

**CUPE 2950 Job Evaluation Plan  
Benchmark Clusters**

September 1, 2025

Cluster Name	Benchmark Title	Base Level	Supervision Level	
		Pay Grade	Level	Pay Grade
<b>[A] Grade 1 Admin</b>	HR Administration Clerk 1	1	5	2
	Financial Processing Specialist 1	1	2, 3, 4	2
	Logistics Clerk 1		5	3
	Front Counter 1	1	4, 5	2
	Technical Services Library Assistant 1	1	4, 5	2
	Administrative Support 1	1	3, 4, 5	2
	General Library Assistant	1	3, 4, 5	2
	Student Information Support 1	1	2, 3, 4, 5	2
<b>[B] Grade 2 Admin</b>	Financial Processing Specialist 2	2	3, 4, 5	3
	Undergrad Student Support 1	2	3, 4, 5	3
	Classroom / Exam Coordinator 1	2	3, 4, 5	3
	Pension Clerk 1	2	3, 4, 5	3
	Clinic Receptionist	2	3, 4, 5	3
	Dental Clinic Receptionist	2	3, 4, 5	3
<b>[C] Grade 3 Admin</b>	HR Administration Clerk 2	3	4, 5	4
	Front Counter 2	3	4, 5	4
	Grad Student Support 1	3	4, 5	4
	Program Assistant 1	3	4, 5	4
	Clinical Assistant	3	4, 5	4
	Procurement Clerk 1	3	2, 3, 4	4
			5	5
	Administrative Support 2	3	5	4
	Student Information Support 2	3	5	4
	Publishing Assistant	3	3, 4, 5	4
<b>[D] Grade 4 Admin</b>	Front Counter 3	4	4, 5	5
	Front Counter Supervisor	4	2, 3, 4	5
	Undergrad Student Support 2		5	6
	Classroom / Exam Coordinator 2	4	3, 4, 5	5
<b>[E] Grade 5 Admin</b>	Program Assistant 2	5	3, 4, 5	6
	HR Administration Clerk 3	5	3, 4, 5	6
	Student Information Support 3	5	4, 5	6
	Marketing & Communications Assistant	5	4, 5	6

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Cluster Name	Benchmark Title	Base Level	Supervision Level	
		Pay Grade	Level	Pay Grade
<b>[F] Grade 6 Admin</b>	Administrative Support 3	6	3, 4, 5	7
	Secretary to Medical Professional(s)	6	3, 4, 5	7
	Secretary to Medical Department	6	3, 4, 5	7
	Classroom / Exam Coordinator 3	6	3, 4, 5	7
	Editorial Assistant (Books)	6	3, 4, 5	7
	Editorial Assistant (Journals)	6	3, 4, 5	7
	Clinic Secretary / Clerk	6	4, 5	7
<b>[G] Grade 6 Student Services</b>	Undergrad Student Support 3	6	2, 3, 4 5	7 8
	Grad Student Support 2	6	3, 4, 5	7
	Student Information Support 3b	6	5	7
<b>[H] Grade 8 Admin</b>	Classroom / Exam Coordinator 4	8	4, 5	9
	Admin. Coordinator - Medical	8	4, 5	9
	Sr. Program Assistant (General)	8	3, 4, 5	9
	Sr. Program Assistant (Med. Education)	8	3, 4, 5	9
<b>[I] Grade 4 Numerical Admin</b>	Financial Processing Specialist 3	4	2, 3, 4 5	5 6
	Pension Clerk 2	4	3, 4, 5	5
<b>[J] Grade 8 Financial</b>	Senior Financial Specialist 1a	8	5	9
	Senior Financial Specialist 1b	8	5	9
<b>[J] Grade 2&amp;3 Library</b>	Public Service Library Assistant 1	2	4, 5	3
	Public Service Library Assistant 1b - Evenings and Weekends	3	4, 5	4
	Reading Room Assistant 1	2	3, 4, 5	3
<b>[K] Grade 4 Library</b>	Public Service Library Assistant 2	4	3, 4, 5	5
	Reading Room Assistant 2	4	3, 4, 5	5
<b>[L] Grade 7 Library</b>	Public Service Library Assistant 4	7	2, 3, 4, 5	8
	Reading Room Coordinator	7	2, 3, 4, 5	8
	Technical Services Library Assistant 4	7	2, 3, 4, 5	8

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Cluster Name	Benchmark Title	Base Level	Supervision Level	
		Pay Grade	Level	Pay Grade
Single Benchmark Only (No Cluster)	Technical Services Library Assistant 2	3	4 , 5	4
Single Benchmark Only (No Cluster)	Cataloguer 1	4	3, 4, 5	5
Single Benchmark Only (No Cluster)	Logistics Clerk 2	4	2, 3, 4	5
			5	6
Single Benchmark Only (No Cluster)	Financial Processing Specialist 4	5	4, 5	6
Single Benchmark Only (No Cluster)	Public Service Library Assistant 3	6	3, 4, 5	7
Single Benchmark Only (No Cluster)	Technical Services Library Assistant 3	6	4, 5	7
Single Benchmark Only (No Cluster)	Cataloguer 2	6	2, 3, 4, 5	7
Single Benchmark Only (No Cluster)	Financial Processing Specialist 5	6	2, 3, 4, 5	7
Single Benchmark Only (No Cluster)	HR Administration Clerk 4	7	2, 3, 4, 5	8
Single Benchmark Only (No Cluster)	Pension Clerk 3	7	2, 3, 4	8
			5	9
Single Benchmark Only (No Cluster)	Procurement & Logistics Processor	7	3, 4, 5	8
Single Benchmark Only (No Cluster)	Administrative Support 4	7	2, 3, 4, 5	8
Single Benchmark Only (No Cluster)	Student Information Support 4	7	4, 5	8
Single Benchmark Only (No Cluster)	Web Assistant	7	4, 5	8
Single Benchmark Only (No Cluster)	Reference Assistant	8	4, 5	9
Single Benchmark Only (No Cluster)	Library Specialist	8	4, 5	9
Single Benchmark Only (No Cluster)	Grad Student Support 3	8	3, 4, 5	9
Single Benchmark Only (No Cluster)	Senior Financial Specialist 2	9	3, 4, 5	10
Single Benchmark Only (No Cluster)	Costume Specialist	9	4, 5	10
Single Benchmark Only (No Cluster)	Stage & Lighting Specialist	9	4, 5	10
Single Benchmark Only (No Cluster)	Properties Specialist	9	4, 5	10