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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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### JOB FAMILY: CLERICAL

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#### CLASS SERIES: ADMITTING

GRIDS:	10001	11	-	CLERK III, ADMITTING	1-1
	10002	16	-	CLERK IV, ADMITTING (OUT-PATIENT BOOKING)	1-2.1
	10003	16	-	CLERK IV, ADMITTING (BED BOOKING)	1-2.2
	10004	16	-	CLERK IV, ADMITTING (O.R. BOOKING)	1-2.3
	10015	17 (awaiting final determination)	-	CLERK IV (A), ADMITTING (OUT-PATIENT BOOKING)	1-2.4
	10005	21	-	CLERK V, ADMITTING	1-3.1
	10006	21	-	CLERK V, ADMITTING (AUTOPSY ARRANGEMENT)	1-3.2
	10007	21	-	CLERK V, ADMITTING (BED BOOKING)	1-3.3
	10008	21	-	CLERK V, ADMITTING (O.R. BOOKING)	1-3.4
	10009	24	-	CLERK VI, ADMITTING	1-4.1
	10010	24	-	CLERK VI, ADMITTING (BED BOOKING)	1-4.2
	10011	24	-	CLERK VI, ADMITTING (O.R. BOOKING)	1-4.3
	10012	33	-	SUPERVISOR, ADMITTING	1-5.1
	10013	33	-	SUPERVISOR, (BED BOOKING)	1-5.2
	10014	33	-	SUPERVISOR, (O.R. BOOKING)	1-5.3

#### CLASS SERIES: FINANCE

GRIDS:	10201	8	-	CLERK II, FINANCE	1-6
	10202	11	-	CLERK III, CASHIER	1-7
	10203	11	-	CLERK III, ACCOUNTS RECEIVABLE, ACCOUNTS PAYABLE	1-8
	10204	16	-	CLERK IV, HEAD CASHIER	1-9
	10205	17	-	CLERK IV, ACCOUNTS RECEIVABLE	1-10.1
	10206	17	-	CLERK IV, ACCOUNTS PAYABLE	1-10.2
	10207	16	-	CLERK IV (SPONSORSHIP CLERK)	1-11
	10208	16	-	CLERK IV (STATISTICS)	1-12
	10209	22	-	CLERK V, ACCOUNTS RECEIVABLE (PATIENT BILLING)	1-13
	10210	22	-	CLERK V, ACCOUNTS PAYABLE	1-13.1
	10211	21	-	CLERK V, PATIENT RELATIONS	1-14
	10212	22	-	CLERK V, ACCOUNTING	1-15
	10213	24	-	CLERK VI, ACCOUNTING	1-16
	10214	24	-	CLERK VI, ACCOUNTS RECEIVABLE (PATIENT BILLING)	1-17
	10215	24	-	CLERK VI, ACCOUNTS PAYABLE	1-17.1

#### CLASS SERIES: CLERK GENERAL

GRIDS:	10301	7	-	CLERK I	1-20
	10302	8	-	CLERK II, FOOD SERVICES	1-21
	10303	8	-	CLERK II, RECEPTIONIST	1-22
	10304	11	-	CLERK III, RECEPTIONIST	1-23
	10305	13	-	PERSONNEL SECRETARY	1-24
	10306	15	-	SECRETARY	1-25
	10307	15	-	NURSING SECRETARY	1-26
	10308	14	-	CLERK, GENERAL	1-27
	10325	14	-	CLERK, LABORATORY	1-27.1
	10309	16	-	CLERK IV (OUTPATIENT SUPERVISOR)	1-28
	10310	16	-	CLERK IV, STAFFING	1-29
	10311	24	-	ADMINISTRATIVE SECRETARY	1-30
	10312	21	-	CLERK V, STAFFING	1-31
	10322	21	-	CLERK V, CLERICAL SUPERVISOR	1-31.1
	10313	24	-	CLERK VI, CLERICAL SUPERVISOR	1-32

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**CLASS SERIES:** CLERK GENERAL (Continued)

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	10315	35	-	ADMINISTRATIVE ASSISTANT	1-34
	10316	28	-	STAFFING CO-ORDINATOR	1-35
	10317	SB16	-	NURSING UNIT ASSISTANT	1-35.1

**CLASS SERIES:** COMMUNICATIONS

GRIDS:	10401	7	-	CLERK I, MESSENGER	1-36
	10402	8	-	CLERK II, INFORMATION	1-37
	10403	11	-	CLERK III, POSTAL	1-38
	10404	17	-	SWITCHBOARD OPERATOR	1-39
	10405	20	-	SWITCHBOARD SUPERVISOR I	1-40
	10406	29	-	SWITCHBOARD SUPERVISOR II	1-41
	10407	34	-	SWITCHBOARD SUPERVISOR III	1-42

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	10503	15	-	DATA ENTRY/KEYPUNCH OPERATOR II	1-45
	10504	18	-	LEAD DATA ENTRY/KEYPUNCH OPERATOR III	1-46
	10506	SC13	-	COMPUTER OPERATOR II	1-48
	10507	SC18	-	COMPUTER OPERATOR III	1-49
	10508	19	-	DATA PROCESSING SUPERVISOR	1-50
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	10602	11	-	CLERK III, HEALTH RECORDS	1-55
	10603	18	-	MEDICAL TRANSCRIPTIONIST	1-56
	10605	18	-	MEDICAL TRANSCRIPTIONIST SUPERVISOR I	1-58
	10606	24	-	MEDICAL TRANSCRIPTIONIST SUPERVISOR II	1-59
	10607	29	-	MEDICAL TRANSCRIPTIONIST SUPERVISOR III	1-60

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GRIDS:	10701	8	-	CLERK II, TIMEKEEPING	1-61
	10702	11	-	CLERK III, PAYROLL	1-62
	10703	17	-	CLERK IV, PAYROLL	1-63
	10704	22	-	PAYROLL SUPERVISOR I	1-64
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**CLASS SERIES: PURCHASING**

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	10902	16	-	CLERK IV, PURCHASING	1-71
	10903	21	-	CLERK V, PURCHASING	1-72
	10904	21	-	CLERK V, SUPERVISOR	1-72.1
	10905	24	-	CLERK VI, PURCHASING	1-73
	10906	21	-	INVENTORY ANALYST	1-74

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