlines • People coming and going to pick up supplies • Main printer / file storage / office supplies are located within this positions' office - frequent interruptions throughout the day 	25
Social Disruption Required by Work Scheduling	
<p>Regular schedule, with occasional OT on weekdays and weekends</p>	20

Pay Equity Job Profile	
Advancement Officer, Prospect Management	Job Number
	10
	Total Points
	548
Rationale	Level
Previous Education	
• Bachelor's Degree plus post graduate specialization/professional designation/certification	40
Previous Experience	
<ul style="list-style-type: none"> • 4 years of prior experience • Experience with direct mail, phone and face-to-face solicitation activities is essential • Extensive experience with the use and management of databases and fundraising software • Fundraising leadership 	35
Interaction Skills	
<p>Large number of regular contacts. Interacts with employees and/or students/clients encompassing diversity of background. Sometimes uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Probing for information to establish needs or respond to requests. Responds to complaints. Resolves non-personal complaints. Fosters positive relations and manages a range of relationships. Interactions may occasionally take place in a public forum.</p> <ul style="list-style-type: none"> • Interact with staff to identify opportunities and cross-project collaboration • Manage solicitation activities in best interest of organization and donors • Briefing information concerning prospects; information concerning procedures/practices at UofT • Create open lines of communication and ask detailed questions in order to be sure what is needed by the team • When working on securing USMC branded items, I will discuss budget with vendors, negotiate on pricing, quality and delivery times 	30
Movement Skills	
<p>High level of muscular coordination and/or manual dexterity where precision is essential and speed is required.</p> <ul style="list-style-type: none"> • Speed and precision required for a variety of duties on computer, including the retrieval and manipulation of data • Precise placement of graphic, photographic or cartographic objects at the pixel level • Precise keyboard/keypad use where possibility for correction is minimal - production typing for data entry 	40
Decision-Making	
<p>Decisions about frequent unexpected events. Routine decisions and in response to frequent unexpected events with limited access to higher levels and requiring the application and interpretation of policies. Job may require independent judgement and skill to plan and organize more effectively.</p> <ul style="list-style-type: none"> • Independent decision making when it comes to work activities for work-study students, as well as broad-based annual fund solicitation • Prioritize own workflow • Plan components of donor solicitation campaigns • Understanding FIPPA regulations; using best practices when it comes to Arbor • "Coordinates Convocation activities with the Office of the President, as needed" • Working with Alumni Affairs and the President's office to resurrect alumni engagement • Develop and coordinate anniversary class campaign 	35

Advancement Officer, Prospect Management	Job Number
	10
	Total Points
	548
Responsibility for Information	
<p>Significant responsibility for information. Information is of importance, may be sensitive/confidential, and may be published. Produces marketing and promotional/outreach materials</p> <ul style="list-style-type: none"> • Monitor and update Arbor for fundraising plans • Edit letters to prospects, UofT colleagues • Educate other members of office regarding Arbor best practices • Review/edit case plans for fundraising • Draft, analyze, edit, and file Prospect Stewardship plans • Creation of award records for newly funded initiatives • Responsible for all prospect and data mining 	35
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Much responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects the activities and workflow of a faculty, a college, the library, administration/operations division or any other major division of the University. Cost of errors is significant to a faculty, college or division. Long term effect on groups or individuals.</p> <ul style="list-style-type: none"> • Potential loss of income to the college if information gathered is not accurate and is used by any or all of the above when meeting with donors • Reputational damage to college if information provided is incorrect 	35
Responsibility for the Safety of Others	
Little to no care	10
Financial Responsibility	
<p>Responsible for accounts, transfers and expenditures within established guidelines and cash limits. Generates standard financial reports.</p> <ul style="list-style-type: none"> • Record and input cash and credit card transactions, as well as stewardship reports for donors • Responsible for significant donations 	25
Manage or Direct Others	
<p>Serves as a resource to a group or on a function.</p> <ul style="list-style-type: none"> • Ensure that other staff members are following best practices in the use of Arbor, ensuring they are updating information, keeping donor records up to date • Provide technical instruction to other staff: Give guidance and instruction for U of T's fundraising database • "Resource for briefing information on donors/prospects. Best practices for use of Arbor. Information concerning Uof T-major stakeholders, practices, policies" • Provide orientation to new staff as needed 	20

Advancement Officer, Prospect Management	Job Number
	10
	Total Points
	548
Mental Effort	
<p>High concentration. Performing tasks requiring great precision and requiring attention to many details at a time. Detailed analysis or forecasting in relation to important decisions.</p> <ul style="list-style-type: none"> Identifying and researching prospective donors, including leadership, major, planned Formulating, planning or managing a program and/or project: Managing Arbor entries for major giving. Developing processes to enhance efficiency Preparing reports: Briefing notes for senior advancement staff and President, stewardship reports for donors of major impact Coordinate broad-based annual fund activities (25 hours per week) Drafting, editing, and redrafting broad-based and Leadership Annual Giving letters "Data analytics: generating reports to measure progress against defined goals" Analyze, draft, edit "prospect stewardship plans including cumulative giving and program designation giving" "Proofing funding models for the programs, complex proposals to donors" 	40
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <p>1. Work in seated position - (2 x 3) x 1 = 6 6. Repetitive movements - (2 x 3) x 2 = 12 7. Scrutinizing, distinguishing, or isolating by eye or ear - (2 x 3) x 2 = 12</p> <p>Total Score = 30</p>	30
Temperature, Noise, and Other Environmental Conditions	
<p>Regular exposure to disagreeable elements</p> <ul style="list-style-type: none"> Odour 	20
Hazards	
<p>Exposure to risk of overuse injury associated with repetitive motion for 4 hours</p> <ul style="list-style-type: none"> Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) 	25
Stress	
<p>Continuous</p> <p>1-2 moderately stressful elements</p> <ul style="list-style-type: none"> Multiple reporting relationship Fishbowl <p>Regular</p> <ul style="list-style-type: none"> Unpredictable or urgent assignments High performance based expectations <p>Frequent</p> <ul style="list-style-type: none"> Competing and/or simultaneous deadlines 	40

Advancement Officer, Prospect Management	Job Number
	10
	Total Points
	548
Work Interruptions and Distractions	
<p>Frequent routine interruptions. Some distractions.</p> <ul style="list-style-type: none"> • Working in a noisy, shared office environment where interruptions are regular and unpredictable • Interruptions have a moderate effect on work processes and deadlines 	25
Social Disruption Required by Work Scheduling	
<ul style="list-style-type: none"> • Regular daytime hours, with overtime expected three times yearly on weekdays, and twice yearly on weekends 	20

Pay Equity Job Profile	
Advancement Officer, Special Projects	Job Number
	11
	Total Points
	541
Rationale	Level
Previous Education	
• Bachelor's degree with Fundraising certificate	40
Previous Experience	
<ul style="list-style-type: none"> • 4 years of experience in a fundraising or not-for profit environment managing large scale events, working with databases, Microsoft Office, fundraising best practices, and customer service • Background in fundraising and event management (learned through a certificate in fundraising or project management) • Knowledge of project management principles and theory for overseeing major events and other projects 	35
Interaction Skills	
<p>Interacts with employees and/or students/clients encompassing diversity of background. Sometimes uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Probing for information to establish needs or respond to requests. Responds to complaints. Resolves non-personal complaints. Fosters positive relations and manages a range of relationships. Interactions may occasionally take place in a public forum.</p> <ul style="list-style-type: none"> • Ex: "Organizing the USMC Golf Classic with other members of the Advancement Office staff. Working on the USMC President's Installation event, with members of the President's Office and Advancement Team." • Ex: "Negotiating with vendors related to the USMC Golf Classic - for favorable pricing and additional benefits. Asking for sponsorship payments, with tactful and sensitive follow up regarding unpaid golf tournament sponsorships." • Ex: "Working with Co-Chairs, who are senior volunteers for the USMC Golf Classic (the largest fundraising event at St. Mike's), and their assistants. Keeping these important volunteers engaged is critical for raising necessary funds for the college as part of the tournament, of which we could easily lose if they were no longer involved. Ordering supplies, name badges and other items from external vendors." • JD: Planning and implementing a portfolio of events to support fundraising [and] assisting with annual alumni events. • JD: Coordinating advancement communications on the USMC web site and through vehicles including alumni e-blasts, event invitations and updates • Ex: "Interviewing potential students for the Work Study program. Evaluating their performance for possible renewal of their contract." 	30
Movement Skills	
<p>High level of muscular coordination and/or manual dexterity where precision is essential and speed is required.</p> <ul style="list-style-type: none"> • Precision and speed required for regular keyboard use when processing a variety of documents or data input (eg. drafting reports, correspondence, etc.), as well as when retrieving and manipulating data • Precision and speed required for stuffing envelopes, AV setup, and precise placement of graphic, photographic or cartographic objects at the pixel level • Precision required for cleaning, packing and stacking boxes, and equipment repair/maintenance 	40

Advancement Officer, Special Projects		Job Number
		11
		Total Points
		541
Decision-Making		
<p>Decisions about frequent unexpected events. Routine decisions and in response to frequent unexpected events with limited access to higher levels and requiring the application and interpretation of policies. Job may require independent judgement and skill to plan and organize more effectively.</p> <ul style="list-style-type: none"> • Planning workflow for a group: "USMC Alumni Magazine tracking chart. Master tracker for Golf Classic sponsors. Work back schedule for Golf and other events." • Organizing "Annual USMC Golf Classic, roadshows and other alumni/donor gatherings." • Ex: "Hiring of Work Study students - reviewing resumes and selecting candidates to contact for an interview, assigning work, preparing time sheets, and providing feedback on work completed." • "Making vendor requests, such as correcting the written or digital copy they provided to us" • Determine content used in social media posts • Updating Arbor alumni/donor database based on information received (ie. change of address). 		35
Responsibility for Information		
<p>Significant responsibility for information. Information is of importance. Information may be sensitive/confidential and may be published.</p> <ul style="list-style-type: none"> • Ex: "USMC Golf Classic budget (\$150,000). Preparing budgets and expenses around events, including the Ottawa Alumni reception as an example. Tracking high value expenses through the Purchase Order log, such as the alumni magazine." • Ex: "Magazine tracking chart on how the different stories and pieces are progressing towards deadline, golf tournament projected expenses and revenue. Year over year cost analysis for events that happen annually or are similar to previous events." • Contributes: "Material for the USMC Alumni Magazine, which includes writing both the Bulletin Board and Campus Notes sections, compiling material provided by alumni, editing and proofing all magazine materials after sent back by the designer and before going to print." • Monthly e-blasts for all alumni and young alumni, including content creation • Event invitations, "save the date", and reminders, including writing copy, editing, placing of pictures, maps, and other elements. Both printed and digital invitations. • Ex: "Donor, sponsorship, financial, alumni personal info, and student personal info. ... create, file, analyze, copy, distribute, organize, digitize, draft, edit, monitor, and format the information. " 		35
Responsibility for Materials, Equipment, and/or Outcomes		
<p>Significant responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects the activities and workflow in a department or for a major project or major research program. Cost of errors is highly significant to a department or major project or major research program, and has a direct impact on, for example, a single research project, or a short-term effect on groups, or academic or financial impact on students.</p> <ul style="list-style-type: none"> • Ex: "Wrong people invited, loss of sponsorship and donor revenue for the university, published material wrong, and possibly will need to be reprinted. Costs of reprinting, alumni and donors misled - possible distrust." • Ex: "Loss of revenue for St. Mike's, damage to database with incorrect information, reputational damage, reduction in alumni at events, unsubscribe requests and dropping of names from mailing list, cumulative revenue loss as future fundraising years affected." 		30

<h2 style="text-align: center;">Advancement Officer, Special Projects</h2>	Job Number
	11
	Total Points
	541
Responsibility for the Safety of Others	
<p>Some care required to prevent physical or emotional injury or harm to others.</p> <ul style="list-style-type: none"> • Basic knowledge about identifying an individual in distress and the programs within the school that they can be directed to (required for work-study students) 	15
Financial Responsibility	
<p>Responsible for accounts, transfers and expenditures within established guidelines and cash limits. Monitors accounts for one's own program.</p> <ul style="list-style-type: none"> • JD: Planning, implementing and evaluating a portfolio of events to support fundraising ... Tracking budget and processing expenses • Costs shop level projects, Ex: USMC Golf Classic • This position maintains a project, program or conference level budget. "\$150,000 (USMC Golf Classic)" 	25
Manage or Direct Others	
<p>Job entails responsibility for the management or direction of a small defined group in limited area. Some responsibility for directing the activities of up to three ongoing employees or short-term casuals.</p> <ul style="list-style-type: none"> • Supervision and orientation for 3 students for the Summer and 5 for the Fall/Winter Work Study programs • Serve as a resource to USMC community on Arbor database, website updates, event info from event planning meetings, and info from DUA lunch and learn sessions • Coordinate activities of three appointed staff for USMC Golf Classic 	20
Mental Effort	
<p>Moderate Concentration. Writes original material.</p> <ul style="list-style-type: none"> • Creating directional/event signage • Edit and/or proofread alumni magazine and e-blasts, event invitations, and sponsorship request letters • Budget forecasting for USMC Golf Classic monthly • Calculating sponsorship revenue weekly 	30
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <ol style="list-style-type: none"> 1. Work in seated position - $(2 \times 3) \times 1 = 6$ 2. Work in standing position - $(1 \times 1) \times 2 = 2$ 3. Walking as part of job - $(2 \times 1) \times 1 = 2$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 2) \times 2 = 8$ 9. Lifting, carrying, pushing, pulling, or holding more than 10 kg and up to 25 kg - $(1 \times 1) \times 3 = 3$ 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(2 \times 2) \times 2 = 8$ <p>Total Score = 41</p>	40
Temperature, Noise, and Other Environmental Conditions	
<p>Regular exposure to disagreeable elements</p> <ul style="list-style-type: none"> • Odour 	20

Advancement Officer, Special Projects	Job Number
	11
	Total Points
	541
Hazards	
Exposure to risk of overuse injury associated with repetitive motion for 4 hours • Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.)	25
Stress	
Continuous exposure to 1-2 moderately stressful elements • Continuous exposure to ompeting and/or simultaneous deadlines, unpredictable or urgent assignments, and multiple reporting relationships • Occasional exposure to moderately stressful elements such as public/clients, and upset and anxious clients	40
Work Interruptions and Distractions	
Work is interrupted by predictable contacts. Some distractions in work area.	25
Social Disruption Required by Work Scheduling	
• Regular daytime hours, with overtime required on weekdays and weekends up to 10 times per year • Local travel 1-2 days per year	20

Pay Equity Job Profile	
Assistant Dean - Residence Life	Job Number
	12
	Total Points
	616
Rationale	Level
Previous Education	
<ul style="list-style-type: none"> • Bachelor's Degree • Post-graduate certification related to student/residence life would be an asset 	35
Previous Experience	
<ul style="list-style-type: none"> • 5 years of experience with student and residence life • Experience with managing people and program development • Proven experience managing, motivating and training student staff and volunteers • Training in mental health first aid, safeTALK and ASIST are required to successfully support student leaders and residence students • Experience supporting people with mental health crisis is critical 	40
Interaction Skills	
<p>Large number of varied contacts. Investigates and/or resolves serious interpersonal complaints or problems. Negotiates with and provides counsel to a wide range of people who may be upset or vulnerable. Provides counsel to a wide range of people that may be upset or vulnerable. Investigates and/or resolves serious interpersonal complaints or problems.</p> <ul style="list-style-type: none"> • Coordinate crisis response as the first point of contact; may interact with Toronto Law Enforcement and Emergency Personnel, Hospital Staff, CAMH, various support groups in Toronto as needed on a case-by-case basis • Serve as para-counsellor and mediator for disputes and conflicts between residents, and between residents and dons • Provide training to dons and residence council • Foster positive relationships when coordinating student programming and working with other departments • Respond to student and/or don concerns about residence facilities • Duties are accomplished through regular contact with students, parents/guardians; Food Service; Facilities & Services; Physical Plant; Registrar's Office; UofT Student Services; as well as other University-wide departments • Investigate non-Code of Conduct disciplinary cases and apply sanctions, keeping Dean apprised of situation/recommended course of action (up to and including eviction of residents) 	40
Movement Skills	
<p>Moderate level of muscular coordination and/or manual dexterity where precision is essential and speed is required.</p> <ul style="list-style-type: none"> • Full keyboard use such as for processing a variety of documents or data input where corrections are permitted after the fact 	30

<h2>Assistant Dean - Residence Life</h2>		Job Number
		12
		Total Points
		616
Decision-Making		
<p>Complex decisions. Job requires independent and significant judgement, and decision-making skills. Significant input into local policy. Interprets policy in decision making. Decisions have serious impact. Plans and develops programs independently.</p> <ul style="list-style-type: none"> • Applying/interpreting policy in student conduct cases where there is no precedent or policy • Managing all programming initiatives within approved budget • Demonstrable commitment to the enhancement of the student experience through the ongoing development of programs, policies and staff improvement initiatives (eg. "Keep-Safe" plans, wellness days, residence excursions, etc.) • Provides leadership and has decision-making responsibilities in the absence of the Dean of Students • Manage ASIST conversations and accompany students to mental health services as required • Provide the Dean with advice and input on the direction and development/revision of Residence information materials and policy • Conduct investigations into policy violations and decide on appropriate action in consultation with the Dean, using judgement in anomalous cases 		40
Responsibility for Information		
<p>Significant responsibility for information. Information is complex and/or technical. Much sensitive/confidential.</p> <ul style="list-style-type: none"> • "Health records provided by students in their residence application and case management of crisis situations" • "Keep Safe plans and safety contracts" • Draft and edit training materials and case files (eg. student conduct) • Analyze and review don evaluations • Create incident reports as needed • Develop evaluation tool and facilitate residents' evaluation of Residence Don team annually • Provide regular reports to the Principal on residence projects, initiatives and issues in the context of SMC's Division of Student Services. • Assists with the development of residence informational materials including the regular distribution of residence newsletters and the Residence Handbook 		40
Responsibility for Materials, Equipment, and/or Outcomes		
<p>Cost of errors is highly significant to a faculty, college or division and may be significant to the University. Impact on student health or well-being. Errors have an impact on University relations/reputation.</p> <ul style="list-style-type: none"> • Failure to respond in a reasonable manner to reports of concern could result in personal safety concerns and community safety concerns • Responsible for don team apparel and training materials 		40

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Assistant Dean - Residence Life</h2>	Job Number
	12
	Total Points
	616
Responsibility for the Safety of Others	
<p>Much care required to prevent physical or emotional injury or harm to others. Sustained care and attention is required during the work period. Impact extends beyond immediate work area.</p> <ul style="list-style-type: none"> • Management of ASIST conversations • Development of Safety Plans • Development of Safety Contracts • Training in SafeTALK • On-call for after hours emergencies involving health and wellness, including mental health crisis and sexual assault • Maintain first aid kits • Organize First Aid/CPR training for Don's Team annually • Responsible for keeping current with knowledge of crisis intervention and emergency protocols, and for assisting the Dean in the transmission of that knowledge to the Don Team and residents • Respond to crisis situations that occur outside of regular business hours and provide support, case management and referrals to students as required 	35
Financial Responsibility	
<p>Maintains department operating budget. Monitors department budget for accuracy and completeness. Some responsibility for planning expenditures and budgets.</p> <ul style="list-style-type: none"> • Spend appropriately for activities and residence don purchases (eg. team apparel) • Manages portion of residence life budget (as determined by supervisor and others) • Handle cash/credit card transactions for residence excursions 	30
Manage or Direct Others	
<p>Manages or directs small group in a wide range of related activities. Job entails responsibility for the management or direction of a small department or a small number of lower level supervisors. Full responsibility for directing the activities of a group all performing a similar function.</p> <ul style="list-style-type: none"> • Provide training to 15 residence dons (work study students) • Discuss goals and outcomes of programs/incidents and how they were managed and provide areas for improvement • Serve as a resource and mentor to all Don staff • Provides mentorship and guidance to the St. Mike's Residence Council (SMRC) and other student leaders on campus • In consultation with the Dean, supervise and evaluate the work of the Residence Dons individually and collectively, ensuring performance standards are clearly communicated and understood 	30

<h2>Assistant Dean - Residence Life</h2>	Job Number
	12
	Total Points
	616
Mental Effort	
<p>High concentration. Performing tasks requiring great precision and requiring attention to many details at a time. Detailed analysis or forecasting in relation to important decisions.</p> <ul style="list-style-type: none"> Analyze and assess student crises as needed Planning/facilitation for don training and wellness days Writing don training material/presentations Manage a complex set of competing priorities and be prepared to deal with emergencies in the Residence and the personal crises of individual residents Forecast staffing requirements for Residence and co-ordinate and supervise the Don schedule and anytime away from the Residence for members of the Don's team Keep current with knowledge of crisis intervention and emergency protocols, and for assisting the Dean in the transmission of that knowledge to the Don Team and residents Interpret and apply a constantly changing and complex set of policies and principles with a high level of attention to detail 	40
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <p>1. Work in seated position: $(2 \times 3) \times 1 = 6$ 3. Required to walk: $(1 \times 1) \times 1 = 1$ 6. Repetitive movements: $(2 \times 2) \times 2 = 8$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 3) \times 2 = 12$</p> <p>Total Score = 27</p>	30
Temperature, Noise, and Other Environmental Conditions	
<p>Occasional exposure to a disagreeable element</p> <ul style="list-style-type: none"> Noise Poor ventilation 	15
Hazards	
<p>Moderate hazard. Serious injuries possible. Includes exposure to health risks associated with constant repetitive motion and hazard or accident risk.</p> <ul style="list-style-type: none"> Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) Risk of physical attack Risk of intoxicated clients or members of the public 	35
Stress	
<p>Regular exposure to at least one extremely stressful element.</p> <ul style="list-style-type: none"> Regular exposure to time sensitive crisis that must be resolved 	40

Assistant Dean - Residence Life	Job Number
	12
	Total Points
	616
Work Interruptions and Distractions	
<p>Regular interruptions & distractions. Some interruptions and distractions are unusual or unpredictable, limited effect on work process or meeting of deadlines.</p> <ul style="list-style-type: none"> • Work in moderately quiet, private office environment where unpredictable interruptions occur regularly • Interruptions can have a limited effect on work processes (serious when student incidents/emergency situations occur) 	30
Social Disruption Required by Work Scheduling	
<p>Irregular schedule, with overtime and occasional travel. Regularly scheduled to be on-call and within a confined radius or be available on-site.</p> <ul style="list-style-type: none"> • On-call seven days a week from September-April 	40

Pay Equity Job Profile	
Assistant Registrar, Academic Advising	Job Number
	13
	Total Points
	555
Rationale	Level
Previous Education	
<ul style="list-style-type: none"> • Bachelor's degree • Some training in Coaching is an asset 	35
Previous Experience	
<ul style="list-style-type: none"> • Minimum of four years' experience in a registrarial or student services setting 	35
Interaction Skills	
<p>Large number of contacts. Interacts with employees and/or students/clients encompassing diversity of background. Often uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Frequently responds to complaints. Resolves minor interpersonal complaints and/or develops relationships with people whose co-operation is important to the university. Interactions regularly take place in a public forum. Financial or academic counselling.</p> <ul style="list-style-type: none"> • For example: marketing, recruiting, making referrals, assessing competencies or suitability, formal instruction such as educational workshops or conference presentations, career counselling, financial or academic counselling. • Respond to and resolve complaints about course enrolments, professors, TAs, delays in accessing supports, health and well-being, etc. daily <p>JE: Councils or advises on academic, career, financial, and/or health issues: Academic advising, crisis care, OSAI, health issues, refer to Health and Wellbeing, social worker, housing, OSAP</p> <p>JE: Presents Information in training sessions, workshops, conferences, etc.: Academic Integrity sessions, info sessions, program and new student info sessions – 7-8 times per year</p>	35
Movement Skills	
<p>High level of muscular coordination and/or manual dexterity where precision is essential and speed is required.</p> <ul style="list-style-type: none"> • Precision and speed required for full keyboard use when processing a variety of documents or data input (eg. drafting reports, correspondence, etc.) • Precision and speed required when retrieving and manipulating data • Precision and speed required for AV setup 	40

Assistant Registrar, Academic Advising		Job Number
		13
		Total Points
		555
Decision-Making		
<p>May require independent judgement and skill to plan and organize more effectively.</p> <ul style="list-style-type: none"> • Provide referrals to other services for students • Input and remove students from courses as needed • Late withdrawals and more difficult student cases are referred to supervisor • Apply and interpret policy when processing late withdrawals • Transfer credits for students coming from other programs/institutions • Determining whether or not to contact a support service on behalf of a student • Prioritize own workflow • Coordinate guests for academic integrity sessions • "Referring students in crisis to appropriate departments, supports, financial aid, OSAP issues, financial and housing, hospital, accessibility services, OSAI, Health and Wellness, social workers, crisis department, student retention, compose and send letters of consideration for health or injury or family or personal crisis to faculty." • Applying and interpreting broad policies and guidelines: "Transfer credits for new and transferring students for use in programs and for degree." 		35
Responsibility for Information		
<p>Much sensitive/confidential. Information is complex.</p> <ul style="list-style-type: none"> • Sensitive Confidential: "Health issues both physical and mental; Family issues, divorce, family crisis, death in the family or of a friend; Suicidal thoughts, ideation, academic integrity offenses, risk assessments; Housing issues, financial issues • Included in notes 'as presented by students' • Set up support, crisis support, financial aid, student success, OSAP, OSAI, Registrar advised if necessary" • Technical information: "DEX, ACORN, ROSI, FAS, How to's for all these applications" • Complex information: "Policies, procedures, rules and regulations of FAS, Departments and SMC.; Review rules, policy etc. with students, faculty; Not reasonable actions and refer to other supports, ie. OSAP, student accounts, information published on websites and calendar, etc.; OSAI - plagiarism and possession issues, from Code of Conduct" 		40
Responsibility for Materials, Equipment, and/or Outcomes		
<p>Cost of errors significant to faculty, college, or division; student health or well-being. Long term effect on groups or individuals.</p> <ul style="list-style-type: none"> • Misunderstanding transfer credit forms could result in a student retaking a course they already have a credit for • This would harm the reputation of the organization and result in financial impact for the organization 		35
Responsibility for the Safety of Others		
<p>Sustained care and attention required</p> <ul style="list-style-type: none"> • Approximately 80% of work entails emotional care and well being of colleagues and students that can be in culture shock and living far from home • Managing the frontline emotional care and well-being for domestic and international students • Referring students to appropriate services if issues extend beyond academic 		35

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Assistant Registrar, Academic Advising</h2>	Job Number
	13
	Total Points
	555
Financial Responsibility	
Limited handling of small amounts, such as small petty cash funds or limited responsibility for issuing receipts or handling fees or fines • May need to keep accounting or receipts/invoices/costs	15
Manage or Direct Others	
Serves as a resource to a group or on a function. Assigns and checks work of work-study students. • Explain rules, regulations, what to do in a given scenario with a student relating to FAS, OSAP, OSAI, etc. • New advisors sit in on meetings with a student to see how they manage meetings and deal with a crisis, etc. • Mgr. Comment: "This position works with Work Study students and offers suggestions and/or direction"	20
Mental Effort	
High concentration. Performing tasks requiring great precision and requiring attention to many details at a time. Detailed analysis or forecasting in relation to important decisions. • Assess seriousness of students in crisis, respond to students in crisis with faculty • Regarding Academic Integrity issues • Analyzing medical forms for accuracy and for authenticity	40
Physical Effort	
CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS) 1. Work in seated position - (2 x 3) x 1 = 6 6. Repetitive movements - (2 x 3) x 2 = 12 7. Scrutinizing, distinguishing, or isolating by eye or ear - (2 x 3) x 2 = 12 Total Score = 30	30
Temperature, Noise, and Other Environmental Conditions	
Occasional exposure to a few disagreeable elements. • Occasional exposure to noise and dirt in the work environment	20
Hazards	
Exposure to risk of overuse injury associated with repetitive motion for 4 hours • Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.)	25

Assistant Registrar, Academic Advising	Job Number
	13
	Total Points
	555
Stress	
<p>Frequent exposure to three or more moderately stressful elements and regular exposure to one extremely stressful element.</p> <p>Occasional</p> <ul style="list-style-type: none"> • Verbal abuse <p>Regular</p> <ul style="list-style-type: none"> • Time sensitive crises that must be resolved <p>Frequent</p> <ul style="list-style-type: none"> • Unchanging/repetitive work • Competing and/or simultaneous deadlines • Exposure to public/clients <p>Continuous</p> <ul style="list-style-type: none"> • Emotionally charged situations requiring listening, assistance, and support • Upset and anxious clients • Ongoing high pace of work that requires an accelerated work pace 	45
Work Interruptions and Distractions	
<p>Regular interruptions & distractions. Some interruptions and distractions are unusual or unpredictable, limited effect on work process or meeting of deadlines.</p> <ul style="list-style-type: none"> • Work in a moderately quiet private office environment where interruptions are regular • Interruptions and distractions are unpredictable and have a limited effect on work processes and deadlines • Dealing with volume of emails, OSAI meetings with students and volume of meetings and drop ins with students 	30
Social Disruption Required by Work Scheduling	
<ul style="list-style-type: none"> • Regular daytime hours, with 2 weekdays per week and 2 weekends per month of overtime 	20

Pay Equity Job Profile	
Assistant Registrar, Admissions & Financial Aid	Job Number
	14
	Total Points
	587
Rationale	Level
Previous Education	
• Bachelor's Degree	35
Previous Experience	
• Minimum of four years' experience in a registrarial or student services setting	35
Interaction Skills	
<p>Large number of contacts. Interacts with employees and/or students/clients encompassing diversity of background. Often uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Frequently responds to complaints. Resolves minor interpersonal complaints and/or develops relationships with people whose co-operation is important to the university. Interactions regularly take place in a public forum. Financial or academic counselling.</p> <ul style="list-style-type: none"> • Cross-functional collaboration with departments and units across USMC and U of T to assist students. First point of contact for students with academic, financial or personal concerns. Grant application assessments, accommodation requests from students • Determine appropriate solutions for student concerns (through one-on-one appointments) • Collaborate with other departments to accommodate student requests • Admissions, course overload requests, financial aid awards • New student info sessions - conducts • As first point of contact, meets with students under severe distress emotionally and financially - occasionally 	35
Movement Skills	
<p>High level of muscular coordination and/or manual dexterity where precision is essential and speed is required.</p> <ul style="list-style-type: none"> • Precision and speed required for full keyboard use when processing a variety of documents or data input (eg. drafting reports, correspondence, etc.) • Precision and speed required when retrieving and manipulating data 	40
Decision-Making	
<p>May require independent judgement and skill to plan and organize more effectively.</p> <ul style="list-style-type: none"> • Routine grant award decisions • Admissions and College transfer requests (makes recommendations) • Apply and interpret policies and guidelines: financial aid for students who demonstrate need but are restricted from government funding • Refer students to appropriate departments • Organizing conferences/events: New student welcome day, academic orientation sessions, online chats/webinars • Planning components of a program or project: New student newsletters, workshops/events 	35

Assistant Registrar, Admissions & Financial Aid	Job Number
	14
	Total Points
	587
Responsibility for Information	
<p>Information is complex and much is sensitive/confidential.</p> <ul style="list-style-type: none"> • Enrolment data: Admissions & New Students • Work with dynamic admissions data regularly • Administers grant program for the college • Statistics: Admissions and financial aid data • "Analyze, archive, calculate, file, monitor enrolment data (admissions and new students)" • Work with student records "for academic advising and financial aid" • "Put supports in place for student crisis cases based on complex information" 	40
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Cost of errors significant to faculty, college, or division; student health or well-being. Long term effect on groups or individuals.</p> <ul style="list-style-type: none"> • Student progress hindered by misinformation or errors • Student wellbeing affected by lack of financial aid 	35
Responsibility for the Safety of Others	
<p>Sustained care and attention required during the work period</p> <ul style="list-style-type: none"> • Reporting mental health red flags disclosed during advising meetings to appropriate supports on campus. Following up to ensure student is safe. 	35
Financial Responsibility	
<p>Maintains complex budgets. Responsible for transferring funds and expenditures, within context of an overall plan. Makes recommendations about budget allocations, forecasting and planning; budgets with multiple sources of revenue and/or recoveries. Costing and/or forecasting/planning spending on major projects. Developing tenders and RFPs. Managing grants and financial aid.</p> <ul style="list-style-type: none"> • Record, input, and monitor grant assessments and financial aid • Recommend grant award value within guidelines 	35
Manage or Direct Others	
<p>Job entails responsibility for the management or direction of a small group in a limited area with some performance review responsibilities, responsible for scheduling and/or workflow.</p> <ul style="list-style-type: none"> • Assign occasional short-term tasks to up to 7 work-study students 	25
Mental Effort	
<p>High concentration. Performing tasks requiring great precision and requiring attention to many details at a time; detailed analysis or forecasting in relation to important decisions.</p> <ul style="list-style-type: none"> • Critical listening and thinking when advising students - 4 hours/day • Entering financial aid grant data • Administer financial aid program for university • Writing material for student newsletters • Analyzing and assessing situations, including crises: Grant assessments, special accommodation requests, admissions profile, personal/financial/academic/health concerns - 4hrs/day • Analyzing and/or forecasting in relation to decisions: Grant applications, admissions- 2hr/day 	40

Assistant Registrar, Admissions & Financial Aid	Job Number
	14
	Total Points
	587
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <p>1. Work in seated position - (2 x 3) x 1 = 6 6. Repetitive movements - (2 x 3) x 2 = 12 7. Scrutinizing, distinguishing, or isolating by eye or ear - (2 x 3) x 2 = 12</p> <p>Total Score = 30</p>	30
Temperature, Noise, and Other Environmental Conditions	
<p>Occasional exposure to a few disagreeable elements.</p> <ul style="list-style-type: none"> Occasional exposure to noise and dirt in the work environment 	20
Hazards	
<p>Exposure to risk of overuse injury associated with repetitive motion for 4 hours</p> <ul style="list-style-type: none"> Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) 	25
Stress	
<p>Frequent exposure to three or more moderately stressful elements.</p> <p>Regular</p> <ul style="list-style-type: none"> Time sensitive crisis that must be resolved Situations which involve contact with people with unresolvable problems where the incumbent cannot change the outcome (e.g., socio-economic problems, terminal or serious illness; ongoing waiting list or backlog). <p>Frequent</p> <ul style="list-style-type: none"> Emotionally charged situations requiring listening, assistance, support Difficult situations that involve conflictive interactions Isolated work spaces Unchanging and repetitive work Competing and/or simultaneous deadlines Constant exposure to public/clients (working in a fishbowl) Exposure to upset and anxious clients Ongoing high pace of work requiring accelerated work pace 	45
Work Interruptions and Distractions	
<p>Regular interruptions & distractions. Some interruptions and distractions are unusual or unpredictable, limited effect on work process or meeting of deadlines.</p> <ul style="list-style-type: none"> Work in a moderately quiet private office environment where interruptions are regular Interruptions have a limited impact on work processes and deadlines 	30
Social Disruption Required by Work Scheduling	
<ul style="list-style-type: none"> Regular daytime hours 	10

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Pay Equity Job Profile	
Assistant Registrar, Advising and Recruitment	Job Number
	15
	Total Points
	570
Rationale	Level
Previous Education	
<ul style="list-style-type: none"> • Bachelor's degree • Some training in Coaching is an asset 	35
Previous Experience	
<ul style="list-style-type: none"> • Minimum of four years' experience in a registrarial or student services setting 	35
Interaction Skills	
<p>Large number of contacts. Interacts with employees and/or students/clients encompassing diversity of background. Often uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Frequently responds to complaints. Resolves minor interpersonal complaints and/or develops relationships with people whose co-operation is important to the university. Interactions regularly take place in a public forum. Financial or academic counselling.</p> <ul style="list-style-type: none"> • Daily provision and exchange of information with prospective high school students, their teachers, and students needing assistance in achieving their academic/personal goals • Provide unfavourable responses to students based on policies and procedures daily • Work with colleagues on events that foster positive relationships with incoming and current students daily • Collaboratively work with others to ensure students are referred to appropriate services • Respond to and resolve complaints in daily meetings with students • Respond to student crisis situations by ensuring students are referred to appropriate services after initial informal assessment • When attending prospective student events, vendor fairs, high school fairs, University Fairs, connecting via email, phone calls and face-to-face. 	35
Movement Skills	
<p>High level of muscular coordination and/or manual dexterity where precision is essential and speed is required.</p> <ul style="list-style-type: none"> • Precision and speed required for full keyboard use when processing a variety of documents or data input (eg. drafting reports, correspondence, etc.) • Precision and speed required when retrieving and manipulating data, stuffing envelopes, and driving 	40
Decision-Making	
<p>May require independent judgement and skill to plan and organize more effectively.</p> <ul style="list-style-type: none"> • Provide academic advice in degree path • Apply university policy and procedures where applicable • Taking in student concerns and determining their validity and the success that the student will experience based on their needs and circumstances • Prioritizing own workflow • Coordinating recruitment events in collaboration with campus partners • Daily response to students in crisis and ensuring referral to appropriate services • JD: Research, register and schedule upcoming job/career fairs 	35

