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|--|---|
| SUPERVISION (A): 2 Increased from "1" to "2" | Rationale: The provision of some occasional guidance to other staff is required Accounted for the fact that advice and guidance to others of the knowledge and expertise in the area to enable/facilitate them to do their work. |
| SUPERVISION (B): 1 No change in factor rating | No direct line supervision. |
| IMPACT: 4 No change in factor rating | Rationale: Accounted for the Impact and Importance of presenting a positive public image while performing required duties. Accounted for the work which may have an indirect impact on educational services or final results produced (e.g. available services and programs not being advocated which results in valuable educational resources not being utilized by parents/students to help improve parent engagement and student success). |
| CONTACT - 5 | Rationale: Accounted for the breadth and depth of the contact. Accounted for the degree of involvement in the contact. Accounted for the fact that the contact requires tact to avoid friction. |
| ENVIRONMENT - 4 | Rationale: Accounted for the exposure to adverse environmental and weather conditions when travelling. Accounted for unknown physical environment when working off-TCDSB sites. |
| STRESS - 5 Increased from "4" to "5" | Rationale: Accounted for limited control of work pace and working conditions. Required duties in coordinating efforts of other departments/agencies may result in frustration over conflicting agendas and response time. Accounted for emotional reaction the incumbent may encounter when delivering disagreeable messages. Accounted for some sacrifice required in responding to the needs of the communities in flexible work schedule. Accounted for work occasional work outside core hours. |

Joint Evaluation Committee

For the Toronto Catholic District School Board

For APSSP

Antonella Dippolito:

A. Dippolito

Anabela Carneiro:

Anabela Carneiro

Agnes Leung:

Agnes Leung

Andrea Coke:

Andrea Coke

Betty Stavropoulos:

Betty Stavropoulos

Glenn Webster:

Glenn Webster

Date:

Jan 31, 2012

Date:

February 2, 2012

Community Relations Officer - Job Evaluation
 Job Evaluation Ratings and Rationale agreed upon by the Toronto Catholic District School Board and APSSP Joint Committee

| FACTOR | EDUC | EXP | COMP | PHYS | ACC | SUP 1 | SUP 2 | IMP | CONT | ENV | STRESS | TOTAL |
|-------------------|------|-----|------|------|-----|-------|-------|-----|------|-----|--------|-------|
| EVALUATION RATING | 7 | 6 | 5 | 5 | 5 | 2 | 1 | 4 | 5 | 4 | 5 | 705 |

| | |
|--|--|
| EDUCATION - 7 No change to factor rating | Consistent with our postings - Bachelor's degree. |
| EXPERIENCE - 6 No Change to factor rating | <p>2 to 4 years of experience as per tool.</p> <p>Rationale: Reference is made to the last 2 postings - Min. yrs of exp. Is not specified, posted required experience "Exp. in community development is preferred; Previous work experience in the Child Care field and/or Family Support Programs is essential with sound knowledge of the Day Nurseries Act".</p> <p>According to records: The incumbents were hired with 2 years recognized related experience.</p> <p>Both incumbents prove to be successful in "performing the job competently and deal with the range of situations encountered in the position" as per definition of the tool, with the min. of 2 years related experience when they were being hired.</p> |
| COMPLEXITY - 5 Increased from "4" to "5" | <p>Rationale:</p> <p>Accounted for the breadth and variety of their duties that involve unrelated processes and methods.</p> <p>Acknowledged that the job is more unstructured as compared to the other job classifications within the group.</p> <p>Accounted for the tasks of planning and coordinating of workshops/conferences - planning activities.</p> <p>Accounted for coordinating and facilitating new initiatives, programs and/or services, and ongoing support/upkeeping which required creativity and mental challenges e.g. creating informal surveys and compiling information/data collected to identify the needs/preferences of the school communities, exploring funding resources.</p> <p>Accounted for the situations may be broad in scope with limited opportunity for standardized solutions, and may require the recognition and creative definition of problems and their practical solutions as the job involved diverse ethnic communities.</p> |
| PHYSICAL and VISUAL DEMANDS - 5 Increased from "4" to "5" | <p>Moderate 5 - Work requires moderate physical exertion, visual concentration, manual dexterity and/or strain.</p> <p>Rationale:</p> <p>Work requires frequent travelling on the road within and outside Metro Toronto.</p> <p>Lifting/carrying books, brochures, various materials to schools and workshops.</p> |
| ACCOUNTABILITY- 5 Increased from "4" to "5" | <p>Rationale:</p> <p>Accounted for a moderate degree of discretion and independence of action exercise when liaising with various ethno-cultural communities and stakeholders in enhancing the visibility and support for the Board, and in promoting the programs and services of the Board</p> <p>Accounted for daily work activities that are evaluated for compliance with technical standards, appropriateness and conformity to Board policy.</p> <p>Accounted for the accountability of ensuring the correct information is exchanged between the Board and the community, the general public and any other stakeholders in performing the liaison and facilitation functions (e.g. conducting workshops, providing input in committee meetings to facilitate the development of services and programs, etc.)</p> |

*APSSP Community Relations Officer - New Salary Grid effective May 1, 2009 **

| Step | Revised CRO grid effective May 1, 2009 | Revised CRO grid effective September 1, 2009 | Revised CRO grid effective September 1, 2010 | Revised CRO grid effective September 1, 2011 |
|------|--|--|--|--|
| 0 | \$51,411.27 | \$52,953.61 | \$54,542.21 | \$56,178.48 |
| 1 | \$53,462.58 | \$55,066.46 | \$56,718.45 | \$58,420.00 |
| 2 | \$55,595.73 | \$57,263.61 | \$58,981.51 | \$60,750.96 |
| 3 | \$57,814.00 | \$59,548.43 | \$61,334.87 | \$63,174.92 |
| 4 | \$60,120.78 | \$61,924.41 | \$63,782.14 | \$65,695.60 |
| 5 | \$62,519.60 | \$64,395.19 | \$66,327.04 | \$68,316.86 |
| 6 | \$65,014.13 | \$66,964.56 | \$68,973.49 | \$71,042.70 |
| 7 | \$67,608.20 | \$69,636.45 | \$71,725.53 | \$73,877.30 |
| 8 | \$70,305.76 | \$72,414.94 | \$74,587.38 | \$76,825.01 |
| 9 | \$73,110.96 | \$75,304.30 | \$77,563.42 | \$79,890.33 |
| 10 | \$76,028.09 | \$78,308.94 | \$80,658.20 | \$83,077.95 |

*New grid applied retroactively to May 1, 2009 taking effect on the May 18, 2012 payroll