

JOB EVALUATION COMMITTEE RATING SHEET

JOB TITLE:	SCHOOL SECRETARY			
DATE:	08-Mar-19			
SUBFACTOR:	WEIGHT	SUBSTANTIATING DATA	DEGREE	POINTS
EDUCATION	16	Grade 12 & 1 year	4	64
EXPERIENCE	12	2-3 years	5	60
JUDGEMENT	10	Choice of methods - requires that changes be recommended	4	40
MENTAL EFFORT	10	Continuous/intermediate	4	40
PHYSICAL ACTIVITY	5	Medium/intermediate	3	15
DEXTERITY	5	Speed is a consideration	3	15
ACCOUNTABILITY	12	Significant embarrassment/serious loss	4	48
SAFETY OF OTHERS	10	Some degree of care (using first aid)	2	20
CONTACTS	11	Excellent human relations skills needed	5	55
DISAGREEABLE CONDITIONS	9	Minor/continuous	4	36
		TOTAL	38	393

SD85 _____

CUPE _____