Assistant Registrar, Advising and Recruitment	Job Number
	15
	Total Points
	570
Responsibility for Information	
<p>Much information is sensitive/confidential. Information that may be published.</p> <ul style="list-style-type: none"> • Maintain and contribute to student files with meeting notes and important handouts • Review, analyze, and document prospective student data • Applying UofT policies and procedures to advise students on right course of action • Review recruiting data analysis and prognostications to inform recruiting calendar • “Analyze, draft, edit, file format, monitor and distribute Counselor Newsletter” • “Contribute to the USMC website and send out a bi-monthly newsletter for high school counselors.” 	40
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Cost of errors significant to faculty, college, or division; student health or well-being. Long term effect on groups or individuals.</p> <ul style="list-style-type: none"> • Providing students with inaccurate information on admissions and/or academics • Could result in losing the student to another institution 	35
Responsibility for the Safety of Others	
<p>Sustained care and attention required</p> <ul style="list-style-type: none"> • Approximately 80% of work entails emotional care and well being of colleagues and students that can be in culture shock and living far from home • Managing the frontline emotional care and well-being for domestic and international students • Referring students to appropriate services if issues extend beyond academic 	35
Financial Responsibility	
<p>Responsible for accounts, transfers and expenditures within established guidelines and cash limits. Regular responsibility for reporting and reconciliation. Costs shop level projects. Reconciles and monitors accounts for one's own program.</p> <ul style="list-style-type: none"> • Input and monitor receipts/invoices and purchase orders • Regularly drafting RFQs 	25
Manage or Direct Others	
<p>Serves as a resource to a group or on a function. Assigns and checks work of work-study students.</p> <ul style="list-style-type: none"> • Working with prospective high school students and their staff members • Attending networking events (i.e. High School Counselors) 	20
Mental Effort	
<p>High concentration. Listening for understanding.</p> <ul style="list-style-type: none"> • Analyzing and assessing situations daily as students drop in for assistance • Analyzing student documentation upon drop in • Calculating GPA and simple spending in work with students • Completing forms daily • Listening and understanding complex issues from students daily • Entering student data into ROSI daily • Planning and/or managing recruitment visits • Provide presentations during recruitment visits 	40

Assistant Registrar, Advising and Recruitment	Job Number
	15
	Total Points
	570
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <p>1. Work in seated position - $(2 \times 3) \times 1 = 6$ 3. Walking as part of job - $(2 \times 1) \times 1 = 2$ 6. Repetitive movements - $(2 \times 2) \times 2 = 8$ 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(2 \times 1) \times 2 = 4$</p> <p>Total Score = 20</p>	30
Temperature, Noise, and Other Environmental Conditions	
<p>Occasional exposure to a few disagreeable elements.</p> <ul style="list-style-type: none"> Occasional exposure to noise and dirt in the work environment 	20
Hazards	
<p>Exposure to risk of overuse injury associated with repetitive motion for 4 hours</p> <ul style="list-style-type: none"> Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) 	25
Stress	
<p>Frequent exposure to three or more moderately stressful elements and regular exposure to one extremely stressful element.</p> <ul style="list-style-type: none"> Occasional exposure to unchanging and repetitive work and verbal abuse Regular exposure to multiple moderately stressful elements, including emotionally charged situations requiring listening, assistance, and support, and difficult situations that involve conflictive interactions Regular exposure to time sensitive crises that must be resolved Frequent exposure to competing and/or simultaneous deadlines, unpredictable or urgent assignments, and multiple reporting relationships 	45
Work Interruptions and Distractions	
<p>Regular interruptions & distractions. Some interruptions and distractions are unusual or unpredictable, limited effect on work process or meeting of deadlines.</p> <ul style="list-style-type: none"> Work in a moderately quiet private office environment where interruptions are regular Interruptions have a limited impact on work processes and deadlines 	30
Social Disruption Required by Work Scheduling	
<p>Some social disruption. Occasional travel.</p> <ul style="list-style-type: none"> Regular daytime hours, with overtime on weekdays during peak times of year Travel expected for recruitment visits in Sept.-Nov. 	30

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Pay Equity Job Profile	
Associate Editor	Job Number
	16
	Total Points
	438
Rationale	Level
Previous Education	
<ul style="list-style-type: none"> • University degree in arts-related field • Copyediting courses 	35
Previous Experience	
<ul style="list-style-type: none"> • Minimum of one year experience with hands-on book production, editorial responsibilities, and copyediting experience (preferably in a scholarly publishing environment) • Second year of production experience to allow being able to see the full book production cycle process would be an asset 	20
Interaction Skills	
<p>Regular contacts. Contacts are largely predictable and routine but may involve co-ordination, informal negotiation and/or discussion to encourage co-operation where there is disagreement. Fosters positive relationships and sometimes responds to complaints. Interaction with employees and/or students/clients of diverse background or interests. For example: coordinates scheduling, resolves technical/administrative matters, resolves minor complaints, provides detailed explanations.</p> <ul style="list-style-type: none"> • JD: Maintains liaison with authors, editors, and other departments of the Press, as well as typesetters and printers • JD: Settles problems in copy editing and handling of proof, and relations with authors • Giving instructions to authors/typesetter. Sending quote requests to the printer. Answering style-sheet questions from authors, freelance copyeditors, etc. • Asking authors, volume editors, etc, to supply missing information or answer questions. 	25
Movement Skills	
<p>Very high level of muscular and manual dexterity to execute very precise and synchronized movements. No speed required.</p> <ul style="list-style-type: none"> • Precision required when retrieving and manipulating data on the computer • Precision required when drafting written material or correspondence • Precision required when designing graphics at the pixel level 	40
Decision-Making	
<p>Decisions involving unexpected events. Routine decisions and/or occasional decisions in response to unexpected events. Decisions may involve introducing variations to established practices and procedures requiring problem solving ability. Decisions involve minor troubleshooting.</p> <ul style="list-style-type: none"> • Determining whether or not to point out possible errors to author or just solve them independently • Choose titles/images to be used for announcements on website • Decide how many copies of a book should be sent to resupply distributors • Prioritize own workflow but majority of work done according to established policies and procedures 	25

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Associate Editor</h2>	Job Number
	16
	Total Points
	438
Responsibility for Information	
<p>Information is of importance. Editing content. Information may be sensitive or confidential.</p> <ul style="list-style-type: none"> • Emails and tweets announcing the publication of our books. • Edit and format images for books/social media posts • Credit card numbers • Tracking book sales and inventory to get idea of future demand • Assess a submitted book for compliance with our style guide. Copyedit, or review a copyedited set of files for remaining issues. Format files in accordance with the typesetter's needs. 	30
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Significant responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects the activities and work flow in a department or for a major project or major research program. Cost of errors is significant to the department or major project or major research program and may have a significant short-term effect on individuals or have indirect impact on research projects.</p> <ul style="list-style-type: none"> • Any spelling or factual errors unnoticed until after book goes to print could lead to loss of confidence in press, embarrassment to author and department (work checked by Editor) • Major impact on development and distribution of publication • Order office supplies as needed • "Errors on the PIMS website could affect the image of the Institute." • "Errors in credit card processing could potentially incur fees." • "Errors in metadata (such as a book's ISBN) could affect sales and distribution of the book." 	25
Responsibility for the Safety of Others	
<p>Little care required to prevent physical or emotional injury or harm to others.</p>	10
Financial Responsibility	
<p>Some financial transactions. Handling of petty cash and/or fees, fines etc. on a regular basis. Some responsibility for recording. Discretion to make minor purchases.</p> <ul style="list-style-type: none"> • Making minor purchases of office supplies (under \$200 per year) • Sending quote requests to printer, when asked by supervisor • Prepare and send invoices • Process cash/credit card transactions (eg. Process office sales and donations to the Institute) 	20
Manage or Direct Others	
<p>Serves as a resource to a group or on a function.</p> <ul style="list-style-type: none"> • Answering stylesheet-related questions from freelance copyeditors and authors. 	20

Associate Editor	Job Number
	16
	Total Points
	438
Mental Effort	
Moderate concentration. Writes original material, including minute-taking. Deciphers, edits, analyses, authenticates documents. • Fill spreadsheets with metadata about forthcoming books • Create designs regularly (eg. book cover, images in book, etc.) • Continuous copyediting work being done on publications • Prepare files for typesetting and proofreading • Assembling information into document for use by others (eg. style standards) • JD: Edits manuscripts both substantive and copy editing. • Analyzing sales numbers to predict future demand for books, for restocking/reprints • Checking that proof corrections were done correctly • Fact-checking of bibliographical information	30
Physical Effort	
CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS) 1. Work in seated position - (2 x 3) x 1 = 6 6. Repetitive movements - (2 x 2) x 2 = 8 7. Scrutinizing, distinguishing, or isolating by eye or ear - (2 x 3) x 2 = 12 Total Score = 26	30
Temperature, Noise, and Other Environmental Conditions	
Regular exposure to a few disagreeable elements • Mold • Poor lighting • Poor ventilation • Uncomfortable changing or extreme temperatures	25
Hazards	
Some hazard. Some health or accident risk where limited effect on health is more likely. • Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.)	25
Stress	
Regular exposure to one or two moderately stressful elements. • Regularly dealing with competing and/or simultaneous deadlines	20
Work Interruptions and Distractions	
Occasional routine interruptions with few distractions. • Work in quiet, private office environment where interruptions are occasional and unpredictable • Interruptions and distractions have a limited effect on work processes and deadlines	15

Associate Editor	Job Number
	16
	Total Points
	438
Social Disruption Required by Work Scheduling	
Regular daytime schedule.	10
• Regular daytime hours (1 day of overnight travel per year)	

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Pay Equity Job Profile	
Associate Registrar 17	Job Number
	17
	Total Points
	641
Rationale	Level
Previous Education	
<ul style="list-style-type: none"> • Bachelor's degree (Master's preferred) • High level of intercultural competency and understands the unique needs of international students 	35
Previous Experience	
<ul style="list-style-type: none"> • Minimum six years of senior administrative experience within a university or college environment • Extensive experience in academic advising is required due to the range of advising done by the position • Extensive experience in the post-secondary sector in order to make effective referrals and recommendations • Experience working with post-secondary students 	45
Interaction Skills	
<p>Investigates and/or resolves serious interpersonal complaints or problems. Negotiates with and provides counsel to a wide range of people who may be upset or vulnerable. Ongoing contacts with people whose co-operation is important to the university. Advanced career counselling.</p> <ul style="list-style-type: none"> • "Counsels or advises students on program/degree requirements" • "Work with a number of high needs students (for example, with demonstrated disabilities). Consult with the Student Progress Office and the Crisis Office at the University of Toronto. Work with students with safety concerns (for example, domestic violence) and consult with the Community Safety Office, Sexual Violence Support Office and the Student Housing Office." • Provide students with program/degree requirements (refer to appropriate source if they are struggling academically) • "Students with complex needs may require accommodations. Working with instructors on extensions. referral to other services and offices" • "Need to negotiate and to advocate on behalf of students in cases of extensions or missed term tests" • JD: Maintains a high level of knowledge about graduate and professional schools. In consultation with the Registrar, provides advice about graduate and professional schools, careers, etc. 	40
Movement Skills	
<p>High level of muscular coordination and/or manual dexterity where precision is essential. No requirement for speed.</p> <ul style="list-style-type: none"> • Precision required for full keyboard use such as for processing a variety of documents or data input where corrections are permitted after the fact (eg. drafting reports, correspondence, etc.) • Precision required when retrieving and manipulating data 	30

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Associate Registrar 17</h2>	Job Number
	17
	Total Points
	641
Decision-Making	
<p>Job requires independent and significant judgement and decision-making skills. Significant input into local policy, interprets policy in decision-making, decisions have serious impact.</p> <ul style="list-style-type: none"> • “Referrals to appropriate resources. extensions to deadlines such as CR/NCR, LWDs (within established guidelines from the Registrar). referrals to crisis and/or student progress offices. referrals to health and wellness.” • “If a student has a valid reason for request for extensions of term work, I would contact the instructor directly.” • “Manage all of the merit-based scholarships offered by USMC for undergraduate students (population approximately 5000). This includes admission scholarships, in-course scholarships and graduation awards. The dollar value is approximately \$500,000 annually.” 	40
Responsibility for Information	
<p>Highly complex information. Often sensitive/confidential.</p> <ul style="list-style-type: none"> • “Student records and files. Student records using ROSI. Student files are housed on-site at USMC. Work with verifications of illness, records of hospitalization, clinic notes from emergency rooms in support of students for letters of consideration and petitions.” • “Students presenting complex transfer credits on admission and post admission. Assist the students in interpreting the credits and how to apply to degree and program requirements.” 	45
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Much responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects a major University-wide function. Cost of errors are significant to the university. High impact on student health or well-being, loss of department’s credibility. Long-term negative impact on the University. A single University-wide system.</p> <ul style="list-style-type: none"> • Ex: “Manage all of the merit-based scholarships offered by USMC (approximately value of \$500K) for undergraduate students (population approximately 5000)” • “High degree of care for USMC students, including physical and emotional safety of students. Students may be in crisis due to academic performance or personal circumstances” 	45
Responsibility for the Safety of Others	
<p>Sustained care and attention is required during the work period</p> <ul style="list-style-type: none"> • Take immediate action when in contact with students in crisis • Assess and refer to appropriate service as needed 	35
Financial Responsibility	
<p>Responsible for transferring funds and expenditures, within context of an overall plan. Managing grants and financial aid. Makes recommendations about budget allocations, forecasting and planning. This position monitors budget and makes expenditures within planned levels.</p> <ul style="list-style-type: none"> • Monitor budget of \$500,000 and make expenditures as required • Manage all of the merit-based scholarships offered by USMC for undergraduate students (population approximately 5000) • This includes admission scholarships, in-course scholarships and graduation awards. 	35

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Associate Registrar 17</h2>	Job Number
	17
	Total Points
	641
Manage or Direct Others	
<p>Serves as an expert resource to a group of professionals in the specialty. Oversees work of a small number of, or short term contractors or contributors. Full responsibility for directing the activities of a group all performing a similar function. May have input into performance review.</p> <ul style="list-style-type: none"> • Plan, assign, check, and/or schedule work of six other on-site staff members and math tutors • Provide orientation for up to six staff members and math tutors • Act as a resource to others in Registrar's Office as needed • Supervises some activities for "on-site staff members and math tutors" 	30
Mental Effort	
<p>Performing tasks requiring great precision and requiring attention to many details at a time. High focus and listening for understanding for a high amount of work time.</p> <ul style="list-style-type: none"> • Assess crisis level of students as needed • Calculations used to determine candidates for in-course and admissions scholarships • Assist students in completing petition forms, VOIs, immigration documentation, etc. • Critical listening during student appointments to interpret complex information regarding their issue • Assist students with petitions, appeal statements, and/or scholarship statements • Organize and implement workshops for students (eg. program enrolment lunch and learn) • Can meet with up to 25 students per day 	40
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <p>1. Work in seated position - $(2 \times 3) \times 1 = 6$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(1 \times 1) \times 2 = 2$</p> <p>Total Score = 20</p>	30
Temperature, Noise, and Other Environmental Conditions	
<p>Occasional exposure to a disagreeable element.</p> <ul style="list-style-type: none"> • Occasional exposure to noise in the work environment 	15
Hazards	
<p>Exposure to risk of overuse injury associated with repetitive motion for 4 hours</p> <ul style="list-style-type: none"> • Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) 	25

Associate Registrar 17

Job Number

17

Total Points

641

Stress

Regular exposure to at least one extremely stressful element

- Occasional exposure to verbal abuse
- Regular exposure to difficult situations that involve conflictive interactions, competing and/or simultaneous deadlines, public/clients, time sensitive crises that must be resolved, and ongoing high pace of work requiring accelerated work pace
- Frequent exposure to emotionally charged situations requiring listening, assistance, and support and upset and anxious clients

40

Work Interruptions and Distractions

Regular interruptions & distractions. Some interruptions and distractions are unusual or unpredictable, limited effect on work process or meeting of deadlines.

- Work in a moderately quiet private office environment where interruptions are regular
- Interruptions and distractions are unpredictable and have a limited effect on work processes and deadlines

30

Social Disruption Required by Work Scheduling

- Regular daytime hours, with overtime necessary 5 times a year

20

Pay Equity Job Profile	
Associate Registrar 18	Job Number
	18
	Total Points
	641
Rationale	Level
Previous Education	
<ul style="list-style-type: none"> • Bachelor's degree • JD: Second degree or further post undergraduate education would be an asset 	35
Previous Experience	
<ul style="list-style-type: none"> • Minimum six years of senior administrative experience within a university or college environment • In addition to knowledge of current policies, a clear awareness of past practices and requirements is also extremely important • Extensive experience in the post-secondary sector in order to make effective referrals and recommendations 	45
Interaction Skills	
<p>Career counselling. Negotiates with and provides counsel to a wide range of people who may be upset or vulnerable. Investigates and/or resolves serious interpersonal complaints or problems.</p> <ul style="list-style-type: none"> • Regularly advocating on behalf students during petition/appeal cases (for deferred exams, course withdrawals without academic penalty, lifting of suspension status) and also interactions with professors and program sponsors to receive permission for extensions in term work. • Frequently handles disputes on fees assessment, concerns on unknowingly missing deadlines, inability to enrol in desired courses or programs, missing graduation requirements, long wait time to receive support (i.e. from accessibility services), "unfair" practices & evaluations by instructors • "Analyse and resolve intricate cases on student advising including both academic matters and the complicated navigation of personal, medical and psychological issues" 	40
Movement Skills	
<p>Moderate level of muscular coordination and/or manual dexterity where precision is essential and speed is required.</p> <ul style="list-style-type: none"> • Precision required for full keyboard use such as for processing a variety of documents or data input where corrections are permitted after the fact (eg. drafting reports, correspondence, etc.) • Precision and speed required when retrieving and manipulating data 	30
Decision-Making	
<p>Job requires independent and significant judgement and decision-making skills. Significant input into local policy, interprets policy in decision-making, decisions have serious impact.</p> <ul style="list-style-type: none"> • "Decisions based on existing policies/guidelines: Degree Audits; Course/program enrolment; Course withdrawals; Dean's Promise; Fees analysis/Explanation of charges; Legal status and International Exempt Fees cases; and Petitions." • "Program Selection (Specialist, Major, Minor) Presentations for the FLC" • Provide direction to highly stressed/anxious students on proper office to address concerns • "Study Skills presentations for the FLC program" • "Work-Study Team, Peer Mentors and Assistant Peer Mentors in the First Year Learning Communities (FLC) Program" 	40

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Associate Registrar 18</h2>	Job Number
	18
	Total Points
	641
Responsibility for Information	
<p>Highly complex information. Often sensitive/confidential.</p> <ul style="list-style-type: none"> • “Student Records - Review, Analyze, Report (anomalies to the Faculty or divisions for necessary adjustments), Follow-up, Document, Disposal as per the established retention policy. Occasional corrections to student records are warranted. Once detected, inform colleagues at the Faculty/divisions to prompt amendments.” • “Employment/Personnel records for: Work-Study & Casual Staff (7 to 8); Peer Mentors for the First Year Learning Communities (4); Current Students (5000+)” • “Previous students (several thousands); Paper documents for the above are kept in secured areas, locked behind at least two doors, and eventually shredded as per the University's retention policy.; Electronic information regarding the above remains accessible to authorized employees.” • “Act as the colleges ROSI Access Control Representative & the College's back-up E-token Administrator. This is to process access requests to systems, including ROSI, Degree Explorer, Faculty's fees management modules.” • “Generated student advising notes regarding both academic and personal, medical and psychological issues. Ensure [all are] filed and archived accordingly” 	45
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Much responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects a major University-wide function. Cost of errors are significant to the university. High impact on student health or well-being, loss of department's credibility. Long-term negative impact on the University. A single University-wide system.</p> <ul style="list-style-type: none"> • Error could occur with accidental release of confidential information • “Primary point person on all matters of procedure and policy for the College including but not limited to graduation, fees, legal status” • “Student advising including both academic matters and the complicated navigation of personal, medical and psychological issues” • “Significant care & constant observation required to protect the wellbeing of students in distress and conduct the appropriate referrals to suitable support services” • “Occasionally represent the College before the Committee on Standing and the Academic Appeals Board, as well as some University Tribunals” 	45
Responsibility for the Safety of Others	
<p>Sustained care and attention is required during the work period</p> <ul style="list-style-type: none"> • “Responsible for ensuring any students showing signs of distress” 	35
Financial Responsibility	
<p>Maintains department operating budget. Monitors department budget for accuracy and completeness. Some responsibility for planning expenditures and budgets.</p> <ul style="list-style-type: none"> • Places orders for office supplies (under \$5k) • Monitor budget & make expenditures for: 1. Work-Study team (approx budget \$10,000), 2. Peer Mentors in the First Year Learning Communities (budget \$5,100) • “Prepare, record and make these purchases within pre-approved budget of up to \$20k which is approved by supervisor” 	30

<h2>Associate Registrar 18</h2>	Job Number
	18
	Total Points
	641
Manage or Direct Others	
<p>Serves as an expert resource to a group of professionals in the specialty. Oversees work of a small number of, or short term contractors or contributors. May have input into performance review.</p> <ul style="list-style-type: none"> • Offer regular guidance & advice to the team on policy issues and complex cases • “Responsible for Work-Study: hiring, orientation, training, work-schedules, assigning tasks, monitoring progress, offering feedback on performance” • “Responsible for FLC Peer mentor hiring, monitoring progress, offering feedback on performance” (7-8 Work Study; 4 FLC mentors)” 	30
Mental Effort	
<p>High focus and listening for understanding for up to 2 hours per day.</p> <ul style="list-style-type: none"> • Meeting with highly stressed and anxious students. It could involve at least a 30 minute session, follow ups plus referrals to multiple offices 2-3 times a week • Providing information to students on registration, course enrolment, graduation, petition, program selection, fees support services daily • Providing information to team on policy interpretations & guidance on existing rules and regulations daily • Preparing graduation reports & statistics, registration & enrolment data, and program enrolment diagnostics monthly 	40
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <p>1. Work in seated position - $(2 \times 3) \times 1 = 6$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 3) \times 2 = 12$</p> <p>Total Score = 30</p>	30
Temperature, Noise, and Other Environmental Conditions	
<p>Occasional exposure to a disagreeable element.</p> <ul style="list-style-type: none"> • Occasional exposure to noise in the work environment 	15
Hazards	
<p>Exposure to risk of overuse injury associated with repetitive motion for 4 hours</p> <ul style="list-style-type: none"> • Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) 	25

<div>Associate Registrar 18</div>		Job Number
		18
		Total Points
		641
Stress		
<p>Continuous exposure to three or more moderately stressful elements, and regular exposure to at least one extremely stressful element</p> <p>Occasional</p> <ul style="list-style-type: none"> Isolated work spaces Unchanging and repetitive work Exposure to verbal abuse Frequent human monitoring or machine pacing work <p>Frequent</p> <ul style="list-style-type: none"> Competing and/or simultaneous deadlines Unpredictable or urgent assignments Multiple reporting relationships Exposure to upset and anxious clients High performance-based expectations (e.g., marketing targets, sales) Make or break performance targets Time sensitive crisis that must be resolved Ongoing high pace of work requiring accelerated work pace <p>Continuous</p> <ul style="list-style-type: none"> Emotionally charged situations requiring listening, assistance, support Difficult situations that involve conflictive interactions Situations which involve contact with people with un-resolvable problems where the incumbent cannot change the outcome (e.g., socio-economic problems, terminal or serious illness; ongoing waiting list or backlog) Constant exposure to public/clients (working in a fishbowl) 		50
Work Interruptions and Distractions		
<p>Regular interruptions & distractions. Some interruptions and distractions are unusual or unpredictable, limited effect on work process or meeting of deadlines.</p> <ul style="list-style-type: none"> Work in a moderately quiet private office environment where interruptions are regular Interruptions and distractions are unpredictable and have a limited effect on work processes and deadlines 		30
Social Disruption Required by Work Scheduling		
<ul style="list-style-type: none"> Regular work schedule, with overtime as required during peak periods 		20

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Pay Equity Job Profile	
AV Technician	Job Number
	19
	Total Points
	473
Rationale	Level
Previous Education	
• 3 year community college diploma in audio/visual related field	30
Previous Experience	
• Four years' experience in working with a variety of equipment • Experience in IT required as part of this	35
Interaction Skills	
Contacts are largely predictable and routine but may involve co-ordination, informal negotiation and/or discussion to encourage co-operation where there is disagreement. Fosters positive relationships and sometimes responds to complaints. Interaction with employees and/or students/clients of diverse background or interests. Resolves technical/administrative matters. Coordinate scheduling. Provides detailed explanations. Demonstrates procedures. Resolves minor complaints. • JD: Coordinate with Facilities & Services, department heads, University of Toronto, Conference Services and/or other external parties to provide necessary AV services for meetings, events, and conferences.	25
Movement Skills	
Very high level of muscular coordination and/or manual dexterity to execute very precise and synchronized movements. No speed required. • Precision required for A/V setup, manipulation and retrieval of data from computer, drafting correspondence, assembling and disassembling computer hardware, equipment repair/maintenance, manual calibration of equipment, and using precision tools	40
Decision-Making	
Routine decisions and/or occasional decisions in response to unexpected events. Decisions may involve introducing variations to established practices and procedures requiring problem solving ability. Decisions involve minor troubleshooting. • JD: Schedule and coordinate classroom bookings. Schedules the equipment for the courses and events • Classroom assignments • How to fix equipment • Come up with a back up plan if equipment is not working correctly • Prioritize own workflow but majority of work done according to established policies and procedures • Troubleshoot malfunctioning equipment as quick as possible. Come up with a back up plan if equipment is not working correctly	25
Responsibility for Information	
Some responsibility for information. Collecting and passing on information (eg. disseminating information, verifying information, etc.). • Print and post weekly classroom schedules • Modify/create user accounts • Deal with technical information when troubleshooting A/V or IT issues • Mgr. Comments: "Position duty includes modifying or creating 'user accounts'. Position deals with 'technical information' such AV and IT logistics."	25

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h1>AV Technician</h1>	Job Number
	19
	Total Points
	473
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Significant responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects the activities and work flow in a department or for a major project or major research program. Cost of errors is significant to the department and may have a significant short-term effect on individuals.</p> <ul style="list-style-type: none"> • Classes being delayed. If the projector/audio (any equipment) isn't working, the instructor cannot teach. • Potential for instructor not being able to present all material during class • Teaching stations, projectors, audio systems, microphones, camera's, computers, adapters, cabling, recording devices, etc. • JD: Act as primary support person for all A/V requests at St. Michael's College 	25
Responsibility for the Safety of Others	
<p>Some care required</p> <ul style="list-style-type: none"> • Mgr. Comment: "'Some care required' for the safety of others to ensure that equipment is set up correctly." 	15
Financial Responsibility	
<p>Some financial transactions. Handling of petty cash on a regular basis. Discretion to make minor purchases. Collaborates on cost estimates.</p> <ul style="list-style-type: none"> • Record invoices • Make purchases up to \$500 	20
Manage or Direct Others	
<p>Serve as a resource to a group or on a function.</p> <ul style="list-style-type: none"> • Serve as technical resource to others for setup of equipment and instruction on use 	20
Mental Effort	
<p>Moderate concentration. Deciphers, edits, and analyzes.</p> <ul style="list-style-type: none"> • Constant learning of new equipment • Calibrating A/V and IT equipment as part of troubleshooting • Demonstrate the use of A/V equipment in classrooms and meeting rooms to instructors and groups 	30
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <ol style="list-style-type: none"> 1. Work in seated position - $(2 \times 2) \times 1 = 4$ 3. Walking as part of job - $(2 \times 3) \times 1 = 6$ 4. Bending/crouching/kneeling - $(2 \times 2) \times 2 = 8$ 5. Work on ladders, stools, scaffolds - $(1 \times 1) \times 3 = 3$ 6. Repetitive movements - $(2 \times 2) \times 2 = 8$ 8. Lifting, carrying, pushing, pulling, or holding >25 kg - $(1 \times 1) \times 4 = 4$ 9. Lifting, carrying, pushing, pulling, or holding more than 10 kg and up to 25 kg - $(2 \times 1) \times 3 = 6$ 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(2 \times 1) \times 2 = 4$ <p>Total Score = 43</p>	50

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

AV Technician	Job Number	
	19	
	Total Points	
	473	
Temperature, Noise, and Other Environmental Conditions		
Regular exposure to a few disagreeable elements.	20	
<ul style="list-style-type: none">• Regular exposure to noise and dirt in work environment• Occasional exposure to uncomfortable changing or extreme temperatures in work environment		
Hazards		
Some health or accident risk where possible effect on health is limited.		
<ul style="list-style-type: none">• Repetitive motion required daily for 2-4 hours per day (eg. typing and/or editing documents, correspondence, etc.)• Electric shocks, climbing ladders, burns, and cuts and abrasions are all risks in work environment	20	
Stress		
Frequent exposure to three or more moderately stressful elements.	40	
Frequent (Moderate)		
<ul style="list-style-type: none">• Competing and/or simultaneous deadlines• Unpredictable or urgent assignments• Ongoing high pace of work requiring accelerated work pace		
Work Interruptions and Distractions		
Frequent routine interruptions with some distractions. Work is interrupted by predictable contacts, some distractions in work area. Frequent (high volume) interruptions for routine requests.		
<ul style="list-style-type: none">• Work in moderately quiet, shared office environment with frequent but predictable interruptions• Interruptions and distractions have a moderate effect on work processes and deadlines	25	
Social Disruption Required by Work Scheduling		
Regular schedule with some overtime and some weekends. Little social disruption. Occasional overtime on weekends.	20	
<ul style="list-style-type: none">• Regular M-F, some OT and weekends (7 days per year)		

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Pay Equity Job Profile	
Campus Minister	Job Number
	20
	Total Points
	534
Rationale	Level
Previous Education	
<ul style="list-style-type: none"> • Master's degree with postgraduate specialization, professional designation, or certification in Theology or Catechetics 	45
Previous Experience	
<ul style="list-style-type: none"> • 3 years in university, young adult and/or youth ministry 	30
Interaction Skills	
<p>Large number of regular contacts. Interacts with employees and/or students/clients encompassing diversity of background. Sometimes uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Probing for information to establish needs or respond to requests. Resolves non-personal complaints. Fosters positive relations and manages a range of relationships. Interactions may occasionally take place in a public forum. (For example, program promotion, screening for referral to other services, advising, training)</p> <ul style="list-style-type: none"> • JD: Liaise with the Archdiocese of Toronto Campus Ministers and the Office of Catholic Youth through programming and regular meetings as directed. • JD: Liaise with University of Toronto staff and stakeholders, and community partners through programming and meetings as directed. • High school visits • Presenting Accessibility Orientation leader training module (Chaplaincy and the Multi-Faith Centre at U of T) for embedded and general accessibility services workers from across U of T; presenting campus ministry during don training; presentations to high school groups • Advising or guiding students through interpersonal conflict arising from leadership positions, such as finding solutions to different work ethics or patterns of behaviour 	30
Movement Skills	
<ul style="list-style-type: none"> • Precision and speed required for regular keyboard use when processing a variety of documents or data input (eg. drafting reports, correspondence, etc.) • Precision and speed required when retrieving and manipulating data 	30

Campus Minister	Job Number
	20
	Total Points
	534
Decision-Making	
<p>Routine decisions and in response to frequent unexpected events with limited access to higher levels. Plans components of projects/programs. May require independent judgement and skill to plan and organize more effectively. Plans workflow for a group.</p> <ul style="list-style-type: none"> • Supervising the events - being an on-site presence to help make decisions on the spot, in relation to timing, making important announcements. • Determining what to promote and post on social media; Formatting a retreat day for prospective students or formatting an evening with a guest speaker (e.g. determining the schedule, co-ordinating with Conference Services for a room, AV equipment, corresponding with the external point of contact, etc.) • Implementing a faith formation series (e.g. selecting which program to use, designing the format of the sessions, details of event logistics, promotions, communications with stakeholders) • Implementing communications and promotions for events - designing posters and social media strategies to promote an event. Choosing branding features, writing message content, and determining distribution strategy (placement and frequency of materials being disseminated). • Determining the frequency of meeting with student leaders 	35
Responsibility for Information	
<p>Significant responsibility for information. Information is of importance. Information may be sensitive/confidential and may be published.</p> <ul style="list-style-type: none"> • Draft and edit annual donor report • Draft and present campus ministry material to U of T community and at don training • Create and post physical and electronic promotional materials for events • Draft, edit, and submit articles for publication to main website or St. Basil's Parish • Drafting informal policies for student leadership (to be approved by department head) 	35
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Significant responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects the activities and workflow in a department or for a major project or major research program. Cost of errors is highly significant to a department or major project or major research program, and has a direct impact on, for example, a single research project, or a short-term effect on groups, or academic or financial impact on students.</p> <ul style="list-style-type: none"> • Errors made in coordinating programming for students could lead to failure of event logistics, loss of social opportunities for students, and/or loss of credibility/trustworthiness • Error in providing wrong advice to students could lead them to not receive help they need • Ensure budget is allocated appropriately for events • Loss of professional and personal development opportunities • Loss of student turnout, participation and engagement by the student body • Loss of support from community partners • Poorly training student leaders 	30

<h2>Campus Minister</h2>	Job Number
	20
	Total Points
	534
Responsibility for the Safety of Others	
<p>Care required to prevent physical or emotional injury or harm to others.</p> <ul style="list-style-type: none"> • Work with student leaders who are very involved in campus life. Advising/guidance component to the role that comes from spending time with the students and learning more about their academic and personal lives. • All situations where students require professional counseling is immediately referred to the department head and appropriate individuals 	20
Financial Responsibility	
<p>Maintains accounts. Responsible for accounts, transfers, and expenditures within established guidelines and cash limits. Monitor accounts for one's own program.</p> <ul style="list-style-type: none"> • Collect, track and submit invoices and/or receipts • Track, submit, and maintain event budgets (up to \$5000) • All financials must be approved by department head first 	25
Manage or Direct Others	
<p>Manages or directs small group in limited area. Serves as a resource to a group or on a function (as the only Campus Minister at UofT).</p> <ul style="list-style-type: none"> • Oversee the work of 1 student intern (includes hiring, training, program implementation and assessment) • Lead a training module in orientation for U of T's Accessibility Services workers (in partnership with Multi-Faith Centre) • Serve as a liturgy resource for USMC and U of T • Coaches 6 student leaders 	20
Mental Effort	
<p>High concentration. Performing tasks requiring great precision and requiring attention to many details at a time. High focus and listening for understanding for a high amount of work time.</p> <ul style="list-style-type: none"> • Weekly meetings with students to discuss academics and/or mental, emotional, or spiritual health • Engage in strategic planning with senior leadership monthly • Fill out financial forms or cheque request forms monthly • Create promotional materials for events daily • Reviewing and editing presentations, articles, and/or social media posts daily 	40
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <ol style="list-style-type: none"> 1. Work in seated position - $(2 \times 3) \times 1 = 6$ 2. Work in standing position - $(1 \times 1) \times 2 = 2$ 3. Walking as part of job - $(2 \times 1) \times 1 = 2$ 6. Repetitive movements - $(2 \times 2) \times 2 = 8$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 3) \times 2 = 12$ <p>Total Score = 30</p>	30

Campus Minister	Job Number
	20
	Total Points
	534
Temperature, Noise, and Other Environmental Conditions	
Occasional exposure to a disagreeable element	15
<ul style="list-style-type: none">• Noise• Poor ventilation	
Hazards	
Some hazard. Some health or accident risk where possible effect on health is limited.	20
<ul style="list-style-type: none">• Repetitive motion required daily for 2-4 hours per day (eg. typing and/or editing documents, correspondence, etc.)	
Stress	
Frequent exposure to three or more moderately disagreeable elements.	40
<ul style="list-style-type: none">• Frequently dealing with multiple moderately stressful elements, including competing and/or simultaneous deadlines, public/clients, and unchanging and repetitive work	
Work Interruptions and Distractions	
Frequent routine interruptions, some distractions. Work is interrupted by predictable contacts, some distractions in work area.	25
<ul style="list-style-type: none">• Work in a moderately quiet private office environment where interruptions are frequent and unpredictable• Interruptions and distractions have a moderate effect on work processes and deadlines• Required to have an "open door policy"	
Social Disruption Required by Work Scheduling	
Regular schedule includes evenings/weekends. Limited social disruption. Regular weekend schedule.	25
<ul style="list-style-type: none">• Sunday-Thursday schedule, with some evenings• Attending mass on Sundays	

