



Provincial Job Description

TITLE:
(213) Staff Scheduler

PAY BAND:
11

FOR FACILITY USE:

SUMMARY OF DUTIES:

Maintains staff schedules, adhering to collective bargaining agreements, and replaces staff as required.

QUALIFICATIONS:

- ◆ Office Education certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Intermediate keyboarding skills
- ◆ Interpersonal, organizational and communication skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous experience working in an office environment to develop organizational skills and gain an understanding of functional requirements of the organization.

KEY ACTIVITIES:

A. Staff Scheduling

- ◆ **Maintains staff schedules (e.g., master rotation) in accordance with collective agreement requirements and departmental policies/procedures.**
- ◆ **Calls and schedules staff for replacement of leaves of absence and schedules adjustments.**
- ◆ **Maintains current seniority lists.**
- ◆ **Formats, prints and posts staff schedules.**
- ◆ **Compiles and posts call-in lists.**

B. Payroll / Benefits

- ◆ **Collects, verifies, enters data, transmits and files payroll data.**
- ◆ **Checks pay sheets and makes any necessary corrections.**
- ◆ **Informs payroll office of any staff changes.**
- ◆ **Identifies errors and makes corrections.**
- ◆ **Tracks vacation and sick time accrual.**
- ◆ **Prepares spreadsheets.**
- ◆ **Explains benefit plans and enrolls employees.**
- ◆ **Assists employees in filling out forms (e.g., Workers' Compensation and disability forms).**
- ◆ **Prepares employee benefits reports.**
- ◆ **Prepares monthly and yearly reports to government, (e.g., T4's)**

C. Related Key Work Activities

- ◆ **Prepares accounts receivable (e.g., invoicing, bank deposits, reports to region office).**
- ◆ **Prepares accounts payable.**
- ◆ **Prepares receipts, petty cash.**
- ◆ **Prepares yearly revenue and expense summary.**
- ◆ **Performs word processing, orders supplies, photocopies, shreds, provides reception/telephone services, processes mail, files.**
- ◆ **Takes minutes at meetings.**
- ◆ **Schedules education classes.**
- ◆ **Books appointments/transportation.**
- ◆ **Books rooms.**
- ◆ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.