

JOB EVALUATION COMMITTEE RATING SHEET

JOB TITLE:	<i>Payroll Clerk I</i>				
DATE:	28-Jun-16				
SUBFACTOR:	WEIGHT	SUBSTANTIATING DATA	DEGREE	POINTS	
EDUCATION	16	Grade 12 + 2 year	5	80	
EXPERIENCE	12	6 years	8	96	
JUDGEMENT	10	Develop procedures	5	50	
MENTAL EFFORT	10	Continuous / intermediate	4	40	
PHYSICAL ACTIVITY	5	Light / long	3	15	
DEXTERITY	5	Speed is required	3	15	
ACCOUNTABILITY	12	Serious loss of time or resources / significant embarrassment	4	48	
SAFETY OF OTHERS	10	Basic safety procedures required	1	10	
CONTACTS	11	Dealing with highly sensitive issues	6	66	
DISAGREEABLE CONDITIONS	9	Minor / frequent (Issues with staff)	3	27	
		TOTAL	42	447	