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Pay Equity Job Profile	
Carpenter	Job Number
	21
	Total Points
	590
Rationale	Level
Previous Education	
<ul style="list-style-type: none"> • 3 years college with apprenticeship • Locksmithing certification 	30
Previous Experience	
<ul style="list-style-type: none"> • Minimum four years of experience working in buildings • Familiar with a variety of building materials, techniques and processes so that they can respond quickly and creatively to problems. 	35
Interaction Skills	
<p>Large number of regular contacts. Interacts with employees and/or students/clients encompassing diversity of background. Sometimes uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Probing for information to establish needs or respond to requests. Responds to complaints. Resolves non-personal complaints. Fosters positive relations and manages a range of relationships. Interactions may occasionally take place in a public forum.</p> <ul style="list-style-type: none"> • Managing USMC community members' expectations with realistic timelines and reassuring them that their request is important. • Responds to work order and other requests which are often failures of equipment, broken assets, investigations of leaks, noises, etc. • Students or residents are upset or stressed that there is a leak, heating failure, window or door malfunction which affects comfort and a sense of security. • During a system failure a judgment call is made. Decisions such as can position repair it or does it need to be passed to the electrician. • Called on to determine quality of work of 3rd party tradespeople or suitability of proposals to work properly with our older buildings. 	30
Movement Skills	
<p>Very high level of muscular coordination and/or manual dexterity to execute very precise and synchronized movements. No speed required.</p> <ul style="list-style-type: none"> • Precision required for regular keyboard use when processing a variety of documents or data input (eg. drafting reports, correspondence, etc.) • Precision required when retrieving and manipulating data, packing and stacking boxes, equipment repair/maintenance, and use of tools • Precision required for the manual calibration of equipment (eg. stationary and portable power tool use and woodworking tools) 	40

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h1>Carpenter</h1>	Job Number
	21
	Total Points
	590
Decision-Making	
<p>Decisions about frequent unexpected events. Routine decisions and in response to frequent unexpected events with limited access to higher levels and requiring the application and interpretation of policies. Job may require independent judgement and skill to plan and organize more effectively. Plans components of projects/programs. Plans workflow for a group.</p> <ul style="list-style-type: none"> • Determine nature and needs of various repairs, failures of hardware or materials and develop a solution for routine and unique tasks of various complexities. • Plan workflow and determine how to complete tasks taking into account the space and time needs of residents, faculty, staff and other USMC community members. • Making recommendations on best practices for the replacement of old, damaged or obsolete locking systems, door and window hardware, renovations to university spaces, deficiencies. • Investigate any environmental concerns • "Respond to emergency situations as necessary (eg. flooding, power failure, safety and security hardware failure, etc.)" • Improvised solutions to problems where normal construction or repair practices do not work (eg. maintenance of USMC and Donovan art collection) • Project planning for other tradespeople and participate in proposals for larger projects • Gathering quotations for various improvements or site assets 	35
Responsibility for Information	
<p>Significant responsibility for information that is complex and/or technical (eg. design schematics).</p> <ul style="list-style-type: none"> • Analyze and draft correspondence with USMC community members rearding work requests • Retrieve, analyze, and investigate material from PP drive and work requests • Interpret and monitor building project or as-built blueprints, equipment schematics, and wiring diagrams • Interpret, analyze, and monitor educational materials on health and safety requirements, equipment use, and building materials • Collect, interpret, analyze, and provide inspection reports and equipment failure investigations to supervisor • Sensitive information involved in management of key records (eg. who has access to what areas) • Dealing with technical information in manuals for equipment setup and configuration and programming and configuration of access control devices • Dealing with complex material and hardware specification information 	40
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Responsible for the use of resources as it affects the activities and workflow of a faculty, a college, the library, administration/operations division or any other major division of the University. Cost of errors is significant to a faculty, college or division. Long term effect on groups or individuals.</p> <ul style="list-style-type: none"> • Increased cost for replacement of fixtures • Possible health and safety issues related to improper repair or installation of fixtures • Long-term increase in maintenance costs if materials/parts are poorly chosen or if project left incomplete or completed poorly • Injury to others can result from failure to ensure due diligence in work • Use, allocation, acquisition/replacement, and repair/maintenance of hand and stationary tools, building hardware (eg. windows, doors, etc.), minor electronic equipment (eg. low voltage electrical devices), and other repair/maintenance materials (eg. drywall, sealant, paint, etc.) 	35

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h1>Carpenter</h1>	Job Number
	21
	Total Points
	590
Responsibility for the Safety of Others	
<p>Sustained care and attention is required during the work period. Responsible for things that may cut, crush, blind or burn.</p> <ul style="list-style-type: none"> • Maintenance of workshop and mechanical rooms, as well as tools found within • Workplace inspection as part of worker role in JHSC • Ensuring proper installation of equipment/materials (eg. exit devices, doors, windows, etc.) • Ensure compliance with TSSA regulations, fire code, building code, Occupational H+S legislation and guidelines, university policies regarding security and working conditions. 	40
Financial Responsibility	
<p>Maintains accounts. Responsible for expenditures within established guidelines and cash limits. Regular responsibility for reporting and reconciliation. Costs shop level projects.</p> <ul style="list-style-type: none"> • Sourcing, evaluating, submitting minor purchases • Sourcing, evaluating, submitting requests for quotation (RFQ) for approval • \$1000/month for supplies, but that value varies and is dependent on Director's approval • The position constantly involved in acquisition. Finding 3 vendor quotes, evaluate bids, etc., as well as purchasing and reimbursement. 	25
Manage or Direct Others	
<p>Manages or directs small group in limited area. Job entails responsibility for the management or direction of a small group in a limited area. Responsible for scheduling and/or workflow.</p> <ul style="list-style-type: none"> • Provide direction on location and information to up to two third party contractors as needed • Providing others with project proposals and designs, explaining scope of work and potential solutions to unexpected problems • Position monitors scope, timelines of contractors, when they will be on site • Actively supervise casual support staff, and long term casuals 	25
Mental Effort	
<p>High concentration. Performing tasks requiring great precision and requiring attention to many details at a time.</p> <ul style="list-style-type: none"> • Daily building inspections to identify any issues/deficiencies • Daily calculation of measurements, materials needed, etc. • Daily calibration of stationary tools for proper use (eg. table saw) • Completing work order requests daily • Read complex information on blueprints or technical documents weekly • Show material use techniques to colleagues up to 3 times a week • Daily modification of hardware/parts to work with older architectural elements of building • Planning scaffolding assembly and asbestos containment monthly • Installation, repair, and troubleshooting of low voltage lock equipment 	40

Carpenter	Job Number
	21
	Total Points
	590
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <ol style="list-style-type: none"> 1. Work in seated position - $(2 \times 1) \times 1 = 2$ 2. Work in standing position - $(2 \times 2) \times 2 = 8$ 3. Walking as part of job - $(2 \times 2) \times 1 = 4$ 4. Bending/crouching/kneeling - $(2 \times 2) \times 2 = 8$ 5. Work on ladders, stools, scaffolds - $(2 \times 2) \times 3 = 12$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 3) \times 2 = 12$ 8. Lifting, carrying, pushing, pulling, or holding >25 kg - $(2 \times 1) \times 4 = 8$ 9. Lifting, carrying, pushing, pulling, or holding more than 10 kg and up to 25 kg - $(2 \times 2) \times 3 = 12$ 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(2 \times 3) \times 2 = 12$ <p>Total Score = 90</p>	60
Temperature, Noise, and Other Environmental Conditions	
<p>Exposure to some disagreeable elements, or one very disagreeable element, for majority of work period.</p> <ul style="list-style-type: none"> • Occasional exposure to odour, fumes, blood, and waste products • Regular exposure to weather, heights, confined spaces, and damp, moldy areas • Frequent exposure to uncomfortable changing or extreme temperatures and noise • Sustained exposure to dirt 	40
Hazards	
<p>Severe hazard. Serious injuries very possible. Includes exposure to serious health risks including diseases related to environmental conditions, exposure to hazards, or accidents related to physical conditions or moving machinery – may result in serious long-term disability.</p> <ul style="list-style-type: none"> • Repetitive motion required daily for 2-4 hours per day (eg. typing and/or editing documents, correspondence, etc.) • Vibration, electric shocks, chemicals, solvents, glue, climbing ladders, burns, cuts and abrasions, moving equipment parts, asbestos, bio-hazardous agents, and other airborne particles (eg. sawdust) are all risks in work environment 	40
Stress	
<p>Greater exposure to stressful elements than described at Level 30, but less than that described at Level 40.</p> <ul style="list-style-type: none"> • Occasional exposure to an extremely stressful element such as time sensitive crisis that must be resolved • Regular exposure to ongoing high pace of work requiring accelerated work pace, isolated work spaces, unpredictable or urgent assignments, multiple reporting relationships, upset and anxious clients, and verbal abuse • Frequent exposure to public/clients, exposure to competing and/or simultaneous deadlines 	35

Carpenter	Job Number
	21
	Total Points
	590
Work Interruptions and Distractions	
<p>Regularly occurring interruptions. Some interruptions and distractions are unusual or unpredictable and have a limited effect on work processes and deadlines.</p> <ul style="list-style-type: none"> • Redeployment to respond to an emergency or higher priority task as determined by the Director or the status of the community member making the request (eg. a task for the President can take higher priority than for a staff member) • Narrow scheduling window or availability of the workspace is a factor. The high visibility nature of a task: A job can be lower priority, but if it seen by many people on campus, it may need addressing in a short time frame. • Regular phone calls or emails from suppliers. • An electrical issue or heating issue will take immediate precedence over a repair. 	30
Social Disruption Required by Work Scheduling	
<p>Irregular schedule with some overtime. Some social disruption, some demands on personal time. Occasional on-call – available on a confined radius.</p> <ul style="list-style-type: none"> • Regular daytime hours with one weekday and one weekend day per month of overtime • On rotating on-call schedule 24/7 for 7 days a month 	35

Pay Equity Job Profile	
<h2>Cataloguing Technician</h2>	Job Number
	22
	Total Points
	509
Rationale	Level
Previous Education	
Bachelor's degree <ul style="list-style-type: none"> • Bachelor's degree required • Library Technician diploma preferred 	35
Previous Experience	
Minimum three years' experience. <ul style="list-style-type: none"> • Three years experience within variety of functions for academic library (eg. Cataloguing, technical services, circulation, etc.) • A degree of comfort working with foreign language records in copy cataloguing and in creating original records • Knowledge of library techniques, procedures, and working tools used in cataloguing and maintaining library materials 	30
Interaction Skills	
Large number of regular contacts. Responds to complaints. Works collaboratively and/or as a member of a team. Uses informal and/or formal negotiation skills. Probes for information to establish needs, respond to requests, and/or make referrals. Probing for information to establish needs or respond to requests. Responds to complaints. Resolves non-personal complaints. Fosters positive relations and manages a range of relationships. Interactions may occasionally take place in a public forum. <ul style="list-style-type: none"> • Ex: "Amending cataloguing errors Locating missing materials." • Ex: "Regular interaction and cooperation with others in the technical services department. Interaction with other departments to ensure accurate and proficient cataloguing that reflects the goals and needs of the department" • Ex: "Working with selectors and library departments to determine best practices for materials such as assigning call numbers outside of LC classification, or developing new translation cutter numbers" • Ex: "Rush cataloguing Special considerations for use Item location for materials not placed in the general collection." 	30
Movement Skills	
High level of muscular coordination and/or manual dexterity where precision is essential. Speed required. Incumbent response to inquiry: <ul style="list-style-type: none"> • Duties vary between the data entry involved with cataloguing vs. shelving and re-shelving books when gathering books for catalogue corrections. • Majority of time (80%) spent on data entry, rest of time (20%) spent shelving and re-shelving. • Moving books/boxes to have materials nearby constantly, back and forth from books to computer regularly 	40

Cataloguing Technician	Job Number
	22
	Total Points
	509
Decision-Making	
<p>Decisions about frequent unexpected events. Routine decisions and in response to frequent unexpected events with limited access to higher levels and requiring the application and interpretation of policies. Job may require independent judgement and skill to plan and organize more effectively.</p> <ul style="list-style-type: none"> • "50th anniversary of Kelly Library exhibit" • "Determine correct bibliographic record for newly acquired materials using provided bibliographic records or searching the OCLC (Online Computer Library Center) database" • "Determine if a bibliographic record requires additional information or requires changing of information provided" • "Determine if creating a new records "from scratch" is necessary if records are too poor to work with" • "Library of congress classification - adhering to standards to ensure materials will be retrievable. Coding of materials according to MARC (Machine readable cataloguing) -subfields, keywords, metadata. UTL policies and procedures -creation of name and series authorities." • "Use of RDA (Resource Description and Access)." 	35
Responsibility for Information	
<p>Significant responsibility for information. Information is of importance (e.g. editing content, original descriptive cataloguing). Information may be sensitive/confidential.</p> <ul style="list-style-type: none"> • Original descriptive cataloguing for catalogue records • Edit, update, and review the inventory of all new materials added to the collection • Draft, edit, and original descriptive cataloguing for records published to Online Computer Library Centre (OCLC) • Create meeting schedules for staff calendar • Prepare and report on monthly statistics of derived, original cataloguing, authority records, etc. • Many components of complex information to a catalogue record that must all work together 	30
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Significant responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects the activities and workflow in a department or for a major project or major research program. Cost of errors is highly significant to a department or major project or major research program, and has a direct impact on, for example, a single research project, or a short-term effect on groups, or academic or financial impact on students.</p> <ul style="list-style-type: none"> • Use of barcode scanner, printer, label printer, books • Allocation of books • Ex: "If records are incorrectly coded, they cannot be found by researchers, students, and faculty which can affect their ability to discover comprehensive materials for research projects, essays, and course-related material. Records will be unavailable to researchers, students, and faculty could be interpreted as lack of comprehensive holdings. Catalogue and records are shared by all of U of T which means other libraries' holdings may be affected. Records are published in OCLC (Online Computer Library Center, dedicated to the public purposes of furthering access to the world's information) and if used by other institutions could perpetuate errors." • Use of photocopier, scanner, microfilm reader, books, microfilms, dvds, and rare books 	30

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Cataloguing Technician</h2>	Job Number
	22
	Total Points
	509
Responsibility for the Safety of Others	
<p>Some care required to prevent physical or emotional injury or harm to others.</p> <ul style="list-style-type: none"> • Prevent tripping hazards • Secure heavy boxes in low traffic area 	15
Financial Responsibility	
<p>Some financial transactions. Handling of petty cash and/or fees, fines etc. on a regular basis. Some responsibility for recording. Discretion to make minor purchases.</p> <ul style="list-style-type: none"> • JD: "Provide back-up cash reconciliation when administrative assistant is absent" • Ex: "Reconciling/recording daily cash and credit transactions" • Approve material purchases up to \$150 	20
Manage or Direct Others	
<p>Job entails responsibility for the management or direction of a small defined group in limited area. Some responsibility for directing the activities of up to 3 ongoing employees; or short-term casuals. Assigns and checks work of work-study students. Directs work of casual employees in defined activities (not ongoing). Serves as a resource to a group or on a function.</p> <ul style="list-style-type: none"> • Plan, assign, check, or schedule work of three casual staff (students or contract) • Assign work for Processing Clerk as needed in absence of supervisor • Assist in training of three casual staff on processing new materials and additional work assignments as needed • Provide technical instruction to others on use of SIRSI • Provide assistance to work-study students and/or contract cataloguers as needed • Answer questions from other departments about catalogue records or cataloguing as needed 	20
Mental Effort	
<p>High concentration. Performing tasks requiring great precision and requiring attention to many details at a time.</p> <ul style="list-style-type: none"> • Analyzing catalogue records and authenticating authority records regularly • Regularly recording book height for bibliographic records • Keep daily statistics of work and fill in cash transaction form daily • Read complex information in Research Description and Access manual occasionally • Proofreading and editing catalogue records daily • Entering data for original and copy cataloguing daily • Provide information through proper cataloguing daily • Transcribe bibliographic information for original catalogue records as needed • Cataloguing foreign language books sometimes only have foreign language records which need to be directly translated (eg. Determining who is author/editor/photographer, subject headings, etc.) • Full responsibility for original descriptive cataloguing weekly as needed (can collaborate with manager to resolve any issues) • All cataloguing done independently should be "copy cataloguing" (matching to pre-existing records from own or other institutions) 	40

<h2>Cataloguing Technician</h2>	Job Number
	22
	Total Points
	509
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <p>1. Work in seated position - $(2 \times 3) \times 1 = 6$ 2. Work in standing position - $(1 \times 1) \times 2 = 2$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 3) \times 2 = 12$ 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(1 \times 1) \times 2 = 2$</p> <p>Total Score = 34</p>	40
Temperature, Noise, and Other Environmental Conditions	
<p>Occasional exposure to a few disagreeable elements</p> <ul style="list-style-type: none"> Regular exposure to mold/dust ("red rot" or book mold) Occasional exposure to odours and fumes (loading dock, print material, and photocopier) 	20
Hazards	
<p>Some hazard. Exposure to risk of overuse injury associated with repetitive motion for 4 hours.</p> <ul style="list-style-type: none"> Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) Climbing step stools as needed Cuts, abrasions 	25
Stress	
<p>Greater exposure to stressful elements than described at 20, but less than that described at 30.</p> <ul style="list-style-type: none"> Regular exposure to competing and/or simultaneous deadlines and unpredictable or urgent assignments Occasional exposure to difficult situations that involve conflictive interactions and ongoing high pace of work requiring accelerated work pace 	25
Work Interruptions and Distractions	
<p>Regular routine interruptions, few distractions. Work is interrupted by predictable contacts. Some activity in work area. Open area.</p> <ul style="list-style-type: none"> Work in a moderately quiet library or office environment where work is interrupted regularly Ex: "Directional and reference questions while in the stacks. Answering back door buzzer. Work space is an access point for cataloguing inquiries and information requests from other library departments." 	20
Social Disruption Required by Work Scheduling	
<p>Regular daytime schedule.</p> <ul style="list-style-type: none"> Regular daytime schedule – Monday to Friday 	10

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Pay Equity Job Profile	
Content Specialist	Job Number
	23
	Total Points
	511
Rationale	Level
Previous Education	
• Bachelor's degree in communications, journalism, or a related field	35
Previous Experience	
<ul style="list-style-type: none"> • Minimum of two years' experience in communications-related position • Experience with deadline-driven reporting and writing, website management using the WordPress platform • Familiarity with a variety of software applications, strategic brand awareness, general project management, photography and image curation and manipulation, and social media management 	25
Interaction Skills	
<p>Large number of contacts. Interacts with employees and/or students/clients encompassing diversity of background. Often uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable; frequently responds to complaints; resolves minor interpersonal complaints and/or develops relationships with people whose co-operation is important to the university; interactions regularly take place in a public forum. Marketing.</p> <ul style="list-style-type: none"> • Reach out to external media to promote USMC stories and events, and respond to media requests/coordinate media coverage weekly • Provide some logistical consulting on collaborative projects • Manage contact form submissions and requests • Develop collaborative communications plans and content with supervisor and other departments • Occasionally resolve website complaints • Work with vendors for video, photography, web services as needed 	35
Movement Skills	
<p>High level of muscular coordination and/or manual dexterity where precision is essential and speed is required.</p> <ul style="list-style-type: none"> • Speed and precision required when using computer and keyboard for document editing, equipment repair/maintenance, calibrating equipment, etc. <p>Precise keyboard/keypad use where possibility for correction is minimal (e.g. production-oriented document production or data entry)</p> <ul style="list-style-type: none"> • Precision required for design creation <p>Precise placement of graphic, photographic or cartographic objects at the pixel level</p>	40

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Content Specialist</h2>	Job Number
	23
	Total Points
	511
Decision-Making	
<p>Decisions about frequent unexpected events. Routine decisions and in response to frequent unexpected events with limited access to higher levels and requiring the application and interpretation of policies. Job may require independent judgement and skill to plan and organize more effectively. Plans components of projects/programs (eg. video, web, print, contributing to overall communication plan)</p> <ul style="list-style-type: none"> • Routine decision making - e.g. copyediting submitted job postings or other website content according to the conventions of CP style • Determine variety of website updates (eg. adding event pages, adding/editing profiles, etc.) • Determine social media posts for organization (eg. live-posting during an event) • Promote USMC content with external media contacts • Strategic planning documents for internal stakeholders created in conjunction with supervisor • Planning communications side of shared projects with other departments (e.g. Residence Life website overhaul) 	35
Responsibility for Information	
<p>Significant responsibility for information. Information is of importance. Information may be sensitive/confidential and may be published. Produces marketing and promotional/outreach materials.</p> <ul style="list-style-type: none"> • Develop layout , review, monitor, edit and implement information related to marketing materials • Manage content calendar and long-term planning calendar for St. Mike's events • Overseeing/managing repository of images and other proprietary assets of university on shared drive • Manage accounts for website and social media • Occasional use and communication of technical information related to the management of website 	35
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Significant responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects the activities and work flow in a department or for a major project or major research program. Cost of errors is significant to the department or major project or major research program and may have a significant short-term effect on individuals or have indirect impact on research projects.</p> <ul style="list-style-type: none"> • Errors in social media posting could impact reputation of university • Errors in content planning could lead to delay in communications rollouts for other departments • Responsible for DSLR camera, photo backdrop and banners, voice recorder, etc. • Minor troubleshooting on equipment and can request repair/replacement as needed 	25
Responsibility for the Safety of Others	
<p>Little care required to prevent physical or emotional injury or harm to others. Nature of work performed requires minimal care to avoid injury or harm to others.</p>	10
Financial Responsibility	
<p>Some financial transactions. Handling of petty cash and/or fees, fines etc. on a regular basis. Some responsibility for recording. Discretion to make final purchases.</p> <ul style="list-style-type: none"> • Handle recurring credit card purchases for department (send statements to Finance) • Prepare POs for communications projects to be passed along to Finance as needed 	20

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Content Specialist</h2>	Job Number
	23
	Total Points
	511
Manage or Direct Others	
Provide technical instruction to other staff. Serves as a resource to a group or on a function. • Provides step by step instructions and in person instructions for website and related tools and platforms • Troubleshooting web issues, content creation and revision and comms strategy	20
Mental Effort	
High concentration. Performing tasks requiring great precision and requiring attention to many details at a time. • Analyzing and/or forecasting in relation to decisions: Strategy and planning for social media, website content and other comms platforms • Analyzing and assessing situations including crises: Evaluating media situations (and potential media situations) as they develop • Editing and/or proofreading: Regular editorial consultations for departments across campus, proofreading and editing support	40
Physical Effort	
CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS) 1. Work in seated position - $(2 \times 3) \times 1 = 6$ 3. Walking as part of job - $(2 \times 1) \times 1 = 2$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 2) \times 2 = 8$ 9. Lifting, carrying, pushing, pulling, or holding more than 10 kg and up to 25 kg - $(1 \times 1) \times 3 = 3$ 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(1 \times 1) \times 2 = 2$ Total Score = 33	40
Temperature, Noise, and Other Environmental Conditions	
Regular exposure to disagreeable elements • Odour	20
Hazards	
Some hazard. Some health or accident risk where limited effect on health is more likely. • Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.)	25
Stress	
Regular exposure to three or more moderately stressful elements AND occasional exposure to one extremely stressful element. • Occasional exposure to time sensitive crises that must be solved (media-related) • Regular exposure to multiple moderately stressful elements, including competing and/or simultaneous deadlines, unpredictable or urgent assignments, and multiple reporting relationships	35

Content Specialist	Job Number
	23
	Total Points
	511
Work Interruptions and Distractions	
<p>Frequent routine interruptions, some distractions. Work is interrupted by predictable contacts, some distractions in work area.</p> <ul style="list-style-type: none"> • Work area is quiet and can be a private or shared (cubicle) office, or outside, with regular distractions/interruptions that are unpredictable • Interruptions and distractions have a moderate effect on work processes and deadlines 	25
Social Disruption Required by Work Scheduling	
<p>Regular schedule includes evenings/weekends. Limited social disruption. Occasional on-call – available by phone or computer.</p> <ul style="list-style-type: none"> • Regular daytime hours, with some evening and/or weekend shifts during certain circumstances (eg. unexpected events) • 7 hours of overtime per month expected • Travel 2-3 days per year and on-call on a circumstantial basis 	25

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Pay Equity Job Profile	
Day Janitorial	Job Number
	24
	Total Points
	370
Rationale	Level
Previous Education	
• High school/GED	15
Previous Experience	
• Minimum 2 years' experience • Safety training including use of personal protective equipment, health and safety, chemical interactions and safe lifting techniques.	25
Interaction Skills	
Routine interaction with other employees; works collaboratively; may be first point of contact, may orient new staff/students; provides routine information. Uses problem solving and persuasion skills to encourage co-operation and agreement. • Sharing and updating information on the status of different buildings • Provides directions on site locations to various other parts of the facility • Exchanging information regarding maintenance issues (eg. flooding, burst pipes, etc.) • Responding to complaints RE: clogged toilets, garbage, spills, etc. • Provides input regarding security instances when witnessed (occurs occasionally)	20
Movement Skills	
Moderate level of muscular coordination and/or dexterity where precision is essential and speed is required. • Cleaning (eg. mopping, using vacuum or polisher, etc.) • Setup of A/V equipment (requires some precision)	30
Decision-Making	
Routine decisions related to the job and following expected patterns. Rules and procedures are applied to a range of similar situations. Decisions involve applying established standards. • Independently manage time to complete tasks on shift • Assist with set up and cleaning of events • Notifying appropriate people if they come across an emergency situation (eg. flooding) before dealing with it • Majority of decisions made according to established policies and procedures, with some ability for variation (eg. switch up a cleaning technique to make it more effective)	20
Responsibility for Information	
Limited responsibility for information. Collecting and passing on a limited amount of information. • Check inventory slips and report any low stock to supervisor • Follow all health and safety policies and procedures (eg. WHMIS) • Provides information to public on how to navigate campus	15

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Day Janitorial</h2>	Job Number
	24
	Total Points
	370
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Responsible primarily for the use of resources as it affects the activities and workflow of co-workers. Cost of errors is of some significance to the department, project or research program and may have a short-term effect on individuals, cause short delays or workflow problems, ensures that equipment is in operating order and/or arranges for equipment to be fixed.</p> <ul style="list-style-type: none"> • Equipment use: floor buffers, mops, brooms, vacuum, cleaning supplies and chemicals, shovels, etc. as well as tables, desk and furniture. • The short term impact of error would be unsanitary conditions and/or poor presentation of campus to students, faculty and the greater public • Ensure their equipment is in operating order and/or arrange repairs 	20
Responsibility for the Safety of Others	
<p>Significant care required during the work period. Potential impact in immediate work area.</p> <ul style="list-style-type: none"> • Key to prevention of slips, falls, and injuries on campus (eg. snow removal, cleanup of spills, etc.) • Ensure proper use and ventilation of cleaning chemicals • Ensure sanitary working environment • Following OHSA, WHIMIS, PPE, ensuring self and others are taking precautions for a safe environment for students, the public and self • Event set up and ensuring safety of cables, tables, chairs, exits. 	25
Financial Responsibility	
Minimal financial responsibilities – little or no handling of money and no decisions about budgets and/or spending.	10
Manage or Direct Others	
<p>Some responsibility for others. Job may entail occasional directing of others but minimal direct responsibility. Occasional requirement to assign/check and schedule work of work-study students.</p> <ul style="list-style-type: none"> • May provide orientation to new employees on use of equipment and job tasks 	15
Mental Effort	
<p>Low concentration. Reads, transcribes, fills in formulas, performs routine data entry, makes simple calculations, prepares standard reports.</p> <ul style="list-style-type: none"> • Analyze/assess emergency situations as they arise (eg. flooding in the basement) • Completing inventory checklists and work order forms • Preparing incident reports as needed • Sharing basic information with public and/or managers on daily basis 	20

Day Janitorial	Job Number
	24
	Total Points
	370
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <p>2. Work in standing position - $(2 \times 3) \times 2 = 12$ 3. Walking as part of job - $(2 \times 3) \times 1 = 6$ 4. Bending/crouching/kneeling - $(2 \times 1) \times 2 = 4$ 5. Work on ladders, stools, scaffolds - $(1 \times 1) \times 3 = 3$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 8. Lifting, carrying, pushing, pulling, or holding >25 kg - $(2 \times 2) \times 4 = 16$ 9. Lifting, carrying, pushing, pulling, or holding more than 10 kg and up to 25 kg - $(2 \times 2) \times 3 = 12$ 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(2 \times 3) \times 2 = 12$</p> <p>Total Score = 77</p>	60
Temperature, Noise, and Other Environmental Conditions	
<p>Exposure to some disagreeable elements, or one very disagreeable element, for majority of work period.</p> <ul style="list-style-type: none"> Occasional exposure to fumes Regular exposure to blood Frequent exposure to uncomfortable changing or extreme temperatures, odours, noise and weather Sustained exposure to dirt and waste products 	40
Hazards	
<p>Moderate hazard. Serious injuries possible. Includes exposure to health risks associated with constant repetitive motion, exposure to hazard or accident risk - greater likelihood of resulting in disability.</p> <ul style="list-style-type: none"> Repetitive motion required daily for more than 4 hours (eg. using cleaning equipment/tools) Risks in work environment include vibration, electric shock, chemicals, solvents, glues, climbing ladders, cuts and abrasions, animal or insect bites, moving equipment parts, asbestos, bio-hazardous agents (eg. blood, vomit, virus, etc.), and physical attack by others Carrying heavy materials for set up of events (eg. tables and chairs) 	35
Stress	
<p>Frequent exposure to three or more moderately stressful elements.</p> <ul style="list-style-type: none"> Frequent exposure to unchanging, repetitive work, unpredictable and urgent assignments, isolated workspaces, and exposure to the public 	40
Work Interruptions and Distractions	
<p>Regular interruptions and distractions. Some interruptions and distractions are unusual or unpredictable, limited effect on work processes.</p> <ul style="list-style-type: none"> Work in a moderately quiet environment that covers workspaces across entire organization (eg. kitchen, reception, library, etc.) with regular interruptions that are unpredictable Interruptions and distractions have a limited effect on work processes 	30

Day Janitorial	Job Number
	24
	Total Points
	370
Social Disruption Required by Work Scheduling	
<p>Regular schedule includes evenings/weekends. Limited social disruption. Regular weekend schedule. Occasional on-call – available by phone or computer.</p> <ul style="list-style-type: none"> • Possibility of working on weekend schedule • Work overtime 4-5 times per year 	25

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Pay Equity Job Profile	
Editor	Job Number
	25
	Total Points
	632
Rationale	Level
Previous Education	
• Master's Degree in Medieval Studies required	45
Previous Experience	
<ul style="list-style-type: none"> • Five years of prior experience in the wide field of medieval studies, and familiarity with a range of scholarship and scholarly trends in the field • Strong previous experience in scholarly publishing and its goals and with the process of peer review • Some experience with budgeting and planning 	40
Interaction Skills	
<p>Large number of contacts. Interacts with employees and/or students/clients encompassing diversity of background. Often uses informal negotiation skills to secure co-operation from a wide range of people. Fosters positive relations and manages a range of relationships. Interactions may occasionally take place in a public forum.</p> <ul style="list-style-type: none"> • With authors, editors, typesetters, printers, and other vendors, as well as freelancers who are independent contractors. • Respond to and resolve complaints from editors and authors • Interaction with journal editors soliciting copies for review; initiating contact and canvassing journal editors suggesting books for review. • Assess competencies of freelance editors and interns. • Advises post-doctoral fellows on academic advancement through publication 	35
Movement Skills	
<p>Moderate level of muscular coordination and/or manual dexterity where precision is essential and speed is required.</p> <ul style="list-style-type: none"> • Full keyboard use such as for processing a variety of documents or data input where corrections are permitted after the fact 	30

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Editor</h2>	Job Number
	25
	Total Points
	632
Decision-Making	
<p>Job requires independent and significant judgement and decision-making skills. Defines requirements and scope for complex projects. Interprets policy in decision-making. Resolves problems referred by other specialists.</p> <ul style="list-style-type: none"> • JD: Editor is involved with all aspects of the editing of the volume, subjecting the final manuscript to intense scrutiny on all fronts (style, argument, structure, scholarship), verifying quotations and references as part of the copyediting process, probing textual notes and translations, and checking editions of Latin and vernacular texts against the printed, and occasionally manuscript, sources. • Decisions regarding specific problems in the evaluation of submissions, unexpected conflicts (and conflicts of interest) arising out of peer review, unusual demands made by a particular author or regarding special exigencies relating to the production of a volume, etc. • Applying and interpreting policy regarding: peer review of submissions; requirements of authors; editorial protocols and standards. • Any matter relating to the submission or editing or production of a book, would surely count -- and these are frequent. • JD: Liaising with printers. 	45
Responsibility for Information	
<p>Information is highly complex and/or highly technical (e.g. grants, statistical information, financial statements, donor reports, complex design schematics). Often sensitive/confidential.</p> <ul style="list-style-type: none"> • Edit and produce applications for publication subventions from granting agencies in Canada, the US, and Europe. • JD: Perform all complex typesetting in-house, as far as possible: use special graphics and image software as necessary for scanning and file conversion, and to design, lay-out, typeset and produce all tables, charts, diagrams, maps, illustrations, etc. • Upgrade site: adapt structure and content to accommodate institutional priorities and technological changes; modify design at 2-year intervals, in consultation with university's academic technology staff liaison • Peer review of manuscripts and handling unexpected conflicts (and conflicts of interest) arising out of them • Contribute to information published on the Institute's publications and academic programmes for the website. • Peer reviews of manuscripts, and reports and replies from the Manuscript Review Committee, which are always anonymous to the author of a submission. 	45
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Much responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects the activities and workflow of a faculty, a college, the library, administration/operations division or any other major division of the University. Cost of errors is highly significant to a faculty, college or division and may be significant to the University. Errors have an impact on University relations/reputation. Errors have a long-term effect on the department/division and loss of credibility to the department/division.</p> <ul style="list-style-type: none"> • Errors in judgement (regarding submission, peer review, readers' reports), in editing and production (in printed volumes) can serve to lower editorial standards and erode confidence in the Institute's imprint. • Long term, errors can also have lasting or serious impact on the reputation of the press. • Short term, errors create further editorial work or production changes, which would lead to increased expenses in typesetting and printing, and can create professional strain between the press and its authors. 	40

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h1>Editor</h1>	Job Number
	25
	Total Points
	632
Responsibility for the Safety of Others	
Little care required to prevent physical or emotional injury or harm to others. Nature of work performed requires minimal care to avoid injury or harm to others.	10
Financial Responsibility	
<p>Maintains complex budgets. Responsible for transferring funds and expenditures, within context of an overall plan. Makes recommendations about budget allocations, forecasting and planning. Budgets with multiple sources of revenue and/or recoveries. Costing and/or forecasting/planning spending on major projects.</p> <ul style="list-style-type: none"> • Budget for all new titles published annually (\$100k) • Responsible for applying for, invoicing, and collecting grants from foundations and agencies, and budgeting funds against the production costs of each new title 	35
Manage or Direct Others	
<p>Manages or directs small group in a wide range of related activities. Serves as an expert resource to a group of professionals in the specialty.</p> <ul style="list-style-type: none"> • Plan, assign, check, and schedule work of Associate Editor • Occasionally provide orientation to interns • Monitor and provide feedback on work performance of Associate Editor • To Director of Publications, Associate Editor, Manuscript Review Committee, and other Fellows of the Institute. 	30
Mental Effort	
<p>Very high and sustained concentration. Research work. Preparing projects of importance or policy that requires a rigorous approach and attention to very fine detail.</p> <ul style="list-style-type: none"> • JD: "Perform bibliographical research in order to establish appropriate appraisers; check scholarly credentials and gauge disciplinary sympathies of appraisers to secure a thorough, critical, and fair assessment and avoid potential conflicts of interest" • JD: "Collect all source notes for the entire text into a single file for editing, ensuring all citations are uniform and that classical/medieval works use internal citations, followed by abbreviated forms for modern editions" • JD: "Involved in all aspects of the editing of the volume, subjecting the final manuscript to intense scrutiny on all fronts (style, argument, structure, scholarship), verifying quotations and references as part of the copyediting process, probing textual notes and translations, and checking editions of Latin/vernacular texts against printed and manuscript sources" • JD: "Edit manuscript for organization: read manuscript to ensure that work is logically organized and conforms to its own description of its objectives and overall plan; • JD: "Oversee the review process necessary in securing a publication subvention: compile data and submit application to the Aid to Scholarly Publications Programme; 	50
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <p>1. Work in seated position - (2 x 3) x 1 = 6 6. Repetitive movements - (2 x 3) x 2 = 12 7. Scrutinizing, distinguishing, or isolating by eye or ear - (2 x 3) x 2 = 12</p> <p>Total Score = 30</p>	30

