


Job Evaluation Rating Documentation

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| <p>CUPE, SEIU, SGEU, SAHO</p>  | <p>Job Title <u>Staff Scheduler</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p> | <p>Code</p> <p><u>213</u></p> |
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| <p>Decision Making</p> <p>Choice of action is expected when modifying daily schedules to meet daily workload. Requires interpretation of collective agreements while scheduling staff.</p> | <p>Degree</p> <p><u>3.0</u></p> |
| <p>Education</p> <p>Grade 12. Office Education certificate (1200 hours)</p> | <p><u>3.5</u></p> |
| <p>Experience</p> <p>Twelve (12) months previous experience working in an office environment to develop organizational skills and gain an understanding of functional requirements of the organization. Nine (9) months on the job on the job to gain a working knowledge of collective agreements and to become familiar with region/facility/department policies and procedures.</p> | <p><u>5.0</u></p> |
| <p>Independent Judgement</p> <p>Performs scheduling according to collective agreements. May exercise judgment to change staffing outside the regular complement.</p> | <p><u>3.5</u></p> |
| <p>Working Relationships</p> <p>Has regular contact with employees on the call-in roster which requires tact/discretion and persuasion of employees when calling in for shifts.</p> | <p><u>3.5</u></p> |

| Impact of Action | Degree |
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| Performs staff scheduling to meet quality and service requirements. Misjudgments may cause embarrassment or loss of trust in employee relations when there is a misjudgment in scheduling appropriately. Inaccuracies in maintaining staff rotations may result in staff shortages. | <u>2.0</u> |
| Leadership and/or Supervision Provides orientation to staff. | <u>1.0</u> |
| Physical Demands Regular physical effort while simultaneously operating computer and communicating on the phone. | <u>2.0</u> |
| Sensory Demands Regular sensory effort reading, writing, and operating computer with periods of frequent effort preparing complicated schedules. | <u>2.5</u> |
| Environment Occasional minor exposure to disagreeable