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Editor	Job Number
	25
	Total Points
	632
Temperature, Noise, and Other Environmental Conditions	
Regular exposure to a few disagreeable elements <ul style="list-style-type: none"> • Mold • Poor lighting • Poor ventilation • Uncomfortable changing or extreme temperatures 	25
Hazards	
Some hazard. Some health or accident risk where limited effect on health is more likely. <ul style="list-style-type: none"> • Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) 	25
Stress	
Regular exposure to one or two moderately stressful elements. <ul style="list-style-type: none"> • Regularly dealing with competing and/or simultaneous deadlines 	20
Work Interruptions and Distractions	
Occasional routine interruptions with few distractions. <ul style="list-style-type: none"> • Work in private, quiet office environment where interruptions are occasional and unpredictable • Interruptions have a limited effect on work processes and ability to meet deadlines • Interruptions by staff and Fellows relating to Institute academic affairs, or with other matters relating to the Institute lectures or publicity 	15
Social Disruption Required by Work Scheduling	
<ul style="list-style-type: none"> • Regular daytime schedule 	10

Pay Equity Job Profile	
Electrician	Job Number
	26
	Total Points
	634
Rationale	Level
Previous Education	
• 9,000 apprenticeship hours (approx. 5 years inclusive of a two year college diploma) and electrician certification	40
Previous Experience	
• 3 years of experience as a certified electrician prior to Master Electrician exam, followed by 3-4 years as a Master Electrician • Familiarity with electrical components	45
Interaction Skills	
Large number of regular contacts. Interacts with employees and/or students/clients encompassing diversity of background. Probing for information to establish needs or respond to requests. Responds to complaints. Resolves non-personal complaints. Interactions may occasionally take place in a public forum. • Getting quotes, asking for materials, working with contractors. • Responds to work orders and look at jobs to improve facilities (recommendations) • Responds to emergency calls within the University, floods, power outage, elevator entrapment • Investigate and address the issues that emerge (e.g. power outage, A/C) daily • Ongoing relationship with outside contractors that can be called at any given time • Fostering positive relationships	30
Movement Skills	
Very high level of muscular coordination and/or manual dexterity to execute very precise and synchronized movements. No speed required. • Precision required for duties such as cleaning, equipment repair and maintenance, manual calibration of equipment, and using precision tools • Precision required for manipulation and retrieval of data and full keyboard use	40
Decision-Making	
Routine decisions and in response to frequent unexpected events with limited access to higher levels and requiring the application and interpretation of policies. Job may require independent judgement and skill to plan and organize more effectively. Plans component of projects and programs. • Improvement/update of electrical equipment • Recommendations on equipment improvements • Respond to crisis events as needed (eg. power outage) and ensure university events have electrical needs met • Interpreting and working within the parameters of Ontario Electrical Code • Planning for some building projects (eg. lighting installation for upgrades, winterization of equipment, etc.) • Winterization and/or summer preparation of equipment • Lighting installation for upgrades • On site check and touring film crews and staff with regards to location of electrical panels (power loads, isolation of power) • Ensuring compliance with regulations affecting electrical safety of buildings on campus	35

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h1>Electrician</h1>	Job Number
	26
	Total Points
	634
Responsibility for Information	
<p>Significant responsibility for information that is complex and/or technical (eg. design schematics).</p> <ul style="list-style-type: none"> • Use supplied blueprints on site for specific buildings and layout schematic for implementation • Creating schedules for and planning projects and timelines • Photos of repairs to relay information as needed • Follow up on quotations from suppliers and send inventory lists for ordering • Maintain an inventory of electrical materials • Line diagrams of the incoming power and distribution 	40
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Much responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects the activities and workflow of a faculty, a college, the library, administration/operations division or any other major division of the University. Cost of errors is highly significant to a faculty, college or division and may be significant to the University. Errors have a long-term effect on the department/division and loss of credibility to the department/division.</p> <ul style="list-style-type: none"> • Failure to follow proper procedures can result in fire and/or electrical shock • Short-term impacts could be power outage or less use of space • Long-term impacts could be detriment to safe living/working conditions for those on campus • Maintain inventory of supplies and distribute as needed • Maintenance/repair of lighting and power, small motors, controls and MCCs • Use of power tools as needed • Testing of phone/data lines and fire alarm systems • Cost of errors may result in "buildings not being up to code or properly maintained" 	40
Responsibility for the Safety of Others	
<p>Sustained care and attention is required during the work period. Responsible for things that may cut, crush, blind or burn.</p> <ul style="list-style-type: none"> • Ensuring safety guidelines are met when working/repairing electrical systems • Ensure proper signage/posting of notices when working • Perform all electrical preventative maintenance related inspections • Perform weekly and monthly inspections of fire alarm systems 	40
Financial Responsibility	
<p>Maintains accounts. Responsible for expenditures within established guidelines and cash limits. Regular responsibility for reporting and reconciliation. Costs shop level projects.</p> <ul style="list-style-type: none"> • Use of company credit card to purchase materials as needed (within budget of \$750 and requires approval for each purchase) • Request quotes from suppliers for approval • Monitors accounts for electrical supplies and equipment, up to \$5000 	25
Manage or Direct Others	
<p>Serves as a resource on specific issues to a group of specialists. Supervises some activities for a small group.</p> <ul style="list-style-type: none"> • Give opinion dealing with electrical issues • Explain the function or operation of an electrical system, provide specifications and other resources 	25

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h1>Electrician</h1>	Job Number
	26
	Total Points
	634
Mental Effort	
<p>High concentration. Performing tasks requiring great precision and requiring attention to many details at a time.</p> <ul style="list-style-type: none"> • Working with a team to analyze and assess crisis situations (eg. flooding, power outage, etc.) as needed • Daily calculation of formulas relating to voltage, bypasses, codes, etc. • Calibrating boiler temperature and timer adjustments • Daily completion of work order forms • Critically reading operation manuals as needed • Planning for minor projects (eg. lighting installations, cabling, etc.) monthly • Prepare lighting inventory reports • Daily fine electrical/mechanical work (eg. ballast and lighting install, phone and data tracing, etc.) • High concentration required for any kind of electrical repair • JD: Read and work with blueprints, diagrams, and instructions. 	40
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <ol style="list-style-type: none"> 1. Work in seated position - $(1 \times 1) \times 1 = 1$ 2. Work in standing position - $(2 \times 2) \times 2 = 8$ 3. Walking as part of job - $(2 \times 2) \times 1 = 4$ 4. Bending/crouching/kneeling - $(2 \times 2) \times 2 = 8$ 5. Work on ladders, stools, scaffolds - $(2 \times 2) \times 3 = 12$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 3) \times 2 = 12$ 8. Lifting, carrying, pushing, pulling, or holding >25 kg - $(1 \times 1) \times 4 = 4$ 9. Lifting, carrying, pushing, pulling, or holding more than 10 kg and up to 25 kg - $(1 \times 2) \times 3 = 6$ 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(2 \times 3) \times 2 = 12$ <p>Total Score = 79</p>	60
Temperature, Noise, and Other Environmental Conditions	
<p>Exposure to some disagreeable elements, or one very disagreeable element, for majority of work period.</p> <ul style="list-style-type: none"> • Occasional exposure to odours, fumes, and waste products • Regular exposure to uncomfortable changing or extreme temperatures and noise • Frequent exposure to dirt and weather 	40
Hazards	
<p>Severe hazard; Serious injuries very possible. Includes exposure to serious health risks including diseases related to environmental conditions, exposure to hazards, or accidents related to physical conditions or moving machinery – may result in serious long-term disability.</p> <ul style="list-style-type: none"> • Repetitive motion required daily for more than 4 hours (eg. using cleaning equipment/tools) • Risks in work environment include vibration, electric shock, chemicals, solvents, glues, climbing ladders, burns, cuts and abrasions, moving equipment parts, asbestos, and physical attack by others 	40

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Electrician	Job Number
	26
	Total Points
	634
Stress	
<p>Greater exposure to stressful elements than described at Level 30, but less than that described at Level 40.</p> <ul style="list-style-type: none"> Occasional exposure to an extremely stressful element such as time sensitive crisis that must be resolved Regular exposure to ongoing high pace of work requiring accelerated work pace, isolated work spaces, unpredictable or urgent assignments, multiple reporting relationships, upset and anxious clients, and verbal abuse Frequent exposure to public/clients, exposure to competing and/or simultaneous deadlines 	35
Work Interruptions and Distractions	
<p>Regularly occurring interruptions. Some interruptions and distractions are unusual or unpredictable and have a limited effect on work processes and deadlines.</p> <ul style="list-style-type: none"> Work in moderately quiet environments that can range from open areas, to the workshop, to outdoors or mechanical/electrical rooms Interruptions are occasional 	30
Social Disruption Required by Work Scheduling	
<p>Regular schedule includes evenings/weekends. Some social disruption. Occasional on-call.</p> <ul style="list-style-type: none"> Regular daytime hours with overtime on 2 weekdays per month, as well as 4-5 weekends per year On-call (available by phone or computer) for emergencies (eg. power outage, flooding, etc.) 	30

Pay Equity Job Profile	
Evening Janitorial	Job Number
	27
	Total Points
	371
Rationale	Level
Previous Education	
• High school/GED	15
Previous Experience	
• Minimum 2 years' experience • Safety training including use of personal protective equipment, health and safety, chemical interactions and safe lifting techniques.	25
Interaction Skills	
Routine interaction with other employees; works collaboratively; may be first point of contact, may orient new staff/students; provides routine information. Uses problem solving and persuasion skills to encourage co-operation and agreement. • Sharing and updating information on the status of different buildings • Provides directions on site locations to various other parts of the facility • Exchanging information regarding maintenance issues (eg. flooding, burst pipes, etc.) • Responding to complaints RE: clogged toilets, garbage, spills, etc. • Provides input regarding security instances when witnessed (occurs occasionally)	20
Movement Skills	
Moderate level of muscular coordination and/or dexterity where precision is essential and speed is required. • Cleaning (eg. mopping, using vacuum or polisher, etc.) • Setup of A/V equipment (requires some precision)	30
Decision-Making	
Routine decisions related to the job and following expected patterns. Rules and procedures are applied to a range of similar situations. Decisions involve applying established standards. • Independently manage time to complete tasks on shift • Troubleshoot straightforward A/V solutions for events • Assist with set up and cleaning of events • Notifying appropriate people if they come across an emergency situation (eg. flooding) before dealing with it • Majority of decisions made according to established policies and procedures, with some ability for variation (eg. switch up a cleaning technique to make it more effective)	20
Responsibility for Information	
Limited responsibility for information. Collecting and passing on a limited amount of information. • Check inventory slips and report any low stock to supervisor • Follow all health and safety policies and procedures (eg. WHMIS) • Provides information to public on how to navigate campus	15

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Evening Janitorial</h2>	Job Number
	27
	Total Points
	371
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Responsible primarily for the use of resources as it affects the activities and workflow of co-workers. Cost of errors is of some significance to the department, project or research program and may have a short-term effect on individuals, cause short delays or workflow problems, ensures that equipment is in operating order and/or arranges for equipment to be fixed.</p> <ul style="list-style-type: none"> • Equipment use: floor buffers, mops, brooms, vacuum, cleaning supplies and chemicals, shovels, etc. as well as tables, desk and furniture. • The short term impact of error would be unsanitary conditions and/or poor presentation of campus to students, faculty and the greater public • Ensure their equipment is in operating order and/or arrange repairs 	20
Responsibility for the Safety of Others	
<p>Significant care required during the work period. Potential impact in immediate work area.</p> <ul style="list-style-type: none"> • Key to prevention of slips, falls, and injuries on campus (eg. snow removal, cleanup of spills, etc.) • Ensure proper use and ventilation of cleaning chemicals • Ensure sanitary working environment • Following OHSA, WHIMIS, PPE, ensuring self and others are taking precautions for a safe environment for students, the public and self • Event set up and ensuring safety of cables, tables, chairs, exits. 	25
Financial Responsibility	
<p>Minimal financial responsibilities – little or no handling of money and no decisions about budgets and/or spending.</p>	10
Manage or Direct Others	
<p>Some responsibility for others. Job may entail occasional directing of others but minimal direct responsibility. Occasional requirement to assign/check and schedule work of work-study students.</p> <ul style="list-style-type: none"> • May provide orientation to new employees on use of equipment and job tasks 	15
Mental Effort	
<p>Low concentration. Reads, transcribes, fills in formulas, performs routine data entry, makes simple calculations, prepares standard reports.</p> <ul style="list-style-type: none"> • Analyze/assess emergency situations as they arise (eg. flooding in the basement) • Completing inventory checklists and work order forms • Preparing incident reports as needed • Sharing basic information with public and/or managers on daily basis 	20

Evening Janitorial	Job Number
	27
	Total Points
	371
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <p>2. Work in standing position - $(2 \times 3) \times 2 = 12$ 3. Walking as part of job - $(2 \times 3) \times 1 = 6$ 4. Bending/crouching/kneeling - $(2 \times 1) \times 2 = 4$ 5. Work on ladders, stools, scaffolds - $(1 \times 1) \times 3 = 3$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 8. Lifting, carrying, pushing, pulling, or holding >25 kg - $(2 \times 2) \times 4 = 16$ 9. Lifting, carrying, pushing, pulling, or holding more than 10 kg and up to 25 kg - $(2 \times 2) \times 3 = 12$ 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(2 \times 3) \times 2 = 12$</p> <p>Total Score = 77</p>	60
Temperature, Noise, and Other Environmental Conditions	
<p>Exposure to some disagreeable elements, or one very disagreeable element, for majority of work period.</p> <ul style="list-style-type: none"> Occasional exposure to fumes Regular exposure to blood Frequent exposure to uncomfortable changing or extreme temperatures, odours, noise and weather Sustained exposure to dirt and waste products 	40
Hazards	
<p>Moderate hazard. Serious injuries possible. Includes exposure to health risks associated with constant repetitive motion, exposure to hazard or accident risk - greater likelihood of resulting in disability.</p> <ul style="list-style-type: none"> Repetitive motion required daily for more than 4 hours (eg. using cleaning equipment/tools) Risks in work environment include vibration, electric shock, chemicals, solvents, glues, climbing ladders, cuts and abrasions, animal or insect bites, moving equipment parts, asbestos, bio-hazardous agents (eg. blood, vomit, virus, etc.), and physical attack by others Carrying heavy materials for set up of events (eg. tables and chairs) 	35
Stress	
<p>Frequent exposure to three or more moderately stressful elements.</p> <ul style="list-style-type: none"> Frequent exposure to unchanging, repetitive work, unpredictable and urgent assignments, isolated workspaces, and exposure to the public 	40
Work Interruptions and Distractions	
<p>Regular interruptions and distractions. Some interruptions and distractions are unusual or unpredictable, limited effect on work processes.</p> <ul style="list-style-type: none"> Work in a moderately quiet environment that covers workspaces across entire organization (eg. kitchen, reception, library, etc.) with regular interruptions that are unpredictable Interruptions and distractions have a limited effect on work processes 	30

Evening Janitorial	Job Number
	27
	Total Points
	371
Social Disruption Required by Work Scheduling	
Regular schedule includes evenings/weekends. Occasional on-call – available on-site.	30
• Regularly working on an evening and weekend schedule	
• Work overtime 1-2 times per week	
• On-call 5 times per year	

Pay Equity Job Profile	
General Support - Janitor	Job Number
	28
	Total Points
	402
Rationale	Level
Previous Education	
• High school/GED	15
Previous Experience	
• Minimum 3 years' experience in the janitorial/mailroom/hospitality field. • Must have substantial work experience in dealing with customers or the hospitality service industry in general.	30
Interaction Skills	
Contacts are largely predictable and routine but may involve co-ordination, informal negotiation and/or discussion to encourage co-operation where there is disagreement. Co-ordinates scheduling. Provides detailed explanations. Demonstrates procedures. • Provide directional or cleaning information to students/staff daily • Work collaboratively with team to ensure safe and clean campus • Respond to janitorial and minor maintenance issues as they arise • Assist manager in monitoring completion of work	25
Movement Skills	
Moderate level of muscular coordination and/or dexterity where precision is essential and speed is required. • Precision and speed required for cleaning, packing or stacking boxes, A/V setup, washing floors, using a vacuum or floor polisher, minor equipment repair/maintenance • Precision required for driving and computer use (eg. retrieval and manipulation of data, drafting correspondence, etc.)	30
Decision-Making	
Routine decisions and/or occasional decisions in response to unexpected events. Decisions may involve introducing variations to established practices and procedures requiring problem solving ability. Decisions involve minor troubleshooting. • Notify management when supplies are depleted • Receive priorities for day from supervisor, independently prioritize after • Work is done according to established health and safety policies and procedures • Assist with event logistics as needed (eg. furniture placement) • Handling and/or coming across emergency situations such as flooding, water leak or security incidents and notifying the appropriate people, such as notifying management, trades or security	25
Responsibility for Information	
Limited responsibility for information. Collecting and passing on a limited amount of information. • Verify inventory needed for cleaning supplies based on inventory slips • Supervisor provided with requests to restock • Follow all health and safety policies and procedures (eg. WHMIS) • Provides information to public on how to navigate campus • Visualizes and verifies quantities needed • Supports manager with scheduling	15

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>General Support - Janitor</h2>	Job Number
	28
	Total Points
	402
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Responsible primarily for the use of resources as it affects the activities and workflow of co-workers. Cost of errors is of some significance to the department, project or research program and may have a short-term effect on individuals, cause short delays or workflow problems, ensures that equipment is in operating order and/or arranges for equipment to be fixed.</p> <ul style="list-style-type: none"> • Failure to keep environment safe/clean could lead to unsanitary conditions or long-term injury for staff/students • Unnoticed building damage could lead to more costly repairs when noticed in future • Use of floor buffers, mops, brooms, vacuum, cleaning supplies and chemicals, shovels, etc. 	20
Responsibility for the Safety of Others	
<p>Significant care required during the work period. Potential impact in immediate work area.</p> <ul style="list-style-type: none"> • Mopping up spills, preventing slips and falls (proper signage and markers for wet floors) • Reporting on hazards in the environment, securing boxes or other trip hazards • Proper use and ventilation of chemical cleaners • Snow and ice removal • Event set up and ensuring safety of cables, tables, chairs, exits • Maintenance of a sanitary environment that promotes a healthy work and living space • Observe and report, through work order system and all defects for wear and tear on the facilities and equipment • Following OHSA, WHIMIS, PPE, ensuring self and others are taking precautions for a safe environment for students, the public and self 	25
Financial Responsibility	
<p>Minimal financial responsibilities – little or no handling of money and no decisions about budgets and/or spending.</p>	10
Manage or Direct Others	
<p>Job entails responsibility for the management or direction of a small defined group in limited area. Some responsibility for directing the activities of up to three ongoing employees or short-term casuals. Serves as a resource to a group or on a function.</p> <ul style="list-style-type: none"> • May provide orientation to new employees on use of equipment and job tasks • Works with, instructs, oversees, and provides guidance to custodial staff (under supervision of manager) 	20
Mental Effort	
<p>Low concentration. Reads, transcribes, fills in formulas, performs routine data entry, makes simple calculations, prepares standard reports.</p> <ul style="list-style-type: none"> • Analyze/assess emergency situations as they arise (eg. flooding in the basement) • Completing inventory checklists and work order forms • Preparing incident reports as needed • Sharing basic information with public and/or managers on daily basis • Visual checks for work completion 	20

General Support - Janitor	Job Number
	28
	Total Points
	402
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <p>2. Work in standing position - $(2 \times 3) \times 2 = 12$ 3. Walking as part of job - $(2 \times 3) \times 1 = 6$ 4. Bending/crouching/kneeling - $(2 \times 1) \times 2 = 4$ 5. Work on ladders, stools, scaffolds - $(1 \times 1) \times 3 = 3$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 8. Lifting, carrying, pushing, pulling, or holding >25 kg - $(2 \times 2) \times 4 = 16$ 9. Lifting, carrying, pushing, pulling, or holding more than 10 kg and up to 25 kg - $(2 \times 2) \times 3 = 12$ 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(2 \times 3) \times 2 = 12$</p> <p>Total Score = 77</p>	60
Temperature, Noise, and Other Environmental Conditions	
<p>Exposure to some disagreeable elements, or one very disagreeable element, for majority of work period.</p> <ul style="list-style-type: none"> Occasional exposure to fumes Regular exposure to blood Frequent exposure to uncomfortable changing or extreme temperatures, odours, noise and weather Sustained exposure to dirt and waste products 	40
Hazards	
<p>Moderate hazard. Serious injuries possible. Includes exposure to health risks associated with constant repetitive motion, exposure to hazard or accident risk - greater likelihood of resulting in disability.</p> <ul style="list-style-type: none"> Repetitive motion required daily for more than 4 hours (eg. using cleaning equipment/tools) Risks in work environment include vibration, electric shock, chemicals, solvents, glues, climbing ladders, cuts and abrasions, animal or insect bites, moving equipment parts, asbestos, bio-hazardous agents (eg. blood, vomit, virus, etc.), and physical attack by others Carrying heavy materials for set up of events (eg. tables and chairs) 	35
Stress	
<p>Frequent exposure to three or more moderately stressful elements.</p> <ul style="list-style-type: none"> Frequent exposure to unchanging, repetitive work, unpredictable and urgent assignments, isolated workspaces, and exposure to the public 	40
Work Interruptions and Distractions	
<p>Regular interruptions and distractions. Some interruptions and distractions are unusual or unpredictable, limited effect on work processes.</p> <ul style="list-style-type: none"> Work in a moderately quiet environment that covers workspaces across entire organization (eg. kitchen, reception, library, etc.) with regular interruptions that are unpredictable Interruptions and distractions have a limited effect on work processes 	30

General Support - Janitor

Job Number

28

Total Points

402

Social Disruption Required by Work Scheduling

Regular schedule includes evenings/weekends; Occasional on-call. A set schedule of alternating days/evenings/weekends.

- Could be on either regular daytime weekday schedule, or regular daytime weekend schedule
- Work overtime on 4-5 weekdays per year
- On-call for snow removal in winter and float throughout year

25

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Pay Equity Job Profile	
Groundskeeper	Job Number
	29
	Total Points
	459
Rationale	Level
Previous Education	
• Two year community college diploma in Horticulture	25
Previous Experience	
<ul style="list-style-type: none"> • Minimum of 2 years of experience working in a groundskeeping capacity • JD: Working knowledge of grounds keeping and elementary horticultural practices (eg. planting, cultivating, pruning, spraying, and trimming requirements of flowers, shrubs and trees • Skill to drive pickup truck, tractor, and a riding lawnmower • Skill to operate heavy power equipment • Ability to understand, maintain, and repair automatic irrigation system • Ability to use, sharpen and make minor repairs to tools and equipment • Ability to follow simple landscape sketches and designs • Ability to understand, develop, and follow a plan to meet the financial goals and annual budget of the grounds department 	25
Interaction Skills	
<p>Regular contacts. Contacts are largely predictable and routine but may involve co-ordination, informal negotiation and/or discussion to encourage co-operation where there is disagreement. Fosters positive relationships and sometimes responds to complaints. Interaction with employees and/or students/clients of diverse background or interests.</p> <ul style="list-style-type: none"> • Responds to complaints about a certain area of campus, broken glass or spills that need attending • Works to avoid disruption of classes by avoiding those areas at the times classes are running where possible. • Works collaboratively with trades and janitorial staff to get tasks done. In particular snow storms, must all work together to keep campus up and operating. 	25
Movement Skills	
<p>High level of muscular coordination and/or dexterity where precision is essential. No speed required.</p> <ul style="list-style-type: none"> • Precision required for cleaning, packing or stacking boxes, using a lawn mower/weed wacker, driving, and minor equipment repair/maintenance 	30

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Groundskeeper</h2>	Job Number
	29
	Total Points
	459
Decision-Making	
<p>Decisions involving unexpected events. Routine decisions and/or occasional decisions in response to unexpected events. Decisions may involve introducing variations to established practices and procedures requiring problem solving ability. Decisions involve minor troubleshooting. Prioritizing own workflow.</p> <ul style="list-style-type: none"> • What flowers and trees need to be planted and where, when to cut the grass, prune, fertilize, water, pick up leaves • Ordering salt, ordering plants from the nursery • Calling security if an incident is occurring on campus that requires their services • Provide recommendations to supervisor on areas of improvement • Determine how and when to clean up messes caused by weather events (eg. broken tree limbs, snow removal, etc.) • Plan workflow for summer students • Ensure constant adherence to health and safety and equipment policies and procedures 	25
Responsibility for Information	
<p>Some responsibility for information. Collecting and passing on information.</p> <ul style="list-style-type: none"> • Request, order, check, purchase, maintain, and repair inventory (e.g. salt, supplies, equipment, etc.) • Following H&S procedures • Being aware of events on campus and classes. Prioritizing which areas to clear first for snow removal • Mgr comment: "Duties include 'departmental records' e.g. for company truck, lawn and snow equipment." 	20
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Responsible for the use of resources as it affects the activities and work flow in a department or for a major project or major research program. Cost of errors is significant to the department or major project or major research program and may have a significant short-term effect on individuals or have indirect impact on research projects.</p> <ul style="list-style-type: none"> • JD: Drive pickup truck, tractor, and a riding lawnmower; Operate heavy power equipment • Ensure safe exteriors free of branches, snow, ice, debris, garbage. • Reduce slips and falls through proper clearing of walkways. • Maintaining the presentation of the campus to all members of the community. • Significant short-term effect on individuals regarding safety and preventing slips and falls and injuries for all members of St. Michael's College and the public. Ensuring that work is conducted in a safe way. Training summer students to work safety and also to prevent injury. • Do some repairs, changing the blades and belts on the tractor and lawnmower 	25
Responsibility for the Safety of Others	
<p>Sustained care and attention is required during the work period. Impact extends beyond immediate work area. Responsible for things that may cut, crush, blind or burn.</p> <ul style="list-style-type: none"> • Snow removal and salting, ensuring the safety of the public when conducting these tasks. • Ensuring safety of summer students in training on the use of equipment such as weed whackers, safe use of pruning shears, safety shoes, proper lifting, staying protected from the sun, awareness of dehydration and sun stroke. 	40

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<div>Groundskeeper</div>	Job Number
	29
	Total Points
	459
Financial Responsibility	
Some financial transactions. Handling of petty cash and/or fees, fines etc. on a regular basis. Some responsibility for recording. • Purchase requisitions and/or purchase orders - Ex: salt, plants • Minor purchase(s) (under \$5,000) - Ex: salt, plants	20
Manage or Direct Others	
Some responsibility for directing the activities of up to 3 short-term casuals. • Plan, assign, check, or schedule work of two summer students • Provide orientation for summer students on proper and safe use of equipment • Supervise and provide feedback on performance of summer students	20
Mental Effort	
Moderate concentration. Writes original material, including minute-taking. Deciphers, edits, analyses, authenticates documents. Prepares statistical reports. Constant learning of new equipment, programs, policies, or protocols is required. • Complete checklist of tasks weekly • Provide daily updates on status of different campus locations • Driving of pickup truck ranges from daily to weekly • Driving of snow removal equipment is seasonal • “Surveying campus daily to keep on top of debris, garbage, fallen tree limbs, safety hazards that may present”	30
Physical Effort	
CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS) 2. Work in standing position - (2 x 2) x 2 = 8 3. Walking as part of job - (2 x 3) x 1 = 6 4. Bending/crouching/kneeling - (2 x 2) x 2 = 8 5. Work on ladders, stools, scaffolds - (1 x 1) x 3 = 3 6. Repetitive movements - (2 x 3) x 2 = 12 8. Lifting, carrying, pushing, pulling, or holding >25 kg - (2 x 2) x 4 = 16 9. Lifting, carrying, pushing, pulling, or holding more than 10 kg and up to 25 kg - (2 x 3) x 3 = 18 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - (2 x 2) x 2 = 8 Total Score = 79	60
Temperature, Noise, and Other Environmental Conditions	
Exposure to a combination of very disagreeable elements for majority of work period. • Regular exposure to odours • Sustained exposure to uncomfortable changing or extreme temperatures, fumes, noise, dirt, weather, and waste products	45

Groundskeeper	Job Number
	29
	Total Points
	459
Hazards	
Exposure to hazards or accidents related to physical conditions or moving machinery. <ul style="list-style-type: none"> • Repetitive motion required for more than 4 hours per day (eg. lawn mowing, snow removal, etc.) • Exposure to vibration, climbing ladder, cuts and abrasions, animal or insect bites, moving equipment parts, biohazardous agents, and risk of physical attack by others" 	45
Stress	
Regular exposure to three moderately stressful elements. Occasional <ul style="list-style-type: none"> • Exposure to verbal abuse Regular <ul style="list-style-type: none"> • Isolated work spaces • Competing and/or simultaneous deadlines • Ongoing high pace of work requiring accelerated work pace 	30
Work Interruptions and Distractions	
Interruptions and distractions are unpredictable and have a limited effect on work processes and deadlines. Public, open area. Regular (regularly occurring) interruptions. <ul style="list-style-type: none"> • Work in a noisy outdoor environment where interruptions are regular and unpredictable • Interruptions and distractions have a limited effect on work processes and deadlines 	30
Social Disruption Required by Work Scheduling	
Irregular schedule with some overtime. Some social disruption, some demands on personal time. Occasional on-call – available on a confined radius. <ul style="list-style-type: none"> • Regular daytime hours, with overtime worked on weekdays and weekends up to 5 times per year in winter • "Occasional on-call (available by phone or computer) available on a confined radius from November-March for snow and ice removal" 	35

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Pay Equity Job Profile	
Housekeeper	Job Number
	30
	Total Points
	369
Rationale	Level
Previous Education	
• High school/GED	15
Previous Experience	
• At least 2 years of previous experience with cleaning techniques particularly in a professional setting required. • Safety training including use of personal protective equipment, health and safety, chemical interactions and safe lifting techniques.	25
Interaction Skills	
Routine interaction with other employees. Works collaboratively. May be first point of contact, may orient new staff/students. Provides routine information. Uses problem solving and persuasion skills to encourage co-operation and agreement. • Sharing and updating information on the status of different buildings • Provides directions on site locations to various other parts of the facility • May have to clean isolated areas • Receive instructions from lead/manager as needed • Respond to complaints about spills and/or potential hazards • Collaborate with team in order to complete daily tasks • Provides input regarding security instances when witnessed (occurs occasionally)	20
Movement Skills	
Moderate level of muscular coordination and/or dexterity where precision is essential and speed is required. • Speed and precision required for cleaning, packing and stacking boxes, using a vacuum, washing floors, reassembly of bed frames, etc. • Precision required for equipment repair/maintenance and sewing	30
Decision-Making	
Routine decisions related to the job and following expected patterns. Rules and procedures are applied to a range of similar situations. Decisions involve applying established standards. • Check in with manager before using rest of day to independently manage tasks in order to complete them by end of shift • Notify appropriate people if position comes across emergency situation (eg. flooding) • Any supply requests must be brought to manager • Assist with set up and cleaning of events • Handling and/or coming across emergency situations such as flooding, water leak or security incidents and notifying the appropriate people, such as notifying management, trades or security.	20

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Housekeeper</h2>	Job Number
	30
	Total Points
	369
Responsibility for Information	
<p>Limited responsibility for information. Collecting and passing on a limited amount of information.</p> <ul style="list-style-type: none"> • Check inventory slips, cross reference inventory needs and report to Manager for restocking. • Filling out cleaning checklists and repair requests • Follow all health and safety policies and procedures (eg. WHMIS) • Provides information to public on how to navigate campus 	15
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Responsible primarily for the use of resources as it affects the activities and workflow of co-workers. Cost of errors is of some significance to the department, project or research program and may have a short-term effect on individuals, cause short delays or workflow problems, ensures that equipment is in operating order and/or arranges for equipment to be fixed.</p> <ul style="list-style-type: none"> • Maintenance and prevention for pests, water damage and other risks to ensure the campus is clean and well maintained. • Conduct daily visual check on the general state of the buildings and report on any issues that may come up. • Also leads to unsanitary conditions and possible injury to staff and/or students • Ensure their equipment is in operating order and/or arrange repairs 	20
Responsibility for the Safety of Others	
<p>Significant care required during the work period. Potential impact in immediate work area.</p> <ul style="list-style-type: none"> • Mopping up spills, preventing slips and falls (proper signage and markers for wet floors) • Reporting on hazards in the environment, securing boxes or other trip hazards • Proper use and ventilation of chemical cleaners • Careful washing of stairs with signage • Maintenance of a sanitary environment that promotes a healthy work and living space • Following OHSA, WHIMIS, PPE, ensuring self and others are taking precautions for a safe environment for students, the public and self • Event set up and ensuring safety of cables, tables, chairs, exits. 	25
Financial Responsibility	
<p>Minimal financial responsibilities – little or no handling of money and no decisions about budgets and/or spending.</p>	10
Manage or Direct Others	
<p>Some responsibility for others. Job may entail occasional directing of others but minimal direct responsibility. Occasional requirement to assign/check and schedule work of work-study students.</p> <ul style="list-style-type: none"> • May provide orientation to new employees on use of equipment and job tasks 	15

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<div>Housekeeper</div>	Job Number
	30
	Total Points
	369
Mental Effort	
Low concentration. Reads, transcribes, fills in formulas, performs routine data entry, makes simple calculations, prepares standard reports. <ul style="list-style-type: none">Analyze/assess emergency situations as they arise (eg. flooding in the basement)Completing inventory checklists and work order formsPreparing incident reports as neededSharing basic information with public and/or managers on daily basis	20
Physical Effort	
CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS) 2. Work in standing position - $(2 \times 3) \times 2 = 12$ 3. Walking as part of job - $(2 \times 2) \times 1 = 4$ 4. Bending/crouching/kneeling - $(2 \times 2) \times 2 = 8$ 5. Work on ladders, stools, scaffolds - $(1 \times 1) \times 3 = 3$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 8. Lifting, carrying, pushing, pulling, or holding >25 kg - $(2 \times 1) \times 4 = 8$ 9. Lifting, carrying, pushing, pulling, or holding more than 10 kg and up to 25 kg - $(2 \times 3) \times 3 = 18$ 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(2 \times 3) \times 2 = 12$ Total Score = 77	60
Temperature, Noise, and Other Environmental Conditions	
Exposure to some disagreeable elements, or one very disagreeable element, for majority of work period. <ul style="list-style-type: none">Sustained exposure to waste products, dirt, odours, and bodily fluids in the work environment	40
Hazards	
Moderate hazard. Serious injuries possible. Includes exposure to health risks associated with constant repetitive motion, exposure to hazard or accident risk - greater likelihood of resulting in disability. <ul style="list-style-type: none">Repetitive motion required daily for more than 4 hours dailyExposure to chemicals, solvents, and glues, cuts and abrasions, animal or insect bites, biohazardous agents, and risk of physical attack by othersRequired to climb laddersCarrying heavy materials for set up of events (eg. tables and chairs)	35
Stress	
Frequent exposure to three or more moderately stressful elements. <ul style="list-style-type: none">Frequent exposure to unchanging, repetitive work, unpredictable and urgent assignments, isolated workspaces, and exposure to the public	40

Housekeeper	Job Number
	30
	Total Points
	369
Work Interruptions and Distractions	
<p>Regular interruptions and distractions. Some interruptions and distractions are unusual or unpredictable, limited effect on work processes.</p> <ul style="list-style-type: none"> • Work in a moderately quiet environment that covers workspaces across entire organization (eg. kitchen, reception, library, etc.) with regular interruptions that are unpredictable • Interruptions and distractions have a limited effect on work processes 	30
Social Disruption Required by Work Scheduling	
<p>Regular schedule with some overtime or some weekends. Little social disruption. Occasional overtime on weekends.</p> <ul style="list-style-type: none"> • Regular daytime hours • Work overtime on weekends 4-5 times a year 	20

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Pay Equity Job Profile	
Housekeeper (Lead)	Job Number
	31
	Total Points
	401
Rationale	Level
Previous Education	
• High school/GED	15
Previous Experience	
<ul style="list-style-type: none"> • At least 3 years of previous experience with cleaning techniques particularly in a professional setting required. • Safety training including use of personal protective equipment, health and safety, chemical interactions and safe lifting techniques. 	30
Interaction Skills	
<p>Contacts are largely predictable and routine but may involve co-ordination, informal negotiation and/or discussion to encourage co-operation where there is disagreement. Co-ordinates scheduling. Provides detailed explanations. Demonstrates procedures.</p> <ul style="list-style-type: none"> • Responding to requests for cleaning as needed • Assist staff and students with directions as needed • Work as part of team to ensure safe and clean campus • Provide training for temporary cleaning staff • Plan and schedule work for temporary cleaners in summer • Assist manager in monitoring completion of work (in Lead Hand role for temporary staff in summer) • Inform temporary summer staff if task needs to be redone or if there is a way to improve 	25
Movement Skills	
<p>Moderate level of muscular coordination and/or dexterity where precision is essential and speed is required.</p> <ul style="list-style-type: none"> • Speed and precision required for cleaning, packing and stacking boxes, using a vacuum, washing floors, reassembly of bed frames, etc. • Precision required for equipment repair/maintenance and sewing 	30
Decision-Making	
<p>Routine decisions and/or occasional decisions in response to unexpected events. Decisions may involve introducing variations to established practices and procedures requiring problem solving ability. Decisions involve minor troubleshooting.</p> <ul style="list-style-type: none"> • Notify management when supplies are depleted • Assist with set up and cleaning of events • Handling and/or coming across emergency situations such as flooding, water leak or security incidents and notifying the appropriate people, such as notifying management, trades or security • "Organizes work the most efficiently for completion of tasks including figuring out the best way to cover the cleaning of the buildings across campus" 	25

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Housekeeper (Lead)</h2>	Job Number
	31
	Total Points
	401
Responsibility for Information	
<p>Limited responsibility for information. Collecting and passing on a limited amount of information.</p> <ul style="list-style-type: none"> • Check inventory slips, cross reference inventory needs and report to Manager for restocking. • Filling out cleaning checklists and repair requests • Follow all health and safety policies and procedures (eg. WHMIS) • Provides information to public on how to navigate campus • Visualizes and verifies quantities needed • Supports manager with scheduling 	15
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Responsible primarily for the use of resources as it affects the activities and workflow of co-workers. Cost of errors is of some significance to the department, project or research program and may have a short-term effect on individuals, cause short delays or workflow problems, ensures that equipment is in operating order and/or arranges for equipment to be fixed.</p> <ul style="list-style-type: none"> • Maintenance and prevention for pests, water damage and other risks to ensure the campus is clean and well maintained. • Conduct daily visual check on the general state of the buildings and report on any issues that may come up. • Also leads to unsanitary conditions and possible injury to staff and/or students 	20
Responsibility for the Safety of Others	
<p>Significant care required during the work period. Potential impact in immediate work area.</p> <ul style="list-style-type: none"> • Mopping up spills, preventing slips and falls (proper signage and markers for wet floors) • Reporting on hazards in the environment, securing boxes or other trip hazards • Proper use and ventilation of chemical cleaners • Careful washing of stairs with signage • Maintenance of a sanitary environment that promotes a healthy work and living space • Following OHSA, WHIMIS, PPE, ensuring self and others are taking precautions for a safe environment for students, the public and self • Event set up and ensuring safety of cables, tables, chairs, exits. 	25
Financial Responsibility	
<p>Minimal financial responsibilities – little or no handling of money and no decisions about budgets and/or spending.</p>	10
Manage or Direct Others	
<p>Job entails responsibility for the management or direction of a small defined group in limited area. Some responsibility for directing the activities of up to three ongoing employees or short-term casuals. Serves as a resource to a group or on a function.</p> <ul style="list-style-type: none"> • May provide orientation to new employees on use of equipment and job tasks • Works with, instructs, oversees, and provides guidance to housekeeping staff (under supervision of manager) 	20

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Housekeeper (Lead)</h2>	Job Number
	31
	Total Points
	401
Mental Effort	
<p>Low concentration. Reads, transcribes, fills in formulas, performs routine data entry, makes simple calculations, prepares standard reports.</p> <ul style="list-style-type: none"> Analyze/assess emergency situations as they arise (eg. flooding in the basement) Completing inventory checklists and work order forms Preparing incident reports as needed Sharing basic information with public and/or managers on daily basis Visual checks for work completion 	20
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <p>2. Work in standing position - $(2 \times 3) \times 2 = 12$ 3. Walking as part of job - $(2 \times 2) \times 1 = 4$ 4. Bending/crouching/kneeling - $(2 \times 2) \times 2 = 8$ 5. Work on ladders, stools, scaffolds - $(1 \times 1) \times 3 = 3$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 8. Lifting, carrying, pushing, pulling, or holding >25 kg - $(2 \times 1) \times 4 = 8$ 9. Lifting, carrying, pushing, pulling, or holding more than 10 kg and up to 25 kg - $(2 \times 3) \times 3 = 18$ 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(2 \times 3) \times 2 = 12$</p> <p>Total Score = 77</p>	60
Temperature, Noise, and Other Environmental Conditions	
<p>Exposure to some disagreeable elements, or one very disagreeable element, for majority of work period.</p> <ul style="list-style-type: none"> Sustained exposure to waste products, dirt, odours, and bodily fluids in the work environment 	40
Hazards	
<p>Moderate hazard. Serious injuries possible. Includes exposure to health risks associated with constant repetitive motion, exposure to hazard or accident risk - greater likelihood of resulting in disability.</p> <ul style="list-style-type: none"> Repetitive motion required daily for more than 4 hours (eg. using cleaning equipment/tools) Risks in work environment include chemicals, solvents, glues, climbing ladders, cuts and abrasions, animal or insect bites, bio-hazardous agents (eg. blood, vomit, virus, etc.), and physical attack by others Carrying heavy materials for set up of events (eg. tables and chairs) 	35
Stress	
<p>Frequent exposure to three or more moderately stressful elements.</p> <ul style="list-style-type: none"> Frequent exposure to unchanging, repetitive work, unpredictable and urgent assignments, isolated workspaces, and exposure to the public 	40

Housekeeper (Lead)

Job Number

31

Total Points

401

Work Interruptions and Distractions

Regular interruptions and distractions. Some interruptions and distractions are unusual or unpredictable, limited effect on work processes.

- Work in a moderately quiet environment that covers workspaces across entire organization (eg. kitchen, reception, library, etc.) with regular interruptions that are unpredictable
- Interruptions and distractions have a limited effect on work processes

30

Social Disruption Required by Work Scheduling

Regular schedule with some overtime or some weekends. Little social disruption. Occasional overtime on weekends.

- Regular daytime hours
- Work overtime on weekends 4-5 times a year

20

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Pay Equity Job Profile	
HVAC Mechanic	Job Number
	32
	Total Points
	624
Rationale	Level
Previous Education	
<ul style="list-style-type: none"> • 9,000 apprenticeship hours (approx. 5 years inclusive of a two year college diploma) and HVAC certification • Additional 6 building operations courses 	40
Previous Experience	
<ul style="list-style-type: none"> • Minimum of four years' experience in similar role • Experience with problem solving, working in various buildings, and with various generations of technology and equipment (heating and cooling) 	35
Interaction Skills	
<p>Large number of regular contacts. Interacts with employees and/or students/clients encompassing diversity of background. Sometimes uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Probing for information to establish needs or respond to requests. Responds to complaints. Resolves non-personal complaints. Fosters positive relations and manages a range of relationships. Interactions may occasionally take place in a public forum.</p> <ul style="list-style-type: none"> • Provide information to contacts (eg. Managers, customers, vendors, contractors, etc.) daily • Working with others daily to resolve any building issues • Informal negotiation, maintaining relationships, and ensuring cooperation with contractors daily • Uses problem solving and persuasion skills to encourage cooperation and agreement • Working with another trade to resolve an issue, team work, • Responds to complaints- daily: Entire job, resolving issues as well as preventative measures and maintenance • Fosters relationships with contractors 	30
Movement Skills	
<p>Very high level of muscular coordination and/or manual dexterity to execute very precise and synchronized movements. No speed required.</p> <ul style="list-style-type: none"> • Precision required for duties such as pulling levers to operate a press, equipment repair and maintenance, mixing of chemicals, Manual calibration of equipment, Using precision tools 	40
Decision-Making	
<p>Decisions about frequent unexpected events. Routine decisions and in response to frequent unexpected events with limited access to higher levels and requiring the application and interpretation of policies. Job may require independent judgement and skill to plan and organize more effectively. Plans components of projects/programs.</p> <ul style="list-style-type: none"> • Determine how to proceed with repairs that could cause extensive property damage • Day to day operational maintenance as well as crisis, emergency situations • Assessments of resolving issues, make recommendations for proposals of contract work estimates • "Planning for individual projects undertaken to resolve issues, e.g. plumbing, HVAC, renovations and refurbishment" • "Applying and interpreting policy, including best practices in the HVAC and Operations fields" • "Establish and adjust work assignments to meet operational needs" 	35

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>HVAC Mechanic</h2>	Job Number
	32
	Total Points
	624
Responsibility for Information	
<p>Significant responsibility for information that is complex and/or technical (eg. design schematics).</p> <ul style="list-style-type: none"> • Keep track of educational materials, design schematics (eg. unusual wiring for building), operational manuals • Track receipts for equipment repairs and replacement • Write maintenance procedures as needed • Forecasting for operational planning - information is technical 	40
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Responsible for the use of resources as it affects the activities and workflow of a faculty, a college, the library, administration/operations division or any other major division of the University. Errors have an impact on University relations/reputation. Cost of errors is highly significant to a faculty, college or division and may be significant to the University. Errors have a long-term effect on the department/division and loss of credibility to the department/division.</p> <ul style="list-style-type: none"> • If operations were not running smoothly, could impact heating, cooling, livability, security, comfort and function of St. Michael's College • Much responsibility for materials, equipment and outcomes as they impact the college • Maintaining inventory for plumbing, lighting, etc. • Provide maintenance for plumbing, heating, and other ventilation tools • Ensuring SMC is up to standards for the community and public • Damage to reputation, public image or appearance of campus • Damage to property • Health and safety or injuries • Mold and other hazards 	40
Responsibility for the Safety of Others	
<p>Sustained care and attention is required during the work period. Responsible for things that may cut, crush, blind or burn (eg. chemicals, asbestos, etc.).</p>	40
Financial Responsibility	
<p>Maintains accounts. Responsible for expenditures within established guidelines and cash limits. Regular responsibility for reporting and reconciliation. Costs shop level projects.</p> <ul style="list-style-type: none"> • Track any contractors and orders placed • Reimbursed for purchases as needed • Request POs • Minor purchases of supplies 	25
Manage or Direct Others	
<p>Manages or directs small group in a wide range of related activities. Job entails responsibility for the management or direction of a small department or a small number of lower level supervisors. Full responsibility for directing the activities of a group all performing a similar function.</p> <ul style="list-style-type: none"> • Coordinate work of up to 4 contractors for 2-3 days at a time • Manage smaller projects done by contractors, check in on larger projects • Provide feedback to contractor on performance (not formal review) • Serve as a resource to other trades and to members of community to resolve issues in a timely fashion 	30

HVAC Mechanic	Job Number
	32
	Total Points
	624
Mental Effort	
<p>High concentration. Performing tasks requiring great precision and requiring attention to many details at a time.</p> <ul style="list-style-type: none"> • Observing/assessing building issue situations daily • Simple formulas, simple equipment conversions, properties • Calibrate water testing daily • Complete work orders daily • Repairing, customizing and duplicating equipment parts • Ongoing operations planning • Great precision and attention to detail • Formulating, planning or managing a program and/or project (eg. heating and cooling changeover (bi-annually)) • JD: Read and work with blueprints, diagrams, and instructions. 	40
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <ol style="list-style-type: none"> 1. Work in seated position - $(1 \times 1) \times 1 = 1$ 2. Work in standing position - $(2 \times 2) \times 2 = 8$ 3. Walking as part of job - $(2 \times 2) \times 1 = 4$ 4. Bending/crouching/kneeling - $(2 \times 2) \times 2 = 8$ 5. Work on ladders, stools, scaffolds - $(2 \times 2) \times 3 = 12$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 1) \times 2 = 4$ 8. Lifting, carrying, pushing, pulling, or holding >25 kg - $(2 \times 1) \times 4 = 8$ 9. Lifting, carrying, pushing, pulling, or holding more than 10 kg and up to 25 kg - $(2 \times 2) \times 3 = 12$ 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(2 \times 2) \times 2 = 8$ <p>Total Score = 77</p>	60
Temperature, Noise, and Other Environmental Conditions	
<p>Exposure to a combination of very disagreeable elements for majority of work period.</p> <ul style="list-style-type: none"> • Occasional exposure to fumes • Regular exposure to uncomfortable changing or extreme temperatures, odours, dirt, weather, and waste products • Frequent exposure to noise and bio-hazards like mold, moisture and slime, confined spaces (e.g Accessing equipment in damp, confined, and hot areas of the plant) 	45
Hazards	
<p>Severe hazard. Serious injuries very possible. Includes exposure to serious health risks including diseases related to environmental conditions, exposure to hazards or accidents related to physical conditions or moving machinery – may result in serious long-term disability.</p> <ul style="list-style-type: none"> • Repetitive motion required daily for more than 4 hours (eg. vacuuming or polishing floor, shovelling snow, etc.) • Exposed to various hazardous elements as a result of work including chemicals, moving equipment parts, mold, undetermined gases, raw sewage, etc. 	40

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>HVAC Mechanic</h2>	Job Number
	32
	Total Points
	624
Stress	
<p>Greater exposure to stressful elements than described at Level 30, but less than that described at Level 40.</p> <ul style="list-style-type: none"> Occasional exposure to an extremely stressful element such as time sensitive crisis that must be resolved Regular exposure to ongoing high pace of work requiring accelerated work pace, isolated work spaces, unpredictable or urgent assignments, multiple reporting relationships, upset and anxious clients, and verbal abuse Frequent exposure to public/clients, exposure to competing and/or simultaneous deadlines 	35
Work Interruptions and Distractions	
<p>Regularly occurring interruptions. Some interruptions and distractions are unusual or unpredictable and have a limited effect on work processes and deadlines.</p> <ul style="list-style-type: none"> Multiple noisy work areas that include kitchen, residences, outdoors, and mechanical/electrical rooms where interruptions are regular and unpredictable Interruptions and distractions have a limited effect on work processes and deadlines Responding to urgent situations (eg. leave one project or task to address issue, assess priorities and urgency) 	30
Social Disruption Required by Work Scheduling	
<p>Irregular schedule with some overtime. Some social disruption, some demands on personal time. Occasional on-call – available on a confined radius.</p> <ul style="list-style-type: none"> Regular daytime hours with overtime worked up to five times a month On-call within a confined radius (campus) - occasional Constant interruptions 	35

Pay Equity Job Profile	
InfoExpress Liaison	Job Number
	33
	Total Points
	508
Rationale	Level
Previous Education	
Bachelor's degree • Bachelor's degree required • Library Technician diploma preferred	35
Previous Experience	
Minimum three years' experience. • Three years of prior experience with a specialized service in an academic library for faculty and graduate students (e.g Syllabus Service, InfoExpress) • Experience with information and research seeking skills	30
Interaction Skills	
Large number of contacts. Interacts with employees and/or students/clients encompassing diversity of background. Often uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Frequently responds to complaints. Interactions regularly take place in a public forum. • Regularly providing information on services to the public and staff • Regular cooperation with colleagues across various departments • Assist faculty members in avoiding copyright violations • Coordinate research and teaching material needs of faculty and graduate students • Handle minor complaints from staff and students over the course of the week • Correct library accounts and submit work orders for building issues as needed • Supervise and teach students enrolled in work study program • "Respond to complaints about temperature, noise level, library fines, patron behaviour, etc." • "Develops relationships with Friends of the Library, U of T staff [Scholarly Comm & Copyright Office] and faculty regarding library services"	35
Movement Skills	
High level of muscular coordination and/or manual dexterity where precision is essential. Full keyboard use such as for processing a variety of documents or data input where corrections are permitted after the fact. Use of keypad/wand/keyboard to enter data into fixed fields or to access information (e.g. email, notes, web-browsing). No requirement for speed. • Shelving books • Packing or stacking boxes • Using a cash register • AV setup • Use of computer to manipulate or retrieve data • Ex: "Part of the responsibilities of Access and Information is to troubleshooting patron equipment, such as the public computers, to determine why they are not working. This includes disconnecting computer hardware and reconnecting."	30

InfoExpress Liaison	Job Number
	33
	Total Points
	508
Decision-Making	
<p>Decisions about frequent unexpected events. Routine decisions and in response to frequent unexpected events with limited access to higher levels and requiring the application and interpretation of policies. Job may require independent judgement and skill to plan and organize more effectively. Plans components of projects/programs. Plans workflow for a group.</p> <ul style="list-style-type: none"> • Ex: "Planning how the Syllabus Service will operate with the new Learning Management Engine, Quercus." • Ex: "Deciding when to cancel fines for a patron, deciding when to report issues or situations to security, health and safety, and/or environmental concerns, such as such as building temperature, noise levels, suspicious people, software and/or hardware malfunctions, deciding when copied material is within or beyond UofT's Fair Dealing guidelines." • "The Copyright Act of Canada and The University of Toronto Copyright Guidelines are used when reviewing the copyright limitations of material outside the public domain." • Ex: "Provide workflow for Student Friends of the Library; Work Study Students, Casual hires, and volunteers." 	35
Responsibility for Information	
<p>Significant responsibility for information. Information is of importance (e.g. editing content, original descriptive cataloguing). Information may be sensitive/confidential.</p> <ul style="list-style-type: none"> • Ex: "Assessing copyrighted material for allowed usage by patrons, such as faculty and graduate students requires the analysis of the material being used and how it is being used, in relation to the University of Toronto Fair Dealing Guidelines and the Copyright Act of Canada." • Ex: "Contribution to information that is published on the USMC website, in relation to the services I oversee." • Ex: "Library patron accounts for the purpose of providing library services. Personal T Card information." 	30
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Significant responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects the activities and workflow in a department or for a major project or major research program. Cost of errors is highly significant to a department or major project or major research program, and has a direct impact on, for example, a single research project, or a short-term effect on groups, or academic or financial impact on students.</p> <ul style="list-style-type: none"> • Students use incorrect material for course work if the incorrect readings are posted in Quercus • Negative impression of the library if library services do not fulfill the needs of the students or faculty • Exposure of the library to health and safety and security threats if building issues are not reported or dealt with in a timely manner • Students are impacted if incorrect course readings or research material is located for them. In the long term, this will leave a bad reflection on the services of the library for both the student and instructor • Poor customer service when working with library patrons will decrease the usage of the library, and impact services. • Use of books, journals, laptops, headphones, photocopiers, computers, and microfilm readers • Syllabus Service provides support to faculty across UofT, so any mistakes in material provided or misreading of copyright could impact courses across campuses • Use of photocopier, scanner, microfilm reader, books, microfilms, dvds, rare books, and lockers 	30

<h2>InfoExpress Liaison</h2>	Job Number
	33
	Total Points
	508
Responsibility for the Safety of Others	
<p>Care required to prevent physical or emotional injury to others. Careful attention to occupational safety precautions is required.</p> <ul style="list-style-type: none"> • Ex: "When assessing the library's spaces, the discovery of Health and Safety concerns are dealt with or reported to the appropriate department. Ensuring students are lifting, carrying, and moving books, either by hand, bag, or cart in an appropriate manner. The book sale boxes must be stored a safely and securely to prevent injury. The nature of working with the public can expose students to people who need or are receiving psychiatric care. Layout of event spaces and equipment to prevent blockage of emergency exits and tripping hazards" 	20
Financial Responsibility	
<p>Some financial transactions. Handling of petty cash and/or fees, fines etc. on a regular basis; some responsibility for recording.</p> <ul style="list-style-type: none"> • Recording, inputting, monitoring, and forecasting, of library cash transactions, book sale income, and Print Studio sales. • Recording and inputting of received cheques for payments; and distribution of cheques to individuals • Inputting and monitoring related to departmental and Friends of the Library purchases. • Inputting and recording of daily totals of the book sales. • Recording and inputting of donations in relation to the book sales and in person cash donations. <p>Incumbent response to inquiry:</p> <ul style="list-style-type: none"> • No responsibility for interlibrary loans • Set budget of how many hours students can cover for full-time positions (\$3995) • Request additional budget to cover hours for students as necessary 	20
Manage or Direct Others	
<p>Some responsibility for directing the activities of up to three ongoing employees or short-term casuals. Assigns and checks work of work-study students. Serves as a resource to a group or on a function.</p> <ul style="list-style-type: none"> • Ex: Acts as a resource to grad students and faculty with regard to copyright issues and sourcing of readings and materials (Tech) • Serves as a resource to patrons with reference questions and to groups of work-study students 	20
Mental Effort	
<p>Moderate concentration. Writes original material, including minute-taking. Deciphers, edits, analyses, authenticates documents. Prepares statistical reports. Constant learning of new equipment, programs, policies, or protocols is required.</p> <ul style="list-style-type: none"> • Assess copyright limitations for faculty and analyze sources for patron requests daily • Authenticate source material for distribution to faculty and students daily • Create reports on service usage and book sales income monthly • Creation of Book Sale signage, as well as promotional, directional, and/or informational signage monthly • Critically listen to needs of students and faculty daily when responding to requests • Ensuring there are enough student hours left in the budget to allow work for work-study students 	30

<p>InfoExpress Liaison</p>	Job Number
	33
	Total Points
	508
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <ol style="list-style-type: none"> 1. Work in seated position - $(2 \times 3) \times 1 = 6$ 3. Walking as part of job - $(2 \times 1) \times 1 = 2$ 4. Bending/crouching/kneeling - $(2 \times 1) \times 2 = 4$ 5. Work on ladders, stools, scaffolds - $(1 \times 1) \times 3 = 3$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 2) \times 2 = 8$ 8. Lifting, carrying, pushing, pulling, or holding >25 kg - $(1 \times 1) \times 4 = 4$ 9. Lifting, carrying, pushing, pulling, or holding more than 10 kg and up to 25 kg - $(1 \times 1) \times 3 = 3$ 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(2 \times 1) \times 2 = 4$ <p>Total Score = 46</p>	40
Temperature, Noise, and Other Environmental Conditions	
<p>Regular exposure to a few disagreeable elements.</p> <ul style="list-style-type: none"> • Regular exposure to dirt, odours, noise, and uncomfortable changing or extreme temperatures • Occasional exposure to fumes, weather, and waste products 	25
Hazards	
<p>Some hazard. Exposure to risk of overuse injury associated with repetitive motion for 4 hours.</p> <ul style="list-style-type: none"> • Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) • Climbing step stools as needed • Cuts, abrasions 	25
Stress	
<p>Greater exposure to stressful elements than described at Level 30, but less than that described at Level 40.</p> <ul style="list-style-type: none"> • Occasional exposure to moderately stressful elements, such as difficult situations that involve conflictive interactions and verbal abuse • Regular exposure to moderately stressful elements such as emotionally charged situations requiring listening, assistance, and support, upset and anxious clients, and unpredictable or urgent assignments • Frequent exposure to moderately stressful elements such as competing and/or simultaneous deadlines and public/clients 	35
Work Interruptions and Distractions	
<p>Regular interruptions and distractions. Some interruptions and distractions are unusual or unpredictable, limited effect on work process or meeting of deadlines. Public, open area. Regular (regularly occurring) interruptions. Unpredictable action required.</p> <ul style="list-style-type: none"> • Work in a noisy, public library and office environment where interruptions are regular • Interruptions and distractions are unpredictable and have a limited effect on work processes and deadlines 	30

InfoExpress Liaison

Job Number

33

Total Points

508

Social Disruption Required by Work Scheduling

Regular schedule includes evenings/weekends. Occasional on-call.

- Regular daytime hours, with weekend work
- 3 weeks of year are spent on-call (available by phone or computer)

25

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Pay Equity Job Profile		
Library Technician #40	Job Number	
	34	
	Total Points	
	457	
Rationale	Level	
Previous Education		
Completed Ontario college diploma or equivalent	25	
<ul style="list-style-type: none">• Library Technician diploma• Bachelor's degree preferred		
Previous Experience		
Minimum two years' experience.	25	
<ul style="list-style-type: none">• Ex: "Customer service experience, Supervisor experience is an asset since I'm usually working with work study students, experience at a circulation or information desk. Experience with promotions and marketing eg. pop-up events, orientation events."		
Interaction Skills		
Large number of regular contacts. Interacts with employees and/or students/clients encompassing diversity of background. Sometimes uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Probing for information to establish needs or respond to requests. Responds to complaints. Resolves non-personal complaints. Fosters positive relations and manages a range of relationships.	30	
<ul style="list-style-type: none">• Ex: "Working the information desk requires open communication and cooperation with fellow colleagues. Also project like the Popular Reading Collection requires collaborative environment."• Ex: "Working with material that might exceed copyright when requested by faculty or graduate students. Suggesting alternative solutions when a patron wants something that is out of my control or goes against policy. Eg complaining about noise level on the first floor which is not a silent floor suggesting the 2nd or 3rd might be a better alternative."• Ex: "Most prevalent during reference questions. Patrons seeking information but not sure where to start. Or they have half the title of a book or who it is about."• Ex: "As the first point of contact we receive minor to major complaints regularly. Example range from loan length to disruptive person in the library."• Ex: "Spills in the library, bathrooms are dirty, can't find a book, disruptive person in the library, noise issues. Cannot find material, issues with fines."• Ex: "Working with student groups/faculty for pop-events at the library."		
Movement Skills		
High level of muscular coordination and/or manual dexterity where precision is essential. Full keyboard use such as for processing a variety of documents or data input where corrections are permitted after the fact. Use of keypad/wand/keyboard to enter data into fixed fields or to access information (e.g. email, notes, web-browsing). No requirement for speed.		30
<ul style="list-style-type: none">• Precision required when retrieving and manipulating data, using a cash register, and shelving books• Minor equipment troubleshooting/maintenance (eg. scanners, photocopier, laptops, etc.)		

Library Technician #40	Job Number
	34
	Total Points
	457
Decision-Making	
<p>Decisions about occasional, unusual, and unexpected events. Organising conferences/events. Job may require independent judgement and skill to plan and organize more effectively.</p> <ul style="list-style-type: none"> • Ex: "Lost and found material deciding if material is suspicious or what should be done with it." "Interpreting copyright law and UofT policies when working on syllabus for classes. Deciding if material requires a transactional license or can fall under fairdealing" • Ex: "Pop- up events eg escape rooms, paper circuit cards, LAN party." • Ex: "Popular reading collection I organized the stat sheet, how data would be recorded. What materials would initially be included. Virtual browsing options. I created the survey which we reviewed as a team." • Ex: "Popular Reading Collection I created the workflow for entering books added to the shelf and how to record stats. Casual work study students when on the desk and Infoexpress." 	30
Responsibility for Information	
<p>Significant responsibility for information. Information is of importance (e.g. editing content, original descriptive cataloguing). Information may be sensitive/confidential.</p> <ul style="list-style-type: none"> • Ex: "Course reading lists sent to Syllabus services so we can find, scan get transactional licenses for material and post them to Learning Management System (LMS)." • Ex: "Provide research material for faculty and graduate students. Organize and find course material for syllabus services." • Ex: "Popular Reading Collection (PRC), banner, bookmarks and flyer's, survey for PRC" • Ex: "Enter information of patron for Extra mural card. Helping a student review their account eg. material they have out where fines may have come from." • Ex: "User accounts when entering information for extra mural cards or assisting a patron with questions about their account frequently. Student information from surveys eg. Popular reading collection survey we collected contact information for prizes." 	30
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Significant responsibility for materials, equipment and/or outcomes. Responsibility for use of resources as it affects activities and workflow in a department. Cost of errors could have a significant short term effect on individuals and have an indirect impact on research projects.</p> <ul style="list-style-type: none"> • Ex: "If I make an error when closing/clearing the library it could result in damaged and or stolen property if a person is left in the library or I miss locking/checking the doors when I leave." • Ex: "If I make an error in judging a situation or monitoring a situation for example stressed student, suspicious person in the library it could result in harm to the patron, other patrons, or employees." • Misinterpreting copyright law could result in financial liability for the organization • Ex: "Use and allocate course reserves - material requested by faculty to be put on short-term loan for their course." • Use of photocopier, scanner, microfilm reader, books, microfilms, dvds, rare books, and lockers 	25
Responsibility for the Safety of Others	
<p>Care required to prevent physical or emotional injury to others. Careful attention to occupational safety precautions is required.</p> <ul style="list-style-type: none"> • Ex: "Working with a stressed student that comes to the desk providing them with resources to help them or if more immediate calling security/911 Assessing a growing situation and how to handle it. Could be related to students in a disagreement, or a patron causing a disturbance. Assessing if a person might cause a disturbance or injury to other patrons." 	20

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Library Technician #40</h2>	Job Number
	34
	Total Points
	457
Financial Responsibility	
<p>Some financial transactions. Handling of petty cash and/or fees, fines etc. on a regular basis. Some responsibility for recording.</p> <ul style="list-style-type: none"> Record and input cash/credit card transactions <p>Incumbent response to inquiry:</p> <ul style="list-style-type: none"> Close out till in the morning Handle regular transactions throughout the day 	20
Manage or Direct Others	
<p>Manages or directs small group in limited area. Job entails responsibility for the management or direction of a small defined group in limited area. Serve as a resource to a group or on a function.</p> <ul style="list-style-type: none"> Plan, assign, and monitor work of up to 5 work-study students when working at circulation desk Occasionally provide orientation to new staff and students Serves as a resource to patrons with reference questions and to groups of work-study students 	20
Mental Effort	
<p>Moderate concentration. Authenticates documents. Constant learning of new equipment (e.g. loaned laptops, new photocopiers, etc.). Analyzing and assessing situations, including crises. Critically listen to and/or read complex information. Formulating, planning or managing a program and/or project. Giving presentations and/or facilitating workshops etc.</p> <ul style="list-style-type: none"> Review syllabus material for copyright restrictions Learn how to use new loaned laptops Assessing situations (Ex: "Student having a panic attack. Person yelling in the library. Someone throwing a pylon in the library. Patron's stolen property") Ex: "Listening to requests from patrons that come to the desk. There can often be a language barrier. Understanding title requests through Infoexpress or syllabus services." Ex: "Planning for popular reading project, pop-up events" Ex: "Pop-up events were I'm the facilitator. Eg. adult colouring, therapy dogs, etc." Ex: "Measuring the results of a project, e.g. popular reading statistics" 	30
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <ol style="list-style-type: none"> Work in seated position - $(2 \times 3) \times 1 = 6$ Work in standing position - $(1 \times 1) \times 2 = 2$ Walking as part of job - $(2 \times 1) \times 1 = 2$ Bending/crouching/kneeling - $(2 \times 1) \times 2 = 4$ Work on ladders, stools, scaffolds - $(2 \times 1) \times 3 = 6$ Repetitive movements - $(2 \times 3) \times 2 = 12$ Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 2) \times 2 = 8$ Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(1 \times 1) \times 2 = 2$ <p>Total Score = 42</p>	40

Library Technician #40	Job Number
	34
	Total Points
	457
Temperature, Noise, and Other Environmental Conditions	
Regular exposure to a few disagreeable elements.	25
• Regular exposure to dirt, odours, noise, and uncomfortable changing or extreme temperatures	
• Occasional exposure to fumes, weather, and waste products	
Hazards	
Some hazard. Exposure to risk of overuse injury associated with repetitive motion for 4 hours.	25
• Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.)	
• Climbing step stools as needed	
• Cuts, abrasions	
Stress	
Greater exposure to stressful elements than described at Level 30, but less than that described at Level 40.	35
• Occasional exposure to a moderately stressful element like verbal abuse	
• Regular exposure to emotionally charged situations requiring listening, assistance, and support, upset and anxious clients, and ongoing high pace of work requiring accelerated work pace	
• Frequent exposure to difficult situations that involve conflictive interactions and public/clients	
Work Interruptions and Distractions	
Regular interruptions & distractions. Some interruptions and distractions are unusual or unpredictable. Limited effect on work process or meeting of deadlines. Public, open area. Regular (regularly occurring) interruptions. Unpredictable action required.	30
• Ex: “I work at the information desk in the library. I spend 5 or more hours a day at the desk working on my projects, but also fielding questions as they come in, in person/phone/email. The nature of the role is to be available at all times.”	
Social Disruption Required by Work Scheduling	
Regular schedule includes evenings/weekends. Regularly required to be on-call.	30
• Regular schedule includes evenings/weekends	
• Regular night shift	
• Ex: “Oct-April 4:00pm - 12:00am Sunday-Thursday, May-Sept 12pm-8:00pm Monday-Thursday and 9:00am-5:00pm on Fridays”	

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Pay Equity Job Profile	
Library Technician A	Job Number
	35
	Total Points
	452
Rationale	Level
Previous Education	
Completed Ontario college diploma or equivalent	25
<ul style="list-style-type: none">• Library Technician diploma• Bachelor's degree preferred	
Previous Experience	
Minimum two years' experience.	25
<ul style="list-style-type: none">• JD: At least two year's full-time library experience in a public services position	
Interaction Skills	
Interacts with employees and/or students/clients encompassing diversity of background. Fosters positive relations and manages a range of relationships. Sometimes uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Probing for information to establish needs or respond to requests. Responds to complaints. Resolves non-personal complaints.	30
<ul style="list-style-type: none">• JD: People oriented; enjoy working directly with customers and the general public• Ex: "If a patron has a large amount of fines owing on their account, I will negotiate with the patron to find an acceptable amount that they can pay in order to clear their fines or un-block their account"• Ex: "I conduct a short reference interview with some patrons to find out what they are looking for, and to refer the patron to a reference librarian if necessary"• Ex: "I respond to complaints from patrons about noise levels in the library."	
"A patron made a complaint about a product from the café and I provided them with the contact information for the company that operates the café in the library."	
<ul style="list-style-type: none">• Ex: "If a patron makes a complaint about the temperature in the library, I will contact facilities who can adjust the temperature to make it more comfortable in the library."	
Movement Skills	
High level of muscular coordination and/or manual dexterity where precision is essential. Full keyboard use such as for processing a variety of documents or data input where corrections are permitted after the fact. Use of keypad/wand/keyboard to enter data into fixed fields or to access information (e.g. email, notes, web-browsing). No requirement for speed.	30
<ul style="list-style-type: none">• Packing or stacking boxes• Use of computer to manipulate or retrieve data• Minor equipment troubleshooting/maintenance (eg. scanners, photocopier, laptops, etc.)	

Library Technician A

Job Number

35

Total Points

452

Decision-Making

Routine decisions and occasional decisions in response to unusual and unexpected events. Routine and non-routine decisions that require application & interpretation of rules, guidelines and/or procedures using some independent judgement, and requiring analytical skills. Occasional decisions in response to unusual events (in addition to unexpected events). Routine/non-routine decisions involving: interpretation of rules (as opposed to variations on established practices); using some independent judgment.

- Ex: "If the printer, photocopier or scanner is not working properly or displaying an error message I will decide whether to troubleshoot the machine or submit a work order to have it repaired"
- Ex: "Negotiating fines with patrons."
- Ex: "I interpret and apply copyright policy when I scan articles and chapters for faculty and graduate students for Kelly InfoExpress and the Syllabus service"
- Allocating graduate carrels to graduate students
- Ex: "I made the decision to call an ambulance when a patron was visibly unwell after falling in the stairwell, and said she felt faint and wasn't able to stand up."
- Ex: "A student informed me that a toilet is overflowing in one the washrooms on the second floor, so I made the decision to call the emergency facilities number to have someone come over to the library quickly to fix the toilet"

30

Responsibility for Information

Significant responsibility for information. Information is of importance (e.g. editing content, original descriptive cataloguing). Information may be sensitive/confidential.

- Ex: "Course reading lists sent to Syllabus services so we can find, scan get transactional licenses for material and post them to Learning Management System (LMS)."
- Ex: "Provide research material for faculty and graduate students through InfoExpress. Organize and find course material for syllabus services."
- Ex: "Enter information of patron for Extra mural card. Helping a student review their account eg. material they have out where fines may have come from."
- Ex: "User accounts when entering information for extra mural cards or assisting a patron with questions about their account frequently. Student information from surveys eg. Popular reading collection survey we collected contact information for prizes."

30

Responsibility for Materials, Equipment, and/or Outcomes

Significant responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects the activities and work flow in a department or for a major project or major research program. Cost of errors is significant to the department or major project or major research program and may have a significant short-term effect on individuals or have indirect impact on research projects.

- Determine proper approach for any security issues to ensure safety of patrons
- Patron could leave library with unchecked book if position doesn't follow up on security gate alarms (results in library possibly having to re-purchase)
- Providing wrong information to patron could lead them to wrong area of library
- Allocate carrels to graduate students
- Submit supply requests as needed
- Submit service requests for malfunctioning office equipment
- Majority of errors impact department (library) services (eg. Judgement calls affect students and their ability to complete projects on time)
- Use of photocopier, scanner, microfilm reader, books, microfilms, dvds, rare books, and lockers

25

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Library Technician A</h2>	Job Number
	35
	Total Points
	452
Responsibility for the Safety of Others	
<p>Care required to prevent physical or emotional injury or harm to others. Careful attention to occupational safety precautions is required.</p> <ul style="list-style-type: none"> • Ex: "If a visibly distressed patron approached the circulation desk and is looking for assistance, I will try to direct them to the appropriate resources -I have provided a patron with the contact information and location of the campus health and wellness counsellor." • Contact appropriate service for any issues (eg. spill in library, patron creating issues, etc.) 	20
Financial Responsibility	
<p>Some financial transactions. Handling of petty cash and/or fees, fines etc. on a regular basis. Some responsibility for recording.</p> <ul style="list-style-type: none"> • Receive cash/credit/cheque payments for fines, lost books, purchase of guest cards, and print room cards <p>Incumbent response to inquiry:</p> <ul style="list-style-type: none"> • Accepting fine payments daily in-person or over the phone (can be anywhere from 1-5 per day) • Opener does cash float and reconciling (balance the money and receipts using an Excel sheet) 	20
Manage or Direct Others	
<p>Manages or directs small group in limited area. Job entails responsibility for the management or direction of a small defined group in limited area. Some responsibility for directing the activities of up to three ongoing employees or short-term casuals.</p> <ul style="list-style-type: none"> • Assist in training other Library Technicians or work study students in working at circulation desk (up to 5) • Coordinate activities and check work of two Kelly InfoExpress work study students • Monitor work of work study student during shifts at circulation desk (only 1 at a time) • Serves as a resource to patrons with reference questions and to groups of work-study students 	20
Mental Effort	
<p>Moderate concentration writes original material, including minute-taking. Deciphers, edits, analyses, authenticates documents. Prepares statistical reports.</p> <ul style="list-style-type: none"> • Ex: "I have taken the minutes at Assessment committee meetings then types and posted the minutes in the Assessment committee folder" • Ex: "I update the circulation desk manual and some of the procedures (opening) needed to be re-written" • Ex: "I receive requests for materials in foreign languages for the Kelly InfoExpress (German, Russian, Polish) that I translate so I can request the item through interlibrary loan or find it in the UTL library system" • Ex: "I translate book titles from Russian and Ukrainian to English to try to locate them in the UTL library catalogue" • Ex: "I enter data into an Access database for InfoExpress" 	30

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Library Technician A</h2>	Job Number
	35
	Total Points
	452
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <ol style="list-style-type: none"> 1. Work in seated position - $(2 \times 3) \times 1 = 6$ 2. Work in standing position - $(2 \times 1) \times 2 = 4$ 3. Walking as part of job - $(2 \times 1) \times 1 = 2$ 4. Bending/crouching/kneeling - $(2 \times 1) \times 2 = 4$ 5. Work on ladders, stools, scaffolds - $(1 \times 1) \times 3 = 3$ 6. Repetitive movements - $(2 \times 2) \times 2 = 8$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 2) \times 2 = 8$ 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(1 \times 1) \times 2 = 2$ <p>Total Score = 37</p>	40
Temperature, Noise, and Other Environmental Conditions	
<p>Regular exposure to a few disagreeable elements.</p> <ul style="list-style-type: none"> • Regular exposure to dirt, odours, noise, and uncomfortable changing or extreme temperatures • Occasional exposure to fumes, weather, and waste products 	25
Hazards	
<p>Some hazard. Exposure to risk of overuse injury associated with repetitive motion for 4 hours.</p> <ul style="list-style-type: none"> • Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) • Climbing step stools as needed • Cuts, abrasions 	25
Stress	
<p>Regular exposure to three or more moderately stressful elements.</p> <ul style="list-style-type: none"> • Regular exposure to emotionally charged situations requiring listening, assistance, and support, public/clients, difficult situations that involve conflictive interactions, and upset and anxious clients 	30
Work Interruptions and Distractions	
<p>Regular interruptions & distractions. Some interruptions and distractions are unusual or unpredictable. Limited effect on work process or meeting of deadlines. Public, open area. Regular (regularly occurring) interruptions. Unpredictable action required.</p> <ul style="list-style-type: none"> • Ex: "During busy times at the circulation desk I may have to get up often to assist a patron or patrons and this makes it difficult to focus on another task (such as working on a project) -I can also be called to the circulation desk from my desk (behind circulation), to talk to a student about the graduate carrels/their carrel -If I am sitting at my desk behind circulation I may get up to assist my colleague working at the desk if it's very busy." 	30
Social Disruption Required by Work Scheduling	
<p>Regular daytime schedule.</p> <ul style="list-style-type: none"> • Regular daytime schedule – Monday to Friday 	10

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Pay Equity Job Profile	
Library Technician B	Job Number
	36
	Total Points
	454
Rationale	Level
Previous Education	
Completed Ontario college diploma or equivalent	25
• Library Technician diploma	
• Bachelor's degree preferred	
Previous Experience	
Minimum two years' experience.	25
• JD: At least two year's full-time library experience in a public services position	
• Ex: "Experience in a public service role, circulation desk experience, academic library setting, shelving experience."	
Interaction Skills	
Large number of regular contacts, interacts with employees and/or students/clients encompassing diversity of background. Sometimes uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Responds to complaints. Resolves non-personal complaints. Fosters positive relations and manages a range of relationships. Interactions may occasionally take place in a public forum. Probing for information to establish needs or respond to requests.	30
• Using problem solving and persuasion skills when asking for fine/renewal payments and responding to research questions from students daily	
• Ex: "Being at the circulation desk responding to patron complaints: temperature of building, too short of loan period, too high of fines, books still checkout of account after returning, missing books, computers or photocopiers not working, tcard funds can't be added, patrons not wanting to add money online, calling security for suspicious people in the library, laptops stolen, bikes stolen"	
• Ex: "When a patron does not want to pay for the full amount of their fines – negotiating a new total..."	
• Ex: "Explaining policies and procedures (ex. Loan periods, fines, tcards and adding money...)"	
Movement Skills	
High level of muscular coordination and/or manual dexterity where precision is essential. Full keyboard use such as for processing a variety of documents or data input where corrections are permitted after the fact. Use of keypad/wand/keyboard to enter data into fixed fields or to access information (e.g. email, notes, web-browsing). No requirement for speed.	30
• Minor equipment troubleshooting/maintenance (eg. scanners, photocopier, laptops, etc.)	
• Precision required when retrieving and manipulating data, shelving books, stuffing envelopes, and using a cash register	

Library Technician B	Job Number
	36
	Total Points
	454
Decision-Making	
<p>Routine decisions and occasional decisions in response to unusual and unexpected events. Routine and non-routine decisions that require application & interpretation of rules, guidelines and/or procedures using some independent judgement, and requiring analytical skills. Routine/non-routine decisions involving interpretation of rules (as opposed to variations on established practices); using some independent judgment.</p> <ul style="list-style-type: none"> • Ex: "Toilet overflowing, parents looking for child, students ordering food and when to call security, campus police or 911." • JD: "Provides reference and support to the Special Collections Reading Room for a minimum of 10 hours per week" • Decisions around recalling books general guideline to be interpreted depending on the case • Ex: "Medical emergencies (calling 911) no formal policy on who should be notified at what point after the situation is under control." • Ex: "Following Kelly Library policies, following UofT Libraries policies, Following UofT policies, Following USMC policies." • Ex: "When recalling books, there is a rough guideline to follow but no formal policy." • Ex: "Answering reference questions." 	30
Responsibility for Information	
<p>Significant responsibility for information. Information is of importance (e.g. editing content, original descriptive cataloguing). Information may be sensitive/confidential.</p> <ul style="list-style-type: none"> • Loaning library resources such as books, keys, laptops • Monitor, track, and provide statistics for class visits (eg. keep track of how many students, what collections worked well and what didn't, etc.) • Analyze, calculate, edit, file, monitor, and provide or distribute statistics for book display, turnstile, and re-shelving • Draft, monitor, and distribute incident reports • Monitor and distribute course reserves 	30
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Significant responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects the activities and work flow in a department or for a major project or major research program. Cost of errors is significant to the department or major project or major research program and may have significant short-term effect on individuals or have indirect impact on research projects.</p> <ul style="list-style-type: none"> • Use and allocate books going on display • Ordering supplies (through another employee) for department. • Ex: "Short term impact: a patron has the wrong location of a book on the shelves, they come back to the desk and say they can't find it and we re-look it up and go with them to search for it. It is found on the shelf. Long term impact: a patron could get hurt if I am not aware of what is going on in the library and I am not paying attention to people coming in." • Minor maintenance/troubleshooting on photocopiers, printers, and computers • Use of photocopier, scanner, microfilm reader, books, microfilms, dvds, rare books, and lockers 	25

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Library Technician B</h2>	Job Number
	36
	Total Points
	454
Responsibility for the Safety of Others	
<p>Care required to prevent physical or emotional injury or harm to others. Careful attention to occupational safety precautions is required.</p> <ul style="list-style-type: none"> • Ex: "Morning walk around when opening the library: making sure there are no issues in the building; reporting spills, overflowing toilets to appropriate people; keeping an eye on student workers making sure they aren't carrying/pushing too many heavy books." • Ex: "If I feel unsafe or patrons are unsafe, it is my responsibility to call security or campus police to handle the situation" 	20
Financial Responsibility	
<p>Some financial transactions. Handling of petty cash and/or fees, fines etc. on a regular basis. Some responsibility for recording.</p> <ul style="list-style-type: none"> • Receive cash/credit/cheque payments for fines • Provide invoices (e.g. interlibrary loan backup, special collections invoices) • Compile order forms for minor purchases (e.g. supplies) 	20
Manage or Direct Others	
<p>Job entails responsibility for the management or direction of a small defined group in limited area. Some responsibility for directing the activities of up to 3 ongoing employees; or short-term casuals. Assigns and checks work of work-study students. Directs work of casual employees in defined activities (not ongoing). Serves as a resource to a group or on a function.</p> <ul style="list-style-type: none"> • Serves as a resource to patrons with reference questions and to groups of work-study students • Ex: "Training new student employees on the circulation desk" • "Morning student when on circulation desk – give them the tasks for their shift" • "Monitoring student assistants for any mistake or wrong information they may give" 	20
Mental Effort	
<p>Moderate concentration. Analyzing and assessing situations, including crises. Creating art work or graphic design and layout. Critically listen to and/or read complex information. Demonstrating procedures to individuals/a group. Formulating, planning or managing a program and/or project. Giving presentations and/or facilitating workshops etc. Taking minutes.</p> <ul style="list-style-type: none"> • Ex: "Suspicious patrons in the library, or emergencies" • Ex: "Knowing when to report incidents to...Knowing when is the appropriate time to call security, campus police or 911." • Ex: "Making signs and posters for display using Canva" • Ex: "When answering reference when questions from students: listening to all parts of the students questions, reading assignments and helping accordingly." • Ex: "Showing students how to use scanners, photocopiers and computers" • Ex: "Book displays" • Ex: "Presenting policies and procedures to students from class visits in the Special Collections Reading Room" • Ex: "UTL Circulation Services meetings – taking notes for A&I department." 	30

Library Technician B	Job Number
	36
	Total Points
	454
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <ol style="list-style-type: none"> 1. Work in seated position - $(2 \times 3) \times 1 = 6$ 2. Work in standing position - $(2 \times 1) \times 2 = 4$ 3. Walking as part of job - $(2 \times 2) \times 1 = 4$ 4. Bending/crouching/kneeling - $(2 \times 1) \times 2 = 4$ 5. Work on ladders, stools, scaffolds - $(1 \times 1) \times 3 = 3$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 2) \times 2 = 8$ 8. Lifting, carrying, pushing, pulling, or holding >25 kg - $(1 \times 1) \times 4 = 4$ 9. Lifting, carrying, pushing, pulling, or holding more than 10 kg and up to 25 kg - $(1 \times 1) \times 3 = 3$ 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(1 \times 1) \times 2 = 2$ <p>Total Score = 50</p>	40
Temperature, Noise, and Other Environmental Conditions	
<p>Regular exposure to a few disagreeable elements.</p> <ul style="list-style-type: none"> • Regular exposure to dirt, odours, noise, and uncomfortable changing or extreme temperatures • Occasional exposure to fumes, weather, and waste products 	25
Hazards	
<p>Some hazard. Exposure to risk of overuse injury associated with repetitive motion for 4 hours.</p> <ul style="list-style-type: none"> • Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) • Climbing step stools as needed • Cuts, abrasions 	25
Stress	
<p>Regular exposure to three or more moderately stressful elements.</p> <ul style="list-style-type: none"> • Regular exposure to emotionally charged situations requiring listening, assistance, and support, upset and anxious clients, public/clients, and difficult situations that involve conflictive interactions 	30
Work Interruptions and Distractions	
<p>Regular interruptions and distractions. Some interruptions and distractions are unusual or unpredictable, limited effect on work process or meeting of deadlines. Public, open area. Regular (regularly occurring) interruptions. Unpredictable action required.</p> <ul style="list-style-type: none"> • Ex: "Not having a private office to work at, I often experience interruptions and distractions at my own desk. This includes always keeping an eye on the circulation desk to see if it gets too busy and if I have to step in and assist (ex. A line forming at the desk, technician at desk busy helping someone and the phone ringing, a delivery courier waiting for a signature on a package while the technician at the desk is busy on the phone.)" 	30

Library Technician B

Job Number

36

Total Points

454

Social Disruption Required by Work Scheduling

Regular schedule with some overtime and some weekends. Little social disruption.

- Regular daytime hours with overtime worked on weekdays 2-3 times per week

20

Pay Equity Job Profile	
Library Technician C	Job Number
	37
	Total Points
	479
Rationale	Level
Previous Education	
Completed Ontario college diploma or equivalent	25
<ul style="list-style-type: none">Library Technician diplomaBachelor's degree preferred	
Previous Experience	
Minimum three years' experience.	30
<ul style="list-style-type: none">Minimum three years of experience in a public service roleInclusive of at least 2 years of supervisory experienceExperience troubleshooting computers and other technology	
Interaction Skills	
Large number of regular contacts. Interacts with employees and/or students/clients encompassing diversity of background. Sometimes uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Probing for information to establish needs or respond to requests. Responds to complaints. Resolves non-personal complaints. Fosters positive relations and manages a range of relationships. Interactions may occasionally take place in a public forum.	30
<ul style="list-style-type: none">Assist patrons with all forms of inquiry/complaints and refer them to other services as neededFirst point of contact for anyone that enters the libraryUse problem solving and persuasion skills to assist upset patronsWork collaboratively with others in department dailyProvide training sessions for student employees 4-5 times per yearUse informal negotiation when discussing large fines with patrons, or to de-escalate a situation with an upset patron	
Incumbent response to inquiry:	
<ul style="list-style-type: none">In charge of no more than 20 students (hire then train), respond to supervisory questions (eg. Coming in late, not coming in at all, correcting behaviours and/or discipline, schedules, payrolls, etc.)Backfilling and desk schedule for peers	
Movement Skills	
High level of muscular coordination and/or manual dexterity where precision is essential. Full keyboard use such as for processing a variety of documents or data input where corrections are permitted after the fact. Use of keypad/wand/keyboard to enter data into fixed fields or to access information (e.g. email, notes, web-browsing). No requirement for speed.	30
<ul style="list-style-type: none">Use of computer to manipulate or retrieve dataPrecision required when retrieving and manipulating data, shelving books, and using a cash registerMinor equipment troubleshooting/maintenance (eg. scanners, photocopier, laptops, etc.)	

Library Technician C	Job Number
	37
	Total Points
	479
Decision-Making	
<p>Routine decisions and occasional decisions in response to unusual and unexpected events. Routine and non-routine decisions that require application & interpretation of rules, guidelines and/or procedures using some independent judgement and requiring analytical skills.</p> <ul style="list-style-type: none"> • Ex: "Unexpected and unusual events pop up frequently, often in the evening or on Sundays when I am the most senior staff around. For example, if a situation with an irate patron escalates and security or the police need to be called." • Ex: "Borrowing policies, Library Conduct Regulations" • Ex: "Allocating student tasks during shifts." • Ex: "Inventory project: Acquiring equipment need for project (iPad, Inventory app, bluetooth scanner), determining outcomes of project, creating procedures, training student assistants on their part, hiring a work study student, working with the Associate Chief Librarian and Technical Services on missing items and other problems that arise throughout the project." 	30
Responsibility for Information	
<p>Significant responsibility for information. Information is of importance (e.g. editing content, original descriptive cataloguing). Information may be sensitive/confidential.</p> <ul style="list-style-type: none"> • Ex: "Personnel files for student staff, library user account contain confidential information (date of birth, address, phone number)." • Ex: "Computer and other equipment troubleshooting." • Ex: "Create content and promote on social media accounts: Facebook, Twitter, and Instagram. Promote on website, collaborate on printed brochures, distribute promotional materials at desk and post in library. Track analytics of social media." • "Content that is published on the library's website and social media pages. Main author of social media content." • JD: Library communication and promotion; Edits webpages; Manages and posts announcements on Facebook and Twitter; Monitors library website comment boxes and general library email account 	30
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Cost of errors is significant to the department or major project or major research program and may have a significant short-term effect on individuals or have indirect impact on research projects.</p> <ul style="list-style-type: none"> • Ex: "Students - could impact student workplace development, if I didn't provide proper training or arranged for Health and Safety to be covered could lead to harm. Social media - incorrect creation of post could lead to embarrassment." • Ex: "Short term: upset patron, disruptions in service, prevent patrons from accessing materials or resources." • JD: "Troubleshooting of and assisting patrons with electronic equipment, including laptop wireless connections, computer workstations, photocopiers, printers, microfilm reader, T-card machines" • Can provide incorrect information to students, which would impact their completion of assignments • Request materials to be purchased (eg. Popular reading materials) • Use of photocopier, scanner, microfilm reader, books, microfilms, dvds, rare books, and lockers 	25

Library Technician C	Job Number
	37
	Total Points
	479
Responsibility for the Safety of Others	
<p>Care required to prevent physical or emotional injury or harm to others. Careful attention to occupational safety precautions is required.</p> <ul style="list-style-type: none"> • Ex: "Ensuring that student staff partake in health and safety training and that safety procedures are followed at all times. Train student staff on safety procedures regarding incidents which may involve calling security/and or police. When incidents involving violence or unstable people arise, I must respond timely to prevent injury / harm to others in the vicinity. Maintain a healthy and safe workplace by monitoring for hazards and correcting them when possible (e.g. moving an object that could cause tripping) and reporting ones I cannot (e.g. lights are burnt out). This applies to the building as a whole, and not just my immediate workplace." 	20
Financial Responsibility	
<p>Some financial transactions. Handling of petty cash and/or fees, fines etc. on a regular basis. Some responsibility for recording.</p> <ul style="list-style-type: none"> • Ex: "Accepting payments, recording" • Ex: "Billing libraries and accepting interlibrary loan payments, monitoring" • Ex: "Purchase office supplies, appreciation for student employees (end of year snacks, etc.)" • Ex: "Student hiring budget- conferring with senior management on allocation of student hours and positions, tracking and monitoring budget for training and coverage for technician leaves." 	20
Manage or Direct Others	
<p>Manages or directs small group in a wide range of related activities. Job entails responsibility for the management or direction of a small department. Full responsibility for directing the activities of a group all performing a similar function.</p> <ul style="list-style-type: none"> • Ex: "Coordinate tasks of student assistants. Coordinate some work of appointed staff - e.g. arranging for 1 appointed staff to create content for social media, coordinating with staff that assist with interlibrary loans and serve as back-up when I'm away, coordinate schedules and vacation times, ensuring there is coverage at all times (5 Appointed 15-20 casuals 1 work study)." • Ex: "Supervise all student employees, monitor their activities, ensure they are being done correctly. Provide work direction to appointed staff as Lead Hand (15-20 Casuals Student assistants and 1 PT Contract Technician. 1 Work Study at a time, 4 Appointed)." • Ex: "Provide regular feedback to student assistants (15-20 casuals)." • Serves as a resource to patrons with reference questions and to groups of work-study students 	30

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Library Technician C</h2>	Job Number
	37
	Total Points
	479
Mental Effort	
<p>Moderate concentration. Writes original material, including minute-taking. Deciphers, edits, analyses, authenticates documents; prepares statistical reports. Constant learning of new equipment, programs, policies, or protocols is required.</p> <ul style="list-style-type: none"> Analyze and assess crisis situations as needed (eg. suspicious patron) Forecasting for staffing and student coverage budget Daily completion of forms (eg. external registration, key and/or laptop sign out, etc.) Creating signs and social media content often Demonstrate use of technological equipment to patrons as needed Editing and/or proofreading work of others as requested Entering statistics and interlibrary loan invoice data Creating projects for work-study staff Creating group study room and social media policies (in collaboration with others) Creating artwork and graphic design for events (eg. Signage) Translating German and Cyrillic when assisting InfoExpress (eg. Overload of syllabi to assist with, design courses within Quercus) Forecasting for staffing every term Collaborate with peers on policy development 	30
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <ol style="list-style-type: none"> Work in seated position - $(2 \times 3) \times 1 = 6$ Work in standing position - $(1 \times 1) \times 2 = 2$ Walking as part of job - $(2 \times 1) \times 1 = 2$ Bending/crouching/kneeling - $(2 \times 1) \times 2 = 4$ Repetitive movements - $(2 \times 3) \times 2 = 12$ Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 2) \times 2 = 8$ Lifting, carrying, pushing, pulling, or holding more than 10 kg and up to 25 kg - $(1 \times 1) \times 3 = 3$ Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(1 \times 1) \times 2 = 2$ <p>Total Score = 39</p>	40
Temperature, Noise, and Other Environmental Conditions	
<p>Regular exposure to a few disagreeable elements.</p> <ul style="list-style-type: none"> Regular exposure to dirt, odours, noise, and uncomfortable changing or extreme temperatures Occasional exposure to fumes, weather, and waste products 	25
Hazards	
<p>Some hazard. Exposure to risk of overuse injury associated with repetitive motion for 4 hours.</p> <ul style="list-style-type: none"> Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) Climbing step stools as needed Cuts, abrasions 	25

Library Technician C	Job Number
	37
	Total Points
	479
Stress	
<p>Greater exposure to stressful elements than described at Level 30, but less than that described at Level 40.</p> <ul style="list-style-type: none"> • Occasional exposure to unpredictable or urgent assignments and verbal abuse • Regular exposure to upset and anxious clients, competing and/or simultaneous deadlines, and emotionally charged situations requiring listening, assistance, and support • Frequent exposure to moderately stressful elements, including difficult situations involving conflictive interactions and public/clients in general 	35
Work Interruptions and Distractions	
<p>Regular interruptions and distractions. Some interruptions and distractions are unusual or unpredictable, limited effect on work process or meeting of deadlines. Public, open area. Regular (regularly occurring) interruptions. Unpredictable action required.</p> <ul style="list-style-type: none"> • Regularly interrupted by students, patrons, and other colleagues while on shift • Interruptions from students can be unusual or unpredictable 	30
Social Disruption Required by Work Scheduling	
<p>Regular schedule includes evenings/weekends. Occasional on-call.</p> <ul style="list-style-type: none"> • Regular schedule (Sunday-Thursday) midday to evening • A set schedule of alternating days/evenings/weekends 	25

Pay Equity Job Profile	
Mailroom Coordinator	Job Number
	38
	Total Points
	476
Rationale	Level
Previous Education	
• JD: Two year college diploma	25
Previous Experience	
• 3 years mailroom experience • Strong organizational skills • Database, StarRez, and MS Office Suite experience for mailouts	30
Interaction Skills	
Regular contacts. Contacts are largely predictable and routine but may involve co-ordination, informal negotiation and/or discussion to encourage co-operation where there is disagreement. Fosters positive relationships and sometimes responds to complaints. Interaction with employees and/or students/clients of diverse background or interests. • Contacting staff to determine requirements of courier shipments and give price quotes and delivery estimates, help resolve delays with their incoming or outgoing shipments, and ask for Waste Management survey information for their shipments • Dealing with parcel tracking discrepancies • Dealing with upset staff regarding parcel pickup • Students and staff unhappy with mailroom hours and/or shipping costs • Courier companies, UofT campus mail, and other college mailrooms • Determine the suitability of courier companies to meet delivery needs of staff • JD: Train new staff as required Interpreting policy to others • Explaining waste management survey requirements to staff	25
Movement Skills	
High level of muscular coordination and/or manual dexterity where precision is essential and speed is required. • Precision required for sorting, packing, and stacking boxes • Precision and speed required for regular keyboard use when processing a variety of documents or data input (eg. drafting reports, correspondence, etc.), as well as when retrieving and manipulating data • Expected to clean, conduct equipment repair/maintenance, and manually calibrate equipment as needed"	40

Mailroom Coordinator	Job Number
	38
	Total Points
	476
Decision-Making	
<p>Routine decisions and/or occasional decisions in response to unexpected events. Decisions may involve introducing variations to established practices and procedures requiring problem solving ability. Decisions involve minor troubleshooting.</p> <ul style="list-style-type: none"> • Determine shipping methods and services • Making additional parcel pick-up options available to students based on their needs • Accepting personal parcels for staff • Determine equipment requirements of the mailroom • Provide resolutions for any shipment issues • Creating workarounds as needed if students/staff want their shipments outside of office hours • Prioritize own workflow • Create new parcel retrieval and notification procedures for residents. • Creating more accurate and efficient recording and reporting methods for the Waste Management survey report 	25
Responsibility for Information	
<p>Significant responsibility for information. Information is of importance and may be sensitive/confidential.</p> <ul style="list-style-type: none"> • Creating, revising, publishing of USMC Mailroom Policies and Procedures • Using postage meter and courier statements to create statistics for outgoing items processed through the mailroom • Using data to create reports showing number of items being received at the mailroom • Using waste management numbers to create yearly report submitted to the government • Parcels and mail are recorded on student records in StarRez • Creating and editing student contact information on StarRez • Opening mail with insufficient address information to determine intended recipient 	30
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Significant responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects the activities and work flow in a department or for a major project or major research program. Cost of errors is significant to the department and may have a significant short-term effect on individuals.</p> <ul style="list-style-type: none"> • Lost or misplaced mail and parcels (can cause delays in service to staff/students) • Inaccurate accounting invoices to departments because of incorrect accounting data from the mailroom • Dramatically increased costs of shipping due to incorrect preparation of parcels and there customs documents • Undelivered parcels or mail due to incorrect address or customs information provided (can cause delays in service to staff/students) • Late fees on invoices as result of not preparing and submitting these to accounting in a timely manner • Regular use of shipping supplies, and packing and tracking equipment • Allocate shipping and copier supplies, and postage meter funds • Acquisition/replacement of shipping, postage meter, copier, and office supplies • Conduct mailroom equipment repairs/maintenance as needed 	25
Responsibility for the Safety of Others	
<p>Careful attention to occupational safety precautions is required.</p> <ul style="list-style-type: none"> • Refuse shipments that require age verification • Ensure students do not carry parcels that are too heavy (offer carts to transport if needed) 	20

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2 style="color: #008080;">Mailroom Coordinator</h2>	Job Number
	38
	Total Points
	476
Financial Responsibility	
<p>Maintains accounts. Responsible for accounts, transfers and expenditures within established guidelines and cash limits. Regular responsibility for reporting and reconciliation. Costs shop level projects. Monitors accounts for one's own program.</p> <ul style="list-style-type: none"> • Handle cash/credit card transactions on all parcel shipments, equipment and supply purchases, and customs and duty payments • Handle cash postage for staff • Handle courier and supply purchase invoices, as well as equipment leases • Monitor budget of \$17,000 • Minor purchases under \$5k for equipment/supplies • Manage accounts for mailroom equipment, supplies and leases, department and shipping, and postage meter • Prepare budget requirements for the mailroom • Provide information to create rfps/rfqs for mailroom equipment 	25
Manage or Direct Others	
<p>Serve as a resource to a group or on a function</p> <ul style="list-style-type: none"> • Train replacement worker on mailroom policies and procedures • Provide technical instruction to anyone wishing to send out parcels and mail • Serve as a resource to any students/staff wishing to send or receive mail 	20
Mental Effort	
<p>Moderate concentration. Writes original material, including minute-taking. Deciphers, edits, analyses, authenticates documents. Prepares statistical reports.</p> <ul style="list-style-type: none"> • Creating memos for distribution to the residents describing updates in mailroom procedures • Triage incoming and outgoing items daily to allow for those that are time sensitive to be completed • Preparing budget requirements for mailroom weekly • Forecasting for large mailings weekly • Produce price quotations for potential shipments weekly • Test and fine tune postage meter scale daily • Completing shipping forms daily • Demonstrate mailroom procedures to new students/staff weekly • Recording parcel and mail data for students/staff on StarRez daily • Preparing monthly postage and shipping reports for departments, and credit card statements for accounting • Preparing alternatives for work stoppage situations with the mail or courier services 	30

Mailroom Coordinator	Job Number
	38
	Total Points
	476
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <ol style="list-style-type: none"> 1. Work in seated position - $(2 \times 2) \times 1 = 4$ 2. Work in standing position - $(2 \times 2) \times 2 = 8$ 3. Walking as part of job - $(2 \times 2) \times 1 = 4$ 4. Bending/crouching/kneeling - $(2 \times 2) \times 2 = 8$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 2) \times 2 = 8$ 8. Lifting, carrying, pushing, pulling, or holding >25 kg - $(2 \times 1) \times 4 = 8$ 9. Lifting, carrying, pushing, pulling, or holding more than 10 kg and up to 25 kg - $(2 \times 2) \times 3 = 12$ 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(2 \times 3) \times 2 = 12$ <p>Total Score = 76</p>	60
Temperature, Noise, and Other Environmental Conditions	
<p>Regular exposure to a few disagreeable elements.</p> <ul style="list-style-type: none"> • Regular exposure to fumes, noise, dirt, and waste products in work environment • Occasional exposure to uncomfortable changing or extreme temperatures, odours, and weather in work environment 	25
Hazards	
<p>Some hazards and exposure to overuse associated with repetitive motion for 4 hours. Some health or accident risk where limited effect on health is more likely.</p> <ul style="list-style-type: none"> • Exposure to chemicals, solvents, glues, cuts and abrasions, and moving equipment parts • Exposure to risk of overuse injury associated with repetitive motion for 4 hours per day 	25
Stress	
<p>Frequent exposure to one or two moderately stressful elements.</p> <ul style="list-style-type: none"> • Regular exposure to multiple moderately stressful elements such as unchanging and repetitive work, and upset and anxious clients • Frequent exposure to moderately stress elements such as competing and/or simultaneous deadlines, and public/clients 	30
Work Interruptions and Distractions	
<p>Interruptions and distractions are unpredictable and have a limited effect on work processes and deadlines.</p> <ul style="list-style-type: none"> • Any real administrative work has to be done after hours due to the interruptions • Regularly interrupted by students and staff asking for parcels • Purchase a wireless headset for work phone because students and staff would not be patient enough to wait for me to finish calls to couriers before demanding their mail 	30
Social Disruption Required by Work Scheduling	
<ul style="list-style-type: none"> • Regular daytime hours 	10

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Pay Equity Job Profile	
Office Support	Job Number
	39
	Total Points
	515
Rationale	Level
Previous Education	
<ul style="list-style-type: none"> • 2 years community college • 2 years Building Environmental Systems - Operator Class II 	35
Previous Experience	
<ul style="list-style-type: none"> • JD: Three years of comparable work experience • Hands-on experience with variety of tasks in HVAC, electrical, carpentry, etc. 	30
Interaction Skills	
<p>Contacts are largely predictable and routine but may involve co-ordination, informal negotiation and/or discussion to encourage co-operation where there is disagreement. Fosters positive relationships and sometimes responds to complaints. Interaction with employees and/or students/clients of diverse background or interests.</p> <ul style="list-style-type: none"> • Exchange information with others daily regarding work orders • Ensure understanding of students for room repairs and provide alternative solutions weekly • Work cooperatively with team members on larger issues daily • Respond to and resolve minor complaints (in the form of work orders) daily • Maintain relationships with vendors/contractors weekly • Resolves technical/administrative matters • Listens actively to people who may be upset • Resolves minor complaints • Provides detailed explanations 	25
Movement Skills	
<p>Very high level of muscular coordination and/or manual dexterity to execute very precise and synchronized movements. No speed required.</p> <ul style="list-style-type: none"> • Precision required for regular keyboard use when processing a variety of documents or data input (eg. drafting reports, correspondence, etc.), as well as when retrieving and manipulating data • Precision required when cleaning, equipment repair/maintenance, manual calibration of equipment, use of precision tools, and key cutting 	40
Decision-Making	
<p>Decisions involving unexpected events. Routine decisions and/or occasional decisions in response to unexpected events. Decisions may involve introducing variations to established practices and procedures requiring problem solving ability. Decisions involve minor troubleshooting (eg. unexpected hardware/software problems).</p> <ul style="list-style-type: none"> • Determine how to carry out work orders/tasks in the most effective and efficient way possible • Prioritize own workflow • Assist with emergency repairs as needed • Plan preventive maintenance every 18 months for electronic locks • Develop procedures, set up the application form, design card, and carry out issuing for USMC card program 	25

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Office Support</h2>	Job Number
	39
	Total Points
	515
Responsibility for Information	
<p>Information is of importance. Information may be sensitive/confidential.</p> <ul style="list-style-type: none"> • File, edit, and provide timesheets • Read and interpret drawings and schematics • Update building usage drawings and design signage • Maintain personal schedule 	35
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Significant responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects the activities and work flow in a department or for a major project or major research program. Cost of errors is significant to the department and may have a significant short-term effect on individuals.</p> <ul style="list-style-type: none"> • Purchase wrong material for work order (can delay repair/installation) • Fail to schedule preventive maintenance • Provide support to other trades (HVAC, Electrician, and Carpenter) on issues as needed • Use of power tools • Request permission for acquisition/replacement of materials for work order • Repair non-functional electric locks 	25
Responsibility for the Safety of Others	
<p>Sustained care and attention is required during the work period. Responsible for things that may cut, crush, blind or burn.</p> <ul style="list-style-type: none"> • JD: Assemble and maintain records for compliance with asbestos management, waste audits, Stewardship Ontario reports, WHMIS, Occupational Health and Safety Act, and other government regulated requirements and reports 	40
Financial Responsibility	
<p>Handling of petty cash and/or fees, fines etc. on a regular basis. Some responsibility for recording. Discretion to make minor purchases. Collaborates on cost estimates. Enters timesheet data.</p> <ul style="list-style-type: none"> • Ex: "Use of company card for purchases on work order needs" • Ex : "Record purchase from hardware stores" • Ex: "Request quotes on projects: painting, lock upgrade" • Ex: "Records absences on the time sheet as a back up" (p. 25) 	20
Manage or Direct Others	
<p>Serves as a resource to a group or on a function.</p> <ul style="list-style-type: none"> • Perform instruction to security on how locks work and how to troubleshoot • Serve as resource to others on building drawings • Coordinate staff activities when backfilling for Physical Plant Coordinator 	20

Office Support	Job Number
	39
	Total Points
	515
Mental Effort	
Moderate concentration. Deciphers, edits, analyses. Constant learning of new equipment. • Carry out urgent repair or respond to emergency situations six times per year • Calibrate chemical station monthly • Complete room inspection forms yearly • Design temporary signage monthly • Provide information on work orders, operations manuals, buildings, etc. daily • Troubleshoot issues with electronic locks weekly • JD: Read and work with blueprints, diagrams, and instructions.	30
Physical Effort	
CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS) 1. Work in seated position - (1 x 1) x 1 = 1 2. Work in standing position - (2 x 3) x 2 = 12 3. Walking as part of job - (2 x 3) x 1 = 6 4. Bending/crouching/kneeling - (2 x 2) x 2 = 8 5. Work on ladders, stools, scaffolds - (2 x 1) x 3 = 6 6. Repetitive movements - (2 x 3) x 2 = 12 7. Scrutinizing, distinguishing, or isolating by eye or ear - (2 x 3) x 2 = 12 8. Lifting, carrying, pushing, pulling, or holding >25 kg - (2 x 1) x 4 = 8 9. Lifting, carrying, pushing, pulling, or holding more than 10 kg and up to 25 kg - (2 x 1) x 3 = 6 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - (2 x 2) x 2 = 8 Total Score = 79	60
Temperature, Noise, and Other Environmental Conditions	
Sustained exposure to some disagreeable elements or one very disagreeable element for more than half of work period. • Regular exposure to very disagreeable elements - bio-hazards like mold, moisture and slime, confined spaces (e.g Accessing equipment in damp, confined, and hot areas of the plant) • Regular exposure to uncomfortable changing or extreme temperatures, odours, fumes, noise, dirt, weather, and waste products	35
Hazards	
Moderate hazard; Serious injuries possible. Includes exposure to health risks associated with constant repetitive motion, exposure to hazard or accident risk - greater likelihood of resulting in disability. • Repetitive motion required daily for 2-4 hours per day • Exposure to vibration, electric shock, chemicals, solvents, glues, climbing ladders, cuts and abrasions, moving equipment parts, and asbestos	35

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Office Support</h2>	Job Number
	39
	Total Points
	515
Stress	
<p>Greater exposure to stressful elements than described at Level 30, but less than that described at Level 40.</p> <ul style="list-style-type: none"> • Occasional exposure to an extremely stressful element such as time sensitive crisis that must be resolved • Regular exposure to ongoing high pace of work requiring accelerated work pace, isolated work spaces, unpredictable or urgent assignments, multiple reporting relationships, upset and anxious clients, and verbal abuse • Frequent exposure to public/clients, exposure to competing and/or simultaneous deadlines 	35
Work Interruptions and Distractions	
<p>Regularly occurring interruptions. Some interruptions and distractions are unusual or unpredictable and have a limited effect on work processes and deadlines.</p> <ul style="list-style-type: none"> • Work in a noisy, shared environment that spreads across a workshop, residences, outdoors, and mechanical/electrical rooms where interruptions occur regularly • Interruptions and distractions are unpredictable and have a limited effect on work processes and deadlines 	30
Social Disruption Required by Work Scheduling	
<p>Regular schedule includes evenings/weekends. Occasional on-call. Frequent overtime.</p> <ul style="list-style-type: none"> • Occasional daytime hours, with overtime required weekly (1 weekday and 1 day on weekend) • On-call (available by phone or computer) once weekly 	25

Pay Equity Job Profile	
Physical Plant Coordinator	Job Number
	40
	Total Points
	513
Rationale	Level
Previous Education	
<ul style="list-style-type: none"> • 3 year community college course in Business Administration • Basic accounting knowledge 	30
Previous Experience	
<ul style="list-style-type: none"> • Minimum 5 years' prior experience in a similar setting, ideally with customer service and accounts receivable process experience, as well as experience prioritizing workloads 	40
Interaction Skills	
<p>Large number of regular contacts. Interacts with employees and/or students/clients encompassing diversity of background. Sometimes uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Probing for information to establish needs or respond to requests. Responds to complaints. Resolves non-personal complaints. Fosters positive relations and manages a range of relationships. Interactions may occasionally take place in a public forum.</p> <ul style="list-style-type: none"> • Receive service requests and respond to complaints by dispatching custodial/trades staff daily • Following up with contractors, trades, students, and/or managers regarding work orders daily • Respond to contractors and suppliers regarding payment status of invoices • Dispatch trades or custodial to resolve issues from students and staff (eg. temperature issues, burnt out light bulbs, and water leaks) • "Work with all the departments under the Facilities umbrella" • Advise and assist in resolving problems related to departmental operations 	30
Movement Skills	
<p>High level of muscular coordination and/or manual dexterity where precision is essential and speed is required.</p> <ul style="list-style-type: none"> • Precision and speed required for regular keyboard use when processing a variety of documents or data input (eg. drafting reports, correspondence, etc.) • Precision and speed required when retrieving and manipulating data • Maintain records of work orders issued, outstanding and completed ; Maintain personnel records and prepare time sheets for payroll input 	40
Decision-Making	
<p>Decisions about occasional, unusual, and unexpected events. Routine decisions and occasional decisions in response to unusual and unexpected events. Routine and non-routine decisions that require application & interpretation of rules, guidelines and/or procedures using some independent judgement and requiring analytical skills.</p> <ul style="list-style-type: none"> • Call in contractor for time-sensitive repairs/maintenance (mainly responsibility of trades employees) • Order supplies or parts needed when manager unable to approve • Anything that cannot be resolved by on-site staff must go to management for approval • Prioritize own workflow (eg. dispatch work orders daily based on urgency) • "Record all invoices per account code for Physical Plant, Custodial, Grounds, IT, AV and Capital Projects" • Track utilities Metrics in excel work book (Steam, Hydro, Water and Gas) • Create WSIB certificates for contractors working on campus and notify management of disputes 	30

Physical Plant Coordinator	Job Number
	40
	Total Points
	513
Responsibility for Information	
<p>Significant responsibility for information. Information is of importance. Information may be sensitive or confidential.</p> <ul style="list-style-type: none"> • Code and track work order invoices • Create purchase orders for contracted work • Maintain and retrieve CCDC contract files as needed • Create and distribute Facilities bulletins regarding upcoming campus work • "Maintain personnel records and prepare time sheets for payroll input." • "Track utilities metrics (ie. steam, hydro, water and gas)" 	30
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Significant responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects the activities and work flow in a department or for a major project or major research program. Cost of errors is significant to the department and may have a significant short-term effect on individuals.</p> <ul style="list-style-type: none"> • Place orders for operational supplies • Coordinate staff that will be conducting maintenance/repairs • "Dispatching the correct Trade to the right building on campus is priority to ensure the issue gets resolved as quickly and efficiently as possible." • Track and use safety supplies as needed (eg. safety glasses, caution tape, etc.) • Prioritization of work orders • "Not getting invoices to Accounting for processing of invoices in timely manner could result in contractors and suppliers not getting paid on time. They could stop work-age, hold up projects, and stop sending supplies." • "Leaving a water leak for a long period of time could cause sufficient damage to the space resulting in shutting down the space and major damage. Reporting to a call quickly can stop minor issues from becoming major issues." 	25
Responsibility for the Safety of Others	
<p>Careful attention to occupational safety precautions is required.</p> <ul style="list-style-type: none"> • Attention to safety precautions • Ensure safety supplies are always available and occupational health and safety policies and procedures are adhered to 	20
Financial Responsibility	
<p>Maintains department operating budget. Monitors department budget for accuracy and completeness. Some responsibility for planning expenditures and budgets. Tracks and reports on spending.</p> <ul style="list-style-type: none"> • "Record all invoices per account code for Physical Plant, Custodial, Grounds, IT, AV and Capital Projects" • Manages operating and capital budgets • Monitor "Facilities Operational and Capital Project Tracking" (\$1M+ & \$7M) 	30
Manage or Direct Others	
<p>Manages or directs small group in limited area. Job entails responsibility for the management or direction of a small defined group in limited area.</p> <ul style="list-style-type: none"> • Dispatch work orders to up to 5 trades/custodial staff • Follow up on work orders as needed to ensure completion 	20

Physical Plant Coordinator	Job Number
	40
	Total Points
	513
Mental Effort	
Moderate concentration. Writes original material, including minute-taking. Deciphers, edits, analyses, authenticates documents. Prepares statistical reports. • Assessing emergency situations when dispatching work orders (eg. "Is this situation more serious than another") • Calculating required for petty cash and credit card reconciliations monthly • Completing work order and purchase order forms daily • Recording invoice and purchase order information daily • Prepare monthly utility and work order metrics reports	30
Physical Effort	
CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS) 1. Work in seated position - (2 x 3) x 1 = 6 6. Repetitive movements - (2 x 3) x 2 = 12 7. Scrutinizing, distinguishing, or isolating by eye or ear - (2 x 3) x 2 = 12 Total Score = 30	30
Temperature, Noise, and Other Environmental Conditions	
Occasional exposure to a disagreeable element. • Occasional exposure to noise in the work environment	15
Hazards	
Some hazards and exposure to overuse associated with repetative motion for 4 hours. • Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.)	25
Stress	
Continuous exposure to three or more moderately stressful elements AND regular exposure to at least one extremely stressful element. • Occasional exposure to emotionally charged situations requiring listening, assistance, support, difficult situations that involve conflictive interactions, upset and anxious clients, and verbal abuse • Regular exposure to time sensitive crisis that must be resolved • Frequent exposure to unpredictable or urgent assignments and multiple reporting relationships • Continuous exposure to unchanging and repetitive work, competing and/or simultaneous deadlines, frequent human monitoring or machine pacing work, and ongoing high pace of work requiring accelerated work pace	50

Physical Plant Coordinator

Job Number

40

Total Points

513

Work Interruptions and Distractions

Many interruptions & distractions. Regular interruptions and distractions are unusual or unpredictable, causing disruption to work process, increasing likelihood of missing deadlines. Open area, multiple sources of distractions (multiple activities). Frequent (high volume) interruptions. Unpredictable action required.

35

- Regular interruptions / distractions are unusual / unpredictable
- Periodic crisis resolution for urgent work orders (e.g. flooding)

Social Disruption Required by Work Scheduling

- Regular daytime hours

10

Pay Equity Job Profile	
PIMS Library Technician	Job Number
	41
	Total Points
	493
Rationale	Level
Previous Education	
Bachelor's degree • Bachelor's degree required • Library Technician diploma preferred	35
Previous Experience	
Minimum two years' experience. • Experience with Copy Cataloguing and labelling of items, old and new	25
Interaction Skills	
Large number of regular contacts. Interacts with employees and/or students/clients encompassing diversity of background. Probing for information to establish needs or respond to requests. Responds to complaints. Resolves non-personal complaints. Interactions may occasionally take place in a public forum. • Ex: "With consent of Chief Librarian, I hire/train all student monitors that work for us. I work at the front desk so answer questions of patrons all the time." • "Complaints of hours open, resolving with sympathy." • JD: "Provide help to users (i.e. catalogue, photocopier, microfilm readers, reference questions, etc.)" • "Supervise Student Desk Monitors including hiring, training, scheduling and payroll accounting" • Ex: "Train student monitors, provide printed guidelines, answer questions (beginning of each semester)." Incumbent response to inquiry: • Interact with up to 40 patrons on average per day (greeting rather than direct assistance) • About 30% of day spent responding to inquiries or requests from peers • Complaints mainly referred to this position (only incumbent, manager regularly travelling for work)	30
Movement Skills	
High level of muscular coordination and/or manual dexterity where precision is essential. Speed required. • Use of keypad/wand/keyboard to enter data into fixed fields or to access information (e.g. Email, notes, web-browsing) • Full keyboard use such as for processing a variety of documents or data input where corrections are permitted after the fact • Precise keyboard/keypad use where possibility for correction is minimal (e.g. production-oriented document production or data entry) • Equipment repair/maintenance Incumbent response to inquiry: • Majority of time (70%) spent cataloguing and ordering, with that work being interrupted by students/public occasionally. • Speed is required in order to get through the volume of work (comes naturally through experience)	40

PIMS Library Technician	Job Number
	41
	Total Points
	493
Decision-Making	
<p>Routine decisions and occasional decisions in response to unusual and unexpected events; routine and non-routine decisions that require application & interpretation of rules, guidelines and/or procedures using some independent judgement and requiring analytical skills.</p> <ul style="list-style-type: none"> • "Short-listing potential candidates to work as student monitors, according to familiarity with them as frequent patrons of library; classifying books, adding subject headings." • JD: "Provide help to users (i.e. catalogue, photocopier, microfilm readers, reference questions, etc)" 	30
Responsibility for Information	
<p>Significant responsibility for information. Information is of importance (e.g. editing content, original descriptive cataloguing). Information may be sensitive/confidential.</p> <ul style="list-style-type: none"> • Ex: "Compose/provide Library Stats for President's Report, calculate some small donor records, write and distribute to Treasurer donor letters." • JD: "Prepare PIMS cards and maintain database of User information" • Ex: "Write/distribute training materials for student monitors." • Cataloguing books for PIMS collection • Ex: "Calculate small donations." • JD: "Keep library user and cataloguing statistics. Various cataloguing correction projects (creating Workflows reports). Provide access to, and keep statistics of, Rare Books and Microfilm collections" 	30
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Significant responsibility for materials, equipment and/or outcomes. Responsible for the use of resources as it affects the activities and workflow in a department or for a major project or major research program. Cost of errors is highly significant to a department or major project or major research program, and has a direct impact on, for example, a single research project, or a short-term effect on groups, or academic or financial impact on students.</p> <ul style="list-style-type: none"> • Responsible for acquisition/replacement of books • Responsible for reporting issues with printers, scanners, etc. in library • Maintain awareness of money being spent/received (eg. Donations, acquisitions, supplies, etc.) • Mitigate risk of theft as much as possible • Use of photocopier, scanner, microfilm reader, books, microfilms, dvds, rare books, and lockers 	30
Responsibility for the Safety of Others	
<p>Some care required to prevent physical or emotional injury or harm to others.</p> <ul style="list-style-type: none"> • Basic knowledge about identifying an individual in distress and the programs within the school that they can be directed to <p>Incumbent response to inquiry:</p> <ul style="list-style-type: none"> • Rarely assisting student monitors with situations that cause emotional distress (eg. Aggressive patrons, ill patrons, etc.) • Emergency contact information available for reference • Fourth floor mitigates risk of incidents like theft happening 	15

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>PIMS Library Technician</h2>	Job Number
	41
	Total Points
	493
Financial Responsibility	
<p>Maintains accounts. Responsible for accounts, transfers and expenditures within established guidelines and cash limits. Regular responsibility for reporting and reconciliation.</p> <ul style="list-style-type: none"> • Buying books and compiling receipts for Treasurer • Handle petty cash for book sales • Process and pay invoices as needed • Compiling small donations <p>Incumbent response to inquiry:</p> <ul style="list-style-type: none"> • Purchasing protective plastic to put on book covers, boxes to be made to store archival paper, and office supplies in general • Manual tracking of donations processed and hours for casuals to be submitted for payroll (Signs off on casual hours) • Any purchases are made on credit card, then reconcile purchases and bring to Finance • Not provided information on actual budget 	25
Manage or Direct Others	
<p>Manages or directs small group in limited area. Job entails responsibility for the management or direction of a small group in a limited area with some performance review responsibilities, responsible for scheduling and/or workflow. Supervises longer term casuals.</p> <ul style="list-style-type: none"> • Schedule shifts, verify and sign timesheets for student monitors (up to 8) • Provide orientation for new employees • Provide input to any performance reviews • Serves as a resource to patrons with reference questions and to groups of work-study students <p>Incumbent response to inquiry:</p> <ul style="list-style-type: none"> • Casuals normally long-term (4-5 years) and from graduate program related to PIMS (eg. Medieval Studies, Theology, etc.) • Not formal performance reviews, more correcting behaviours as recognized 	25
Mental Effort	
<p>Moderate concentration. Deciphers, edits, analyses. Analyzing and assessing situations, including crises. Calculating using simple mathematical and/or common statistical methods. Demonstrating procedures to individuals/a group. Providing Information. Translating (foreign language, American sign language).</p> <ul style="list-style-type: none"> • Ex: "Prepares statistical reports" • Ex: "Cataloguing is constantly assessing relationships between items, macro, micro." • Ex: "Library use stats" • Ex: "Reference questions from patrons" • Ex: "Basic translating for cataloging purposes" 	30

PIMS Library Technician	Job Number
	41
	Total Points
	493
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <p>1. Work in seated position - $(2 \times 3) \times 1 = 6$ 3. Walking as part of job - $(1 \times 1) \times 1 = 1$ 4. Bending/crouching/kneeling - $(1 \times 1) \times 2 = 2$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 2) \times 2 = 8$ 9. Lifting, carrying, pushing, pulling, or holding more than 10 kg and up to 25 kg - $(1 \times 1) \times 3 = 3$ 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - $(1 \times 1) \times 2 = 2$</p> <p>Total Score = 34</p>	40
Temperature, Noise, and Other Environmental Conditions	
<p>Occasional exposure to a disagreeable element.</p> <ul style="list-style-type: none"> Occasional exposure to uncomfortable changing or extreme temperatures 	15
Hazards	
<p>Some hazard. Exposure to risk of overuse injury associated with repetitive motion for 4 hours.</p> <ul style="list-style-type: none"> Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) Climbing step stools as needed Cuts, abrasions 	25
Stress	
<p>Regular exposure to one or two moderately stressful elements.</p> <ul style="list-style-type: none"> Regular exposure to unchanging and repetitive work 	20
Work Interruptions and Distractions	
<p>Regular routine interruptions, few distractions. Work is interrupted by predictable contacts. Some activity in work area. Open area.</p> <ul style="list-style-type: none"> JD: "Provide help to users (i.e. catalogue, photocopier, microfilm readers, reference questions, etc)" Ex: "Help with photocopier/microfilm reader, people buying books." Majority of work disruption is from peers/volunteers, rather than patrons Student monitors can handle disruptions for most of day (escalated to this position as needed), position is alone for 3.5 hours at most to handle disruptions 	20
Social Disruption Required by Work Scheduling	
<p>Regular daytime schedule.</p> <ul style="list-style-type: none"> Regular daytime schedule – Monday to Friday 	10

Pay Equity Job Profile	
Procurement & Budget Coordinator	Job Number
	42
	Total Points
	546
Rationale	Level
Previous Education	
• Bachelor's degree in Business Administration, Finance, Project Management, or Supply Chain Management	35
Previous Experience	
• Minimum of four years' experience with procurement processes and conflict resolution • "Four years required because there is no other specialist in this field within the organization to give advice and consult the USMC on the corresponding policies and procedures."	35
Interaction Skills	
Large number of regular contacts. Fosters positive relations and manages a range of relationships. Ensure cooperation of external contacts regularly. Interacts with employees and/or students/clients encompassing a diversity of background. Sometimes uses informal negotiation skills to secure co-operation from a wide range of people. • Preparation of RFPs with department heads often • Often communicating with suppliers regarding contract execution • Gathering general information on suppliers and products to assess market capabilities • Working closely with Department Heads in purchasing goods and services • Provide professional advice to Department Heads regarding application of procurement policies and procedures • Sometimes involved in contract negotiations with suppliers • "Communicating with the suppliers regarding contract execution; contacting government officials on different initiatives." • "Taking part in contract negotiation process"	30
Movement Skills	
Requires manual dexterity where precision is essential but speed is not required • Precision and speed required for regular keyboard use when processing a variety of documents or data input (eg. drafting reports, correspondence, etc.) • Precision and speed required when retrieving and manipulating data	30
Decision-Making	
Decisions about frequent unexpected events. Routine decisions and in response to frequent unexpected events with limited access to higher levels and requiring the application and interpretation of policies. Job may require independent judgement and skill to plan and organize more effectively. • Interprets policy in decision-making: ex. BPS and USMC Procurement, as well as project budget, quality, and time restrictions. • Proceed with independent decision making based on the BPS Procurement Directives and requirements in the USMC Procurement Policies and Procedures • Mgr's comment: Act as procurement expert for organization • Prioritizing own workflow • Plan components of Emergency Planning and Campus Wayfinding projects	35

<h2>Procurement & Budget Coordinator</h2>	Job Number
	42
	Total Points
	546
Responsibility for Information	
<p>Information is complex and/or technical. It may be published. Much sensitive/confidential.</p> <ul style="list-style-type: none"> • Draft and file bidding documents, evaluation reports, and correspondence with suppliers • Draft, edit, and distribute the Annual Procurement Plan and five year RFP plan • Draft, monitor, and file suppliers' legal contracts • Draft, edit, distribute, and file USMC Procurement Policy and Manual • Handle commercially sensitive information through procurement process • Post competitive procurement documents as part of RFP process • "Deal with information during the RFP preparation (procurement rules and procedures, technical specifications, financial requirements, legal aspects, etc.)" 	40
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Much responsibility for materials, equipment, and/or outcomes. cost of errors is highly significant to a faculty, college or division and may be significant to the University. Responsible for large scale purchases for a department or faculty.</p> <ul style="list-style-type: none"> • Any errors could lead to some delays in other departments getting the goods and services they require • Responsible for the procurement of good and services for multiple departments • JD: Responsible for the tracking and budget of capital projects, and ensures purchases made are cost effective, add value, and adhere to University policies and procedures. 	40
Responsibility for the Safety of Others	
<p>Little care required to prevent physical or emotional injury or harm to others</p>	10
Financial Responsibility	
<p>Maintains complex budgets. Responsible for transferring funds and expenditures, within context of an overall plan. Makes recommendations about budget allocations, forecasting and planning. Budgets with multiple sources of revenue and/or recoveries. Costing and/or forecasting/planning spending on major projects. Developing tenders and RFPs.</p> <ul style="list-style-type: none"> • Prepare and issue bidding documents • Draft and monitor purchase requisitions/orders • Conduct competitive process (if more than \$10k) • Forecast and monitor procurement budgets 	35
Manage or Direct Others	
<p>Manages or directs small group in limited area. Serves as a resource to a group or on a function.</p> <ul style="list-style-type: none"> • Regularly monitor department's activities related to quotes, requisitions and purchase orders • Serve as a resource to Department Heads, Suppliers, Senior Managers 	20

Procurement & Budget Coordinator	Job Number
	42
	Total Points
	546
Mental Effort	
High concentration. Detailed analysis or forecasting in relation to important decisions. <ul style="list-style-type: none"> • Annual budget forecasting for Annual Procurement Plan and five year RFP plan • Preparing policy as needed for USMC Procurement Policy and Manual • Provide professional advice on procurement policies and procedures as requested • Drafting competitive bidding documents as needed • JD: Evaluates vendors based on quality, support, availability, reliability, selection, pricing, delivery, and credit terms • JD: Compile and track capital projects from inception to completion with the assistance of the Physical Plant Department 	40
Physical Effort	
CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS) 1. Work in seated position - $(2 \times 3) \times 1 = 6$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 3) \times 2 = 12$ Total Score = 30	30
Temperature, Noise, and Other Environmental Conditions	
Occasional exposure to a disagreeable element. <ul style="list-style-type: none"> • Noise 	15
Hazards	
Some hazard. Exposure to risk of overuse injury associated with repetitive motion for 4 hours. <ul style="list-style-type: none"> • Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) 	25
Stress	
Occasional <ul style="list-style-type: none"> • Competing and/or simultaneous deadlines 	15
Work Interruptions and Distractions	
Regular routine interruptions, few distractions. Regular interruptions for routine requests. Work is interrupted by predictable contacts. <ul style="list-style-type: none"> • In cubicle or reception/counter area 	20
Social Disruption Required by Work Scheduling	
Regular daytime hours.	10

Pay Equity Job Profile	
Program Coordinator	Job Number
	43
	Total Points
	530
Rationale	Level
Previous Education	
<ul style="list-style-type: none"> • Master's degree in Theology required • Knowledge of Catholic ecclesiastical culture and context 	45
Previous Experience	
<ul style="list-style-type: none"> • Minimum four years of experience • Experience in pastoral training 	35
Interaction Skills	
<p>Large number of contacts. Interacts with employees and/or students/clients encompassing diversity of background. Frequently responds to complaints. Resolves minor interpersonal complaints and/or develops relationships with people whose co-operation is important to the university. Marketing, recruiting, making referrals. Assessing competencies or suitability. Career, financial, and academic counselling.</p> <ul style="list-style-type: none"> • JD: "Serve as a key voice in developing marketing and recruitment strategies." • JD: Contribute to strengthening relationships with traditional markets in an effort to grow them and increase student enrollment (e.g. speak to school boards, religious communities, etc.) • Refer students to Writing Centre, Theology Librarian, or to others who can address whatever support is needed • "Ensuring students are in the right degree requires an assessment of competencies and suitability. Takes place with every application" • "Key component of role. Largely addresses academic matters, but other categories often come up" 	35
Movement Skills	
<p>High level of muscular coordination and/or manual dexterity where precision is essential. No requirement for speed.</p> <ul style="list-style-type: none"> • Regularly stuffing envelopes and using mouse and keyboard for data entry and correspondence • Full keyboard use such as for processing a variety of documents or data input where corrections are permitted after the fact • JD: Compile admissions files, ensure they are completed and generate necessary correspondence with applicants 	30

<h2 style="text-align: center;">Program Coordinator</h2>	Job Number
	43
	Total Points
	530
Decision-Making	
<p>Routine decisions and in response to frequent unexpected events with limited access to higher levels and requiring the application and interpretation of policies. Job may require independent judgement and skill to plan and organize more effectively.</p> <ul style="list-style-type: none"> • Routinely make independent decisions on straightforward admissions, the creation of marketing materials, events to hold, booking meetings with potential students and possible sites for cohort groups. • Apply and interpret policy when dealing with admission or students that require a standing deferred (SDF) or incomplete (INC) grade • Assist in organizing aspects of conferences • Oversee program reviews • Assessing a range of transcripts (including overseas transcripts, which can be quite challenging to interpret and requires finding a reliable source to help with the translation) • Read and evaluate people's motivations for applying and judge whether the student meets the criteria • Assess whether the student is applying to the correct program, and whether categories such as that of mature student are being applied properly 	35
Responsibility for Information	
<p>Significant responsibility for information. Information is of importance. Information may be sensitive/confidential and may be published. Produces marketing and promotional/outreach materials. May be published.</p> <ul style="list-style-type: none"> • Assist students in pulling together requests for course extensions, thesis applications, etc. • Draft, distribute, and archive recruiting letters to vocation directors and chaplains • "Create, oversee production, and distribute. Generic faculty brochure program-specific brochures. Create and distribute newsletters." • "Produce the faculty marketing materials. Write the copy and deal with whoever is designing it. Oversee distribution." • Accesses student information system (ROSI) to view academic records and provide appropriate advice 	35
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Significant responsibility for materials, equipment and/or outcomes. Cost of errors is highly significant to a department and has a direct academic impact on students or may cause a short-term effect on groups.</p> <ul style="list-style-type: none"> • Impact would normally be felt within department/faculty, but could also impact USMC, Toronto School of Theology, or UofT • Errors in providing accurate information may result in students failing to fulfill degree requirements or in formal student grievances. 	30
Responsibility for the Safety of Others	
<p>Much care required to prevent physical or emotional injury or harm to others. Sustained care and attention is required during the work period.</p> <ul style="list-style-type: none"> • Act in advisory role for students in crisis (eg. students may approach this position with issues ranging from poor treatment from professor, to finding a way to handle deadlines for assignments) • Expected to redirect students to appropriate services 	35

<div>Program Coordinator</div>	Job Number
	43
	Total Points
	530
Financial Responsibility	
Some financial transactions. Handling of petty cash and/or fees, fines etc. on a regular basis. Some responsibility for recording. Discretion to make minor purchases. • Use of departmental credit card • Spend money when arranging printing for brochures	20
Manage or Direct Others	
Minimal responsibility for others.	10
Mental Effort	
Moderate concentration. Writes original material, including minute-taking. Deciphers, edits, analyses, authenticates documents. • Assess the success of course offerings, scheduling, and events • Calculating GPAs of applicants • Sign off on thesis applications • Manage social media and post to the website • Present to St. Mike's grad panel six times annually • Drafting original content for marketing materials and website pieces • Creative problem solving involved in the process of finding new sources of students • JD: "Provide written feedback to the Financial Committee on incoming students" • JD: "Manage multiple priorities effectively with great attention to detail."	30
Physical Effort	
CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS) 1. Work in seated position - (2 x 3) x 1 = 6 6. Repetitive movements - (2 x 3) x 2 = 12 7. Scrutinizing, distinguishing, or isolating by eye or ear - (2 x 3) x 2 = 12 Total Score = 30	30
Temperature, Noise, and Other Environmental Conditions	
Regular exposure to a disagreeable element • Regular exposure to uncomfortable changing or extreme temperatures and noise	20
Hazards	
Some hazard. Some health or accident risk where possible effect on health is limited. • Some repetitive motion required for 2-4 hours per day	20
Stress	
Continuous exposure to 1-2 moderately stressful elements. • Continuously dealing with the public/clients	40

Program Coordinator

Job Number

43

Total Points

530

Work Interruptions and Distractions

Regular interruptions & distractions. Some interruptions and distractions are unusual or unpredictable, limited effect on work process or meeting of deadlines.

- Work in a noisy private office environment where work is interrupted regularly
- Interruptions and distractions are unpredictable and have a limited effect on work processes and deadlines

30

Social Disruption Required by Work Scheduling

Regular schedule with some overtime and some weekends. Little social disruption.

- Regular daytime hours
- Occasional working nights/weekends

20

Pay Equity Job Profile	
Registrarial Clerk	Job Number
	44
	Total Points
	471
Rationale	Level
Previous Education	
• Bachelor's Degree	35
Previous Experience	
• Minimum 2 years of prior experience • Experience in an office setting is an asset	25
Interaction Skills	
<p>Large number of regular contacts. Interacts with employees and/or students/clients encompassing diversity of background. Sometimes uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Probing for information to establish needs or respond to requests. Responds to complaints. Resolves non-personal complaints. Fosters positive relations and manages a range of relationships. Interactions may occasionally take place in a public forum.</p> <p>• Exposed to all types of inquiries and correspondence through emails and phone calls • Use basic problem solving in interactions with students and staff • Respond to and resolve complaints from students • Mgr's comment: "Complaints may come from other parts of the community, e.g. parents or other jurisdictions within the University of Toronto"</p>	30
Movement Skills	
<p>High level of muscular coordination and/or manual dexterity where precision is essential and speed is required. Precise keyboard/keypad use where possibility for correction is minimal (e.g. production-oriented document production or data entry).</p> <p>• Shelving books and packing/stacking boxes regularly • Speed and precision required when keyboarding</p>	40
Decision-Making	
<p>Occasional decisions in response to unexpected events. Dealing with routine enquiries. Interpreting guidelines. Decisions may involve introducing variations to established practices and procedures requiring problem solving ability. Prioritizing workflow.</p> <p>• Provides referrals to other services; advises prospective students and parents on admissions procedures and college choice; advises students on tuition and fee refund issues as well as interpreting tuition policies • Assesses student eligibility for the Canadian Pension Plan (CPP); verifies student status for various scholarship trust funds such as Registered Education Savings Plans and communicates with insurance companies on student eligibility. This often requires contact with students to explain the qualifications. • Updates the various web pages: Future Students, Student Services, Registrar and Student Services.</p>	25

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Registrarial Clerk</h2>	Job Number
	44
	Total Points
	471
Responsibility for Information	
<p>Information is of importance. Editing content. Information may be sensitive or confidential.</p> <ul style="list-style-type: none"> • Correspondence with students • Creating and managing student files (eg. financial data, medical information, etc.) • Provides information on the Calendar and Registration Handbook and Timetable to both first year and returning students. • Creates and manages applicant folders. • Assists in drafting and sending award letters/e-mails to students and other divisions of the University including but not limited to Letters of Permission, Entry to Canada, Registered Education Plans. 	30
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Cost of errors is highly significant to a department or major project or major research program, and has a direct impact on, for example, a single research project, or a short-term effect on groups, or academic or financial impact on students.</p> <ul style="list-style-type: none"> • Ex: "Information provided at the front desk helps students to make decisions for their success." 	25
Responsibility for the Safety of Others	
<p>Some care required to prevent physical or emotional injury or harm to others</p> <ul style="list-style-type: none"> • Ensure students are directed to proper office/authorities if they come to position with an issue 	15
Financial Responsibility	
<p>Some financial transactions. Handling of petty cash and/or fees, fines etc. on a regular basis. Some responsibility for recording.</p> <ul style="list-style-type: none"> • Receive cash/credit card transactions from students as needed • Minor purchases under \$5k for office supplies (approved by supervisor) • Respond to financial aid questions as needed • JD: Performs preliminary edits to and recalculates student budgets as required 	20
Manage or Direct Others	
<p>Manages or directs small group in limited area. Job entails responsibility for the management or direction of a small defined group in limited area. Some responsibility for directing the activities of up to three ongoing employees or short-term casuals.</p> <ul style="list-style-type: none"> • "Directing and assisting casuals and work study students" (up to 5) 	20
Mental Effort	
<p>Moderate concentration. Authenticates documents. Prepares statistical reports. Constant learning of new equipment, programs, policies, or protocols is required.</p> <ul style="list-style-type: none"> • Analyze/assess student documents/situations daily • Complete government/scholarship forms for students as needed • Edit/proofread letters as needed • Provide information to students/staff daily • Prepare monthly reports • Receive cash/credit card transactions 	30

Registrarial Clerk	Job Number
	44
	Total Points
	471
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <p>1. Work in seated position - $(2 \times 3) \times 1 = 6$ 2. Work in standing position - $(2 \times 2) \times 2 = 8$ 3. Walking as part of job - $(2 \times 1) \times 1 = 2$ 4. Bending/crouching/kneeling - $(2 \times 2) \times 2 = 8$ 6. Repetitive movements - $(2 \times 2) \times 2 = 8$ 9. Lifting, carrying, pushing, pulling, or holding more than 10 kg and up to 25 kg - $(1 \times 1) \times 3 = 3$</p> <p>Total Score = 35</p>	40
Temperature, Noise, and Other Environmental Conditions	
<p>Occasional exposure to a few disagreeable elements.</p> <ul style="list-style-type: none"> Occasional exposure to odour, noise, and dirt in the work environment 	20
Hazards	
<p>Exposure to risk of overuse injury associated with repetitive motion for 4 hours</p> <ul style="list-style-type: none"> Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) 	25
Stress	
<p>Continuous exposure to 1-2 moderately stressful elements.</p> <ul style="list-style-type: none"> Occasional exposure to difficult situations that involve conflictive interaction, unchanging and repetitive work, competing and/or simultaneous deadlines, unpredictable or urgent assignments, upset and anxious clients, and verbal abuse Regular exposure to emotionally charged situations requiring listening, assistance, support Constant exposure to public/clients 	40
Work Interruptions and Distractions	
<p>Frequent routine interruptions, some distractions. Work is interrupted by predictable contacts. Busy/public/noisy open area or lab. Frequent (high volume) interruptions for routine requests, occasional crisis.</p> <ul style="list-style-type: none"> Work in a noisy, open office reception environment where unpredictable interruptions occur frequently Interruptions have a moderate effect on work processes and deadlines 	25
Social Disruption Required by Work Scheduling	
<ul style="list-style-type: none"> Regular daytime hours 	10

Pay Equity Job Profile	
Residence Life Coordinator	Job Number
	45
	Total Points
	501
Rationale	Level
Previous Education	
• University degree and/or acceptable equivalent combination of education and experience.	35
Previous Experience	
• Minimum of three years' experience with office administration, residence life procedures, financial duties, etc.	30
Interaction Skills	
<p>Interacts with employees and/or students/clients encompassing diversity of background. Sometimes uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Probing for information to establish needs or respond to requests. Responds to complaints. Resolves non-personal complaints. Fosters positive relations and manages a range of relationships. Interactions may occasionally take place in a public forum.</p> <ul style="list-style-type: none"> • Respond to crisis situations when on-call • Respond to and resolve complaints weekly • Orient or train new students weekly 	30
Movement Skills	
<p>High level of muscular coordination and/or manual dexterity where precision is essential. No speed required.</p> <ul style="list-style-type: none"> • Precision required when retrieving and manipulating data on the computer • Precision required when drafting written material or correspondence 	30
Decision-Making	
<p>Routine decisions and occasional decisions in response to unusual and unexpected events. Routine and non-routine decisions that require application & interpretation of rules, guidelines and/or procedures using some independent judgement and requiring analytical skills. Organizing events.</p> <ul style="list-style-type: none"> • Student payment plans outside of the options available • Student admissions, room assignments and switches • Executes start and end of term procedures • Responsible for managing all aspects of the residence admissions cycle including admitting new residents, assigning rooms, pairing roommates, processing withdrawals and room changes, organizing all aspects of residence fees including posting charges to ROSI, filling vacancies and responding to communications and inquiries 	30
Responsibility for Information	
<p>Information is of importance, may be sensitive/confidential, and may be published. Produces marketing and promotional/outreach materials.</p> <ul style="list-style-type: none"> • Maintain residence databases and monitor student residence financial accounts • Calculate and monitor student residence fees • Provide user account details for the residence portal to all residents • Monitor student records in residence database • Updating the SMC Residence website and other social media channels 	35

Residence Life Coordinator	Job Number
	45
	Total Points
	501
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Significant responsibility for materials, equipment and/or outcomes. Cost of errors is significant to the department or major project or major research program and may have a significant short-term effect on individuals or have indirect impact on research projects.</p> <ul style="list-style-type: none"> • Loss of financial revenue for department and college if residence fees not filed properly • Poor assignment of roommates 	25
Responsibility for the Safety of Others	
<p>Significant care required during the work period. Potential impact in immediate work area.</p> <ul style="list-style-type: none"> • Triage student issues 	25
Financial Responsibility	
<p>Maintains department operating budget. Monitors department budget for accuracy and completeness. Some responsibility for planning expenditures and budgets.</p> <ul style="list-style-type: none"> • Maintains department operating budget and monitors for accuracy and completeness • Record and send all financials to finance department for processing (eg. invoices, POs, cheques, etc.) • Monitor student residence fee payments • Purchase general office supplies as needed 	30
Manage or Direct Others	
<p>Manages or directs small group in limited area. Serves as a resource to a group or on a function. Assigns and checks work of work-study students.</p> <ul style="list-style-type: none"> • Monitor, supervise, plan work for, and provide feedback on work of 1 work-study student • Serve as a resource to the Don team when on call • Provide orientation for new students/employees 	20
Mental Effort	
<p>Moderate concentration. Writes original material, including minute-taking. Deciphers, edits, analyses, authenticates documents.</p> <ul style="list-style-type: none"> • Assess crisis situations during on-call duties (overnight) • Draft and send regular communications to all residents regarding admissions and vacancies • Edit/proofread residence applications and agreement (annually) • Regularly advising students on residence fee information • Edits/proofreads documents • Prepares statistical reports • Learning of new policies 	30

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Residence Life Coordinator</h2>	Job Number
	45
	Total Points
	501
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <p>1. Work in seated position - $(2 \times 3) \times 1 = 6$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 2) \times 2 = 8$</p> <p>Total Score = 26</p>	30
Temperature, Noise, and Other Environmental Conditions	
<p>Occasional exposure to a disagreeable element</p> <ul style="list-style-type: none"> Noise Poor ventilation 	15
Hazards	
<p>Some hazard. Some health or accident risk where limited effect on health is more likely.</p> <ul style="list-style-type: none"> Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) 	25
Stress	
<p>Regular exposure to 3 or more moderately stressful elements AND occasional exposure to 1-2 moderately stressful elements.</p> <ul style="list-style-type: none"> Regular exposure to emotionally charged situations requiring listening, assistance, support, difficult situations that involve conflictive interactions, competing and/or simultaneous deadlines, and unchanging and repetitive work Occasional exposure to situations which involve contact with people with un-resolvable problems where the incumbent cannot change the outcome (e.g., socio-economic problems, terminal or serious illness; ongoing waiting list or backlog) and upset and anxious clients 	35
Work Interruptions and Distractions	
<p>Frequent routine interruptions, some distractions. Frequent (high volume) interruptions for routine requests or occasional crisis. Work is interrupted by predictable contacts, some distractions in work area.</p> <ul style="list-style-type: none"> Emotional students or students in conflict Unscheduled student meetings High level of phone calls during peak months 	25
Social Disruption Required by Work Scheduling	
<p>Irregular schedule with some overtime. Some social disruption, some demands on personal time, some travel. Occasional on-call – available on a confined radius.</p> <ul style="list-style-type: none"> Irregular schedule Regular daytime hours with 4-6 weekends of overtime per year On-call within a confined radius for 1 week per month from September-April 	35

Pay Equity Job Profile	
Special Collections Library Technician	Job Number
	46
	Total Points
	486
Rationale	Level
Previous Education	
Bachelor's degree <ul style="list-style-type: none"> • Bachelor's degree required • Library Technician diploma preferred 	35
Previous Experience	
Minimum two years' experience. <ul style="list-style-type: none"> • Minimum two years experience in an academic library setting • Experience with creating digital reproductions of textual/graphic material for preservation and access using scanning equipment/software and graphics editor software • Experience working with metadata as the position entails modifying catalogue records (rare books) and heavily involves entering/editing metadata to produce archival descriptions • Experience managing relationships with multiple stakeholders with diplomacy and tact • Separate metadata standard for rare book items, additional knowledge of historical/analogue formats gained through education/experience 	25
Interaction Skills	
Large number of regular contacts. Interacts with employees and/or students/clients encompassing diversity of background. Probing for information to establish needs or respond to requests. Sometimes uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Responds to complaints. Interactions may occasionally take place in a public forum. <ul style="list-style-type: none"> • Ex: "Cooperate and collaborate with faculty (inside/outside of library) to arrange and ensure successful instructional sessions in Reading Rm." • Ex: "Respond to reference questions (in-person, e-mail and phone) by asking patrons clarifying, open-ended questions to pinpoint queries and provide accurate information" • Ex: "Negotiate with patrons re: payment of library fines. Negotiate how to clear those fines and/or offer alternatives." • Ex: "Respond to complaints about patron fines; other patrons' behaviour; T-Card issues; inability to locate items; stolen property; security issues" • Ex: "Provide front-line, in-person service at both Circulation and Reading Room desks and via email and phone; convey general library information and information about collections, library technology, copyright, etc." 	30
Movement Skills	
High level of muscular coordination and/or manual dexterity where precision is essential. Full keyboard use such as for processing a variety of documents or data input where corrections are permitted after the fact. Use of keypad/wand/keyboard to enter data into fixed fields or to access information (e.g. email, notes, web-browsing). No requirement for speed. <ul style="list-style-type: none"> • Precision required for shelving books and using a cash register • Occasional requirement for precise placement of graphic, photographic, or cartographic objects at the pixel level • Minor equipment troubleshooting/maintenance (eg. scanners, photocopier, laptops, etc.) 	30

<h2 style="text-align: center;">Special Collections Library Technician</h2>	Job Number
	46
	Total Points
	486
Decision-Making	
<p>Decisions about frequent unexpected events. Routine decisions and in response to frequent unexpected events with limited access to higher levels and requiring the application and interpretation of policies. Job may require independent judgement and skill to plan and organize more effectively. Plans components of projects/programs.</p> <ul style="list-style-type: none"> • Ex: "Respond to unexpected requests for retrieval of Special Collections material (particularly rare books from the rare book room, located on a different floor) by patrons without appointments in the reading room. Assess urgency of request, patron use of the reading room at time of request, any concerns about the condition of the item, determine availability of other Special Collections staff and make decisions as to whether the patron can view material immediately or whether a future appointment is needed." • Ex: "Use independent judgment to assess unexpected potential security incidents when working at the Circulation desk and determine if/when appropriate to contact security, campus police or emergency services" • Ex: "Use judgment to determine level of reference assistance needed; whether it falls within the scope of this position; and whether duration of reference interaction is appropriate (or needs to be referred to librarian/archivist for a research consultation)." • Ex: "Developed project involving creation of summaries and highlights of all non-institutional archival collections, as a quick reference tool; later distributed by Outreach Archivist to SMC300 class" • Ex: "Planned and executed shifting of items in the Watson collection; removed, foldered and rehoused oversized material in the collection; modified call numbers of items in bibliographic records" 	35
Responsibility for Information	
<p>Significant responsibility for information. Information is of importance (e.g. editing content, original descriptive cataloguing). Information may be sensitive/confidential.</p> <ul style="list-style-type: none"> • JD: "Updating the Special Collections webpages (in coordination with Web Committee), including audit and review of the appropriate website pages." • Ex: "Updating and uploading descriptions on the Discover Archives webpage" • Ex: "Creation of content inventories and lists of archival materials" • Ex: "Create/edit images: TIFF, PDF, JPEG -Preserve physical images by inserting in enclosures; digitize and store them in appropriate preservation format (e.g. TIFF file)" • Ex: "Track Special Collections research visits in Excel (for Assoc. Chief Lib.)" • Ex: "Collect statistics on manual charges/reshelving (for Assoc. Chief Lib.)" • Ex: "Access and modify patron records (e.g. updating contact information) in integrated library system (Sirsi Workflows)" • Ex: "Access, create and edit researcher records (which contain contact information and nature of research visits)" • Ex: "Access accession records to view donor information, contents of donation or verify accession numbers" • Ex: "Access donor agreements to view terms of agreement pertaining to any donor-imposed restrictions that may affect access to material." <p>Manager response to inquiry:</p> <ul style="list-style-type: none"> • Assisting patrons in the "reading room" and referring to other librarians as needed • Provide any information patrons require and orienting them to whatever section/collection/book they might need based on observation • Split between this position and backup (Access and Information) as needed (eg. For lunch, when position covers circulation, etc.) 	30

Special Collections Library Technician	Job Number
	46
	Total Points
	486
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Cost of errors is highly significant to a department or major project or major research program, and has a direct impact on, for example, a single research project, or a short-term effect on groups, or academic or financial impact on students.</p> <ul style="list-style-type: none"> • Failure to ensure the security of materials may lead to: Theft, damage, vandalism of irreplaceable, unique, historic, archival materials and/or rare books; Damage to the reputation of the library; Damage to relationships with donors and/or alumni who have donated items; Monetary consequences ("the replacement of rare materials may not be possible and if it is, cost of doing so may be prohibitive"); Diminished collections containing items which can no longer be used by patrons due to theft or irreparable damage • Failure to provide accurate information to patrons may lead to: Damage to library's reputation as being a place for obtaining authoritative information • Ensure safety and correct use of rare books and archival materials • Oversee use of scanners, copiers, printers, laptops, technology loans, etc. when at Circulation desk • Minor troubleshooting for equipment (eg. printers and photocopiers) • Maintaining an inventory of archival supplies and replenishment • Sole responsibility for locking up any material retrieved for patrons, as well as wherever material is retrieved from 	30
Responsibility for the Safety of Others	
<p>Care required to prevent physical or emotional injury to others. Careful attention to occupational safety precautions is required.</p> <ul style="list-style-type: none"> • Ex: "Respond promptly to patron reports of potential security incidents in the library which may pose a threat to the safety of others (students, staff, faculty, public)" <p>Incumbent response to inquiry:</p> <ul style="list-style-type: none"> • Monitoring patrons and engaging anyone suspicious and/or contacting appropriate authority • Responsible for checking with patrons if security gate alarm goes off 	20
Financial Responsibility	
<p>Some financial transactions. Handling of petty cash and/or fees, fines etc. on a regular basis. Some responsibility for recording.</p> <ul style="list-style-type: none"> • Process and record cash, cheque, and credit transactions • Create, send, and file invoices and receipts • 2-3 reproductions per week on average • Handle fine payments when covering circulation 	20

Special Collections Library Technician		Job Number
		46
		Total Points
		486
Manage or Direct Others		
Some responsibility for directing the activities of up to 3 employees. • Plan, assign, check, or schedule work of two work study students Ex: "Circulation desk: assign work to Student Library Assistant (SLA) during their shift" • Serves as a resource to patrons with reference questions and to groups of work-study students Incumbent response to inquiry: • Refer patrons to subject Librarians or Archivists once reference questions fall outside own specialty • Primary position for Special Collections so all related requests/questions come through this position • Manage Special Collections shared inbox	20	
Mental Effort		
Moderate concentration. Deciphers, edits, analyses. Prepares statistical reports. Demonstrating procedures to individuals/a group. Giving presentations and/or facilitating workshops etc. • Ex: "Review copyright and exceptions for libraries, archives and museums; locate specific section of the Act that applies to archival reproductions; create template for the delivery of reproductions by e-mail, including precise language from the Act (to encourage compliance" • Ex: "Actively listen to, interpret and clarify questions from patrons to assess and provide appropriate verbal responses" • Ex: "Preparing Excel workbook containing necessary fields for tracking all researcher requests in Special Collections (ongoing use)." • Ex: "Prepare Excel spreadsheets for Associate Chief Librarian's statistical tracking needs, e.g. Number of research visits on monthly basis, reproduction fees and associated payments" • Full book trucks of books and/or archival material can be requested at once • Ex: "Provide overview of Reading Room protocols and demonstrate procedures to students during class visits and to patrons as required" • Class Assignment/Instruction Policies and Procedures document was drafted to assist class with understanding proper use of Special Collections • Drafted policy and procedure document for new microfilm scanner • Expected to draft original material as necessary (not daily)	30	
Physical Effort		
CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS) 1. Work in seated position - (2 x 3) x 1 = 6 2. Work in standing position - (1 x 1) x 2 = 2 3. Walking as part of job - (2 x 1) x 1 = 2 4. Bending/crouching/kneeling - (1 x 1) x 2 = 2 5. Work on ladders, stools, scaffolds - (1 x 1) x 3 = 3 6. Repetitive movements - (2 x 3) x 2 = 12 7. Scrutinizing, distinguishing, or isolating by eye or ear - (2 x 2) x 2 = 8 8. Lifting, carrying, pushing, pulling, or holding >25 kg - (1 x 1) x 4 = 4 9. Lifting, carrying, pushing, pulling, or holding more than 10 kg and up to 25 kg - (1 x 1) x 3 = 3 10. Lifting carrying, pushing, pulling, or holding more than 3 and up to 10 kg - (2 x 1) x 2 = 4 Total Score = 46	40	

Special Collections Library Technician	Job Number
	46
	Total Points
	486
Temperature, Noise, and Other Environmental Conditions	
Occasional exposure to a few disagreeable elements	20
<ul style="list-style-type: none">• Regular exposure to mold/dust ("red rot" or book mold)• Occasional exposure to odours, fumes (print material and printer), dirt, and noise	
Hazards	
Some hazard. Exposure to risk of overuse injury associated with repetitive motion for 4 hours.	25
<ul style="list-style-type: none">• Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.)• Climbing step stools as needed• Cuts, abrasions	
Stress	
Regular exposure to three or more moderately stressful elements.	30
<ul style="list-style-type: none">• Regular exposure to public/clients, isolated work spaces, and unchanging and repetitive work	
Work Interruptions and Distractions	
Frequent routine interruptions, some distractions. Work is interrupted by predictable contacts, some distractions in work area. Busy open area. Frequent (high volume) interruptions, routine requests or occasional crisis.	25
<ul style="list-style-type: none">• Ex: "I am the first point of contact for all visitors to Reading Room, which means fielding questions from staff, faculty, students, researchers, scholars, etc. Queries occur in-person, by e-mail and over the phone."• Ex: "In-person reference interactions constitute most typical interruptions, e.g. directional questions, queries re: Special Collections policies; requests for reproductions; questions re: content of archival collections/rare books; questions requiring instruction in using finding aids (e.g. Discover Archives, library catalogue, etc.); requests for retrievals of Special Collections and related materials; questions about access restrictions and copyright."• Interruptions in terms of interrupting work on other tasks the position is responsible for• Can also receive questions unrelated to work from staff that will interrupt task completion	
Social Disruption Required by Work Scheduling	
Regular daytime schedule.	10
<ul style="list-style-type: none">• Regular daytime schedule – Monday to Friday	

Pay Equity Job Profile	
Student Life Coordinator	Job Number
	47
	Total Points
	494
Rationale	Level
Previous Education	
• Bachelor's Degree	35
Previous Experience	
<ul style="list-style-type: none"> • 4 years of work experience in student centred positions. • JD: Experience with educational and mission-oriented institutions preferred. • JD: A thorough knowledge of university culture, prior experience working with student leaders and program development. 	35
Interaction Skills	
<ul style="list-style-type: none"> • Interacts with employees and/or students/clients encompassing diversity of background • Sometimes uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable • Probing for information to establish needs or respond to requests • Responds to complaints • Fosters positive relations and manages a range of relationships • Interactions may occasionally take place in a public forum 	30
Movement Skills	
<p>High level of muscular coordination and/or manual dexterity where precision is essential. No speed required.</p> <ul style="list-style-type: none"> • Intermittent keyboarding, where accuracy is important • Email correspondence RE: organizing events • Email correspondence with prospective students • "Draft and present mentor training materials to USMC mentorship training team" • JD: Develop and implement leadership training and fonnation programs for student clubs, campus organizations, academic societies and student leaders 	30
Decision-Making	
<p>Routine decisions and occasional decisions in response to unusual and unexpected events; routine and non-routine decisions that require application & interpretation of rules, guidelines and/or procedures using some independent judgement and requiring analytical skills. Organizing conferences/events.</p> <ul style="list-style-type: none"> • Determining the format of events - working with student leaders to plan a day of training for student mentors. • Collaborating with catering services, facilities staff and IT staff to ensure that the training requirements are met. • Deciding to organize class-room style presentations, small-group work and/or break-out/mingling, ice-breaking activities. • Implementing the mentorship program • "Events include workshops, community socials, training/education, leadership development, orientation and transition activities." 	30

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Student Life Coordinator</h2>	Job Number
	47
	Total Points
	494
Responsibility for Information	
<p>Information is of importance, may be sensitive/confidential, and may be published.</p> <ul style="list-style-type: none"> • “Create and post physical and electronic promotional materials for events throughout the year, engage students one-on-one to explore their interests and attend events, invite student and community partners to attend events and share marketing materials.” • “Coordinate student photo- shoot for promotional materials, share event photos through social media” • “Draft and present presentations at residence don or orientation leader training” • “Student leaders may disclose information about sensitive circumstances they are in due to their role (interpersonal conflict on a team, conduct unbecoming of a team member, situations involving risk or liability, need for discipling a team member, etc.).” • “Much of the work within role requires a high level of awareness about appropriate and effective messaging. Some examples of published information are: messaging on social media groups; event posters; announcements made through the Registrar's Office; applications and guidelines for student positions.” 	35
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Significant responsibility for materials, equipment and/or outcomes. Cost of errors is significant to the department or major project or major research program and may have a significant short-term effect on individuals or have indirect impact on research projects.</p> <ul style="list-style-type: none"> • Failure of an event's logistics creating disappointment or unsafe situations • Loss of, or poor, professional and personal development • Loss of student turnout, participation and engagement by the student body • Loss of support from community partners 	25
Responsibility for the Safety of Others	
<p>Significant care required to prevent physical or emotional injury or harm to others. Significant care required during the work period. Potential impact in immediate work area.</p> <ul style="list-style-type: none"> • Act in advisory role for students in crisis (eg. students may approach this position with issues ranging from poor treatment from professor, to finding a way to handle deadlines for assignments) • Expected to redirect students to appropriate services 	25
Financial Responsibility	
<p>Some financial transactions. Handling of petty cash and/or fees, fines etc. on a regular basis. Some responsibility for recording. Collaborates on cost estimates (for events). Discretion to make minor purchases.</p> <ul style="list-style-type: none"> • Handling of petty cash and/or fees, fines etc. on a regular basis • Some responsibility for recording 	20

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Student Life Coordinator</h2>	Job Number
	47
	Total Points
	494
Manage or Direct Others	
<p>Manages or directs small group in limited area. Job entails responsibility for the management or direction of a small defined group in limited area. Some responsibility for directing the activities of up to three ongoing employees or short-term casuals. Serves as a resource to a group or on a function.</p> <ul style="list-style-type: none"> Plans / assigns / schedules the work of others - oversees the work of two coordinators and 20 mentors in the USMC mentorship program Includes hiring, training, implementation and assessment Orientation: designs and leads training of the mentorship team Orientation Week: Leads training for other student leaders 	20
Mental Effort	
<p>Moderate concentration. Writes original material, including minute-taking. Deciphers, edits, analyses, authenticates documents.</p> <ul style="list-style-type: none"> Analyzing programs - USMC Mentorship program review from year to year and milestone check-ins throughout, on a monthly basis. Completing Forms - Filling out Financial submission or cheque request forms to reimburse event expenses Leads safety training for orientation leaders - demonstrating emergency protocol of how to place someone in the recovery position for safe monitoring Planning and implementing a clubs fair Reviewing presentations prior to running a training session for new mentors, editing announcements about upcoming events before they go on social media "Leading training for new mentor team" "Developing Statements of Expectations (similar to contracts) for each mentor role to guide their effort, interactions with mentees and conduct." 	30
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <ol style="list-style-type: none"> 1. Work in seated position - $(2 \times 3) \times 1 = 6$ 2. Work in standing position - $(1 \times 1) \times 2 = 2$ 3. Walking as part of job - $(2 \times 1) \times 1 = 2$ 6. Repetitive movements - $(2 \times 2) \times 2 = 8$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 3) \times 2 = 12$ <p>Total Score = 30</p>	30
Temperature, Noise, and Other Environmental Conditions	
<p>Occasional exposure to a disagreeable element</p> <ul style="list-style-type: none"> Noise Poor ventilation 	15
Hazards	
<p>Some hazard. Some health or accident risk where possible effect on health is limited.</p> <ul style="list-style-type: none"> Repetitive motion required daily for 2-4 hours per day (eg. typing and/or editing documents, correspondence, etc.) 	20

<div> <div>Student Life Coordinator</div> </div>	Job Number
	47
	Total Points
	494
Stress	
<p>Frequent exposure to three or more moderately stressful elements.</p> <ul style="list-style-type: none"> Frequently dealing with multiple moderately stressful elements, including competing and/or simultaneous deadlines, unpredictable or urgent assignments, and the public/clients 	40
Work Interruptions and Distractions	
<p>Frequent routine interruptions, some distractions. Work is interrupted by predictable contacts, some distractions in work area.</p> <ul style="list-style-type: none"> Private office in a moderately quiet work area Frequent Interruptions - moderate impact Interruptions and distractions are unpredictable (more than 25% and less than 60% of the time on an annual basis) Frequent Interruptions and distractions have a moderate effect on work processes and deadlines Required to have an "open door policy" 	25
Social Disruption Required by Work Scheduling	
<p>Regular schedule with some overtime and some weekends. Little social disruption.</p> <ul style="list-style-type: none"> Regular day time schedule JD: Schedule includes attendance at functions during the evening and on weekends. 	20

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Pay Equity Job Profile	
Student Services Officer	Job Number
	48
	Total Points
	582
Rationale	Level
Previous Education	
<ul style="list-style-type: none"> • Bachelor's degree • Specialization in Counselling is an asset • Writing, communication, and problem solving skills associated with earning a Bachelor's degree 	35
Previous Experience	
<ul style="list-style-type: none"> • Minimum of five years of experience directly related to registrarial duties and student services in a university setting with major responsibility for maintaining academic records. • Experience with databases and analysis an asset 	40
Interaction Skills	
<p>Large number of contacts. Interacts with employees and/or students/clients encompassing diversity of background or from a wide range of people who may be upset or vulnerable. Frequently responds to complaints. Resolves minor interpersonal complaints. Interactions regularly take place in a public forum. For example: recruiting, making referrals, financial or academic counselling.</p> <ul style="list-style-type: none"> • Complaints on academic matters require formal intervention and needs to follow various steps • Provide counseling on financial matters. Also provides advice on resources available for the students in terms of career or health. Applies to students with disabilities • Provides guidance to students in resolving issues with instructors informally or provide advice on formal procedures • One of the first point of contacts for potential/prospective students. Provide prospective students information on the programs, courses, financial aid and general information about the college. 	35
Movement Skills	
<p>High level of muscular coordination and/or manual dexterity where precision is essential and speed is required.</p> <ul style="list-style-type: none"> • Precision and speed required for regular keyboard use when processing a variety of documents or data input (eg. drafting reports, correspondence, etc.) • Precision and speed required when retrieving and manipulating data • Expected to stuff envelopes, pack/stack boxes, and conduct AV setup as needed 	40
Decision-Making	
<p>Decisions about frequent unexpected events. Routine decisions and in response to frequent unexpected events with limited access to higher levels and requiring the application and interpretation of policies. Job may require independent judgement and skill to plan and organize more effectively.</p> <ul style="list-style-type: none"> • Ability to make exemptions for students that do not meet registration deadlines • Apply and interpret policies when dealing with student appeals • Work collaboratively on events for faculty • Develop improvements for what the organization does for students in terms of financial and academic matters • Plans components of programs (eg. Theology) • Ensures compliance with regulations affecting certification (e.g. accreditation) 	35

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Student Services Officer</h2>	Job Number
	48
	Total Points
	582
Responsibility for Information	
<p>Significant responsibility for information. Information is complex/technical. Much sensitive/confidential.</p> <ul style="list-style-type: none"> • Supporting students with disabilities (access to Accessibility Services) • Act as privacy officer for faculty • Responsible for maintaining, record keeping, and archiving student files • Collecting, analyzing, and formatting data for Dean and accrediting agency • Manage student financial aid database • Analyze, calculate, and provide tuition and enrolment forecasts • Distribute student grant application information • Manage international student program renewals • Analyze, file, collect, and provide enrollment reports, graduation reports, and accrediting agency questionnaires 	40
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Much responsibility for materials, equipment and/or outcomes. Cost of errors is significant to a faculty, college or division. Long term effect on groups or individuals.</p> <ul style="list-style-type: none"> • Not registering a student correctly or mishandling the student count procedures may have financial implications or result in student grievance • Could have short-term impact on revenue and/or long-term impact on faculty budget 	35
Responsibility for the Safety of Others	
<p>Much care required to prevent physical or emotional injury or harm to others. Sustained care and attention is required during the work period.</p> <ul style="list-style-type: none"> • Act in advisory role for students in crisis (eg. students may approach this position with issues ranging from poor treatment from professor, to finding a way to handle deadlines for assignments) • Expected to redirect students to appropriate services 	35
Financial Responsibility	
<p>Tracks and reports on spending. Records detailed transactions on many accounts. Plans expenditures at departmental level.</p> <ul style="list-style-type: none"> • Collect cash and/or cheque payments for student transcripts, graduation, etc., then issue receipts • Minor supply purchases (under \$5k) • Forecast, monitor, record, and input financial aid information • Process grant payments • Forecast tuition revenue and financial aid • Processing bursaries, student fee deferrals, handling financial cancellation of courses, entering T4 information for bursary recipients, fee adjustments, and fee refunds 	30

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

<h2>Student Services Officer</h2>	Job Number
	48
	Total Points
	582
Manage or Direct Others	
<p>Assigns and checks work of work-study students. Directs work of casual employees in defined activities (not ongoing). Serves as a resource to a group or on a function.</p> <ul style="list-style-type: none"> • Provide orientation and guidance to one work study student • Monitor performance, develop skills, and provide year-end report • Provides advice on resources available for the students in terms of career or health • Provides guidance to students in resolving issues with instructors informally or provide advice on formal procedures 	20
Mental Effort	
<p>High concentration. Detailed analysis or forecasting in relation to important decisions.</p> <ul style="list-style-type: none"> • Frequently analyzing and assessing student complaints • Regularly forecasting and/or analyzing financial aid and enrolment management decisions • Preparing student transcripts and enrolment letters frequently • Forecasting for tuition/financial aid budget • Frequently completing various student/faculty forms • Frequently entering student registration and financial data 	40
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <ol style="list-style-type: none"> 1. Work in seated position - $(2 \times 3) \times 1 = 6$ 2. Work in standing position - $(1 \times 1) \times 2 = 2$ 3. Walking as part of job - $(1 \times 1) \times 1 = 1$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 2) \times 2 = 8$ <p>Total Score = 29</p>	30
Temperature, Noise, and Other Environmental Conditions	
<p>Regular exposure to a disagreeable element</p> <ul style="list-style-type: none"> • Regular exposure to uncomfortable changing or extreme temperatures and noise 	20
Hazards	
<p>Some hazard. Some health or accident risk where limited effect on health is more likely.</p> <ul style="list-style-type: none"> • Repetitive motion required daily for more than 4 hours per day (eg. typing and/or editing documents, correspondence, etc.) • Most of day spent inputting data in to various systems (ROSI, Excel, Word etc.) 	25

UNIVERSITY OF ST. MICHAEL'S COLLEGE PAY EQUITY
2018 JOB PROFILE

Student Services Officer	Job Number
	48
	Total Points
	582
Stress	
<p>Regular exposure to 2 or more moderately stressful elements AND frequent exposure to 1-2 moderately stressful elements.</p> <ul style="list-style-type: none"> • Regular exposure to unpredictable or urgent assignments, difficult situations that involve conflictive interactions, etc. • Frequent exposure to emotionally charged situations requiring listening, assistance, and support, and the public/clients 	35
Work Interruptions and Distractions	
<p>Frequent routine interruptions, some distractions. Work is interrupted by predictable contacts, some distractions in work area.</p> <ul style="list-style-type: none"> • Work in a noisy private office environment where work is interrupted frequently • Interruptions and distractions are predictable and have a limited effect on work processes and deadlines 	25
Social Disruption Required by Work Scheduling	
<p>Regular schedule includes evenings/weekends. Some social disruption. Occasional travel.</p> <ul style="list-style-type: none"> • Regular daytime hours, with occasional travel expected (during peak recruitment period in Aug.-Nov.) 	30

Pay Equity Job Profile	
Webmaster/Manager, Graphic Design	Job Number
	49
	Total Points
	544
Rationale	Level
Previous Education	
• Bachelor's degree in digital communications	35
Previous Experience	
<ul style="list-style-type: none"> • Minimum five years of experience required • Experience in both a higher education and design agency/studio setting an asset plus continuous multi-media learning • Experience with project management, creation, development, and assessment of communications strategies and tactics, and developing insights based on market research • Mastery of graphic design principles and application 	40
Interaction Skills	
<p>Large number of contacts. Often uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Develops relationships with people whose co-operation is important to the university.</p> <ul style="list-style-type: none"> • Print project management involves both formal and informal negotiation skills and building accountable relationships with internal and external stakeholders. • Regularly interacts with donors and attendees at university events as the event photographer • Graphic Design provides support for development and implementation of marketing strategies, internal/external communication, and special event planning for the University of St. Michael's College 	35
Movement Skills	
<p>Very high level of muscular coordination and/or manual dexterity to execute very precise and synchronized movements.</p> <ul style="list-style-type: none"> • Precise placement of graphic, photographic or cartographic objects at the pixel level 	40
Decision-Making	
<p>Decisions about frequent unexpected events. Routine decisions and in response to frequent unexpected events. Job may require independent judgement and skill to plan and organize more effectively. Plans components of projects/programs.</p> <ul style="list-style-type: none"> • JD: Working both independently and in a team setting, the Manager, Graphic Design will produce clear, consistent, creative, compelling and concise design in a timely manner, while staying within the project-specific budget and guidelines. • JD: This position produces all creative content utilizing graphic design technology and photography. • Creative ideation and concepts and design for collaborative consideration on large inter-departmental projects as well as smaller projects with colleagues in other departments • Accountable for final production decisions with printer • Responsible for setting the creative direction and visual aspects of designs for departmental consideration, review, and feedback • Design invitations, posters, and creat social media content for events 	35

Webmaster/Manager, Graphic Design	Job Number
	49
	Total Points
	544
Responsibility for Information	
<p>Significant responsibility for information. Information is of importance and may be sensitive/confidential. Produces marketing and promotional/outreach materials.</p> <ul style="list-style-type: none"> • Take photos and use graphic software to edit/modify • Create, record, file, track, store, and retrieve visual assets and data management • Designing based on complex design schematics (eg. web, annual reports, strategic recruitment/program brochures, materials produced for Faculty of Theology.) • Create and provide integrated brand design products for variety of services across campus (eg. donor signage, social media banners, Brennan Hall exterior and interior wayfinding, etc.) • Set up contributor accounts for the website 	35
Responsibility for Materials, Equipment, and/or Outcomes	
<p>Cost of errors is significant to a faculty, college or division. Long term effect on groups or individuals.</p> <ul style="list-style-type: none"> • Inaccuracies in communication media could cause confusion (incorrect dates for example) - promotional delays or delays to launches • Not meeting key printing and publishing dates for main events • Typographical and/or grammatical errors in posted designs/products • Short-term impacts could be promotional/launch delays and confusion from inaccuracies in information • Long-term impacts could be impact on brand and identity of organization 	35
Responsibility for the Safety of Others	
<p>Little to no care required.</p>	10
Financial Responsibility	
<p>Some financial transactions. Handling of petty cash and/or fees, fines etc. on a regular basis. Some responsibility for recording. Collaborates on cost estimates.</p> <ul style="list-style-type: none"> • Forward invoices to appropriate department for processing/payment • Request quotes for production 	20
Manage or Direct Others	
<p>Manages or directs small group in limited area. Serves as a resource to a group or on a function.</p> <ul style="list-style-type: none"> • Provide technical instruction to other staff on Kelly Exhibit microsite • JD: Acts as a resource to provide advice and direction to departmental staff on visual identity guidelines. 	20
Mental Effort	
<p>High concentration when performing tasks requiring great precision and requiring attention to many details at a time.</p> <ul style="list-style-type: none"> • JD: Proficiency using graphic design software (In Design, Adobe Photoshop, Illustrator, Freehand, etc.). • Creating artwork or graphic design and layout daily 	40

Webmaster/Manager, Graphic Design	Job Number
	49
	Total Points
	544
Physical Effort	
<p>CALCULATION: (FREQUENCY X DURATION) X WEIGHT = SCORE *SCORE IS HOW RATING IS DETERMINED (REFERENCE GNCS)</p> <p>1. Work in seated position - $(2 \times 3) \times 1 = 6$ 6. Repetitive movements - $(2 \times 3) \times 2 = 12$ 7. Scrutinizing, distinguishing, or isolating by eye or ear - $(2 \times 3) \times 2 = 12$</p> <p>Total Score = 30</p>	30
Temperature, Noise, and Other Environmental Conditions	
Office environment, normal comfort level.	10
Hazards	
<p>Some hazard. Some health or accident risk where limited effect on health is more likely.</p> <ul style="list-style-type: none"> • Repetitive motion required daily for more than 4 hours (eg. typing and/or editing documents, correspondence, etc.) 	25
Stress	
<p>Frequent exposure to one or two moderately stressful elements AND regular exposure to one or two moderately stressful elements.</p> <ul style="list-style-type: none"> • Regular exposure to high performance-based expectations • Frequent exposure to competing and/or simultaneous deadlines, and unpredictable or urgent assignments 	35
Work Interruptions and Distractions	
<p>Regular routine interruptions, few distractions. Work is interrupted by predictable contacts, some activity in work area.</p> <ul style="list-style-type: none"> • JE: Revising/editing/correcting spelling and grammar, fact-checking incomplete text / content supplied by departments is the norm. Drop- ins/emails requesting changes to projects. Competing projects. 	20
Social Disruption Required by Work Scheduling	
<p>Regular schedule with some overtime and some weekends. Little social disruption.</p> <ul style="list-style-type: none"> • Regular daytime hours • Evening photography for special official university events on weekdays/weekends as needed 	20

Pay Equity Job Profile	
InfoExpress Liaison	Job Number
	33
	Total Points
	508
Rationale	Level
Previous Education	
Bachelor's degree <ul style="list-style-type: none"> • Bachelor's degree required • Library Technician diploma preferred 	35
Previous Experience	
Minimum three years' experience. <ul style="list-style-type: none"> • Three years of prior experience with a specialized service in an academic library for faculty and graduate students (e.g Syllabus Service, InfoExpress) • Experience with information and research seeking skills 	30
Interaction Skills	
Large number of contacts. Interacts with employees and/or students/clients encompassing diversity of background. Often uses informal negotiation skills to secure co-operation from a wide range of people who may be upset or vulnerable. Frequently responds to complaints. Interactions regularly take place in a public forum. <ul style="list-style-type: none"> • Regularly providing information on services to the public and staff • Regular cooperation with colleagues across various departments • Assist faculty members in avoiding copyright violations • Coordinate research and teaching material needs of faculty and graduate students • Handle minor complaints from staff and students over the course of the week • Correct library accounts and submit work orders for building issues as needed • Supervise and teach students enrolled in work study program • "Respond to complaints about temperature, noise level, library fines, patron behaviour, etc." • "Develops relationships with Friends of the Library, U of T staff [Scholarly Comm & Copyright Office] and faculty regarding library services" 	35
Movement Skills	
High level of muscular coordination and/or manual dexterity where precision is essential. Full keyboard use such as for processing a variety of documents or data input where corrections are permitted after the fact. Use of keypad/wand/keyboard to enter data into fixed fields or to access information (e.g. email, notes, web-browsing). No requirement for speed. <ul style="list-style-type: none"> • Shelving books • Packing or stacking boxes • Using a cash register • AV setup • Use of computer to manipulate or retrieve data • Ex: "Part of the responsibilities of Access and Information is to troubleshooting patron equipment, such as the public computers, to determine why they are not working. This includes disconnecting computer hardware and reconnecting." 	30

UNIVERSITY OF ST. MICHAEL'S COLLEGE

this _____ day of _____, 20_____

FOR THE UNION

Signature

Date

Signature

Date

FOR THE UNIVERSITY

Signature

Date

Signature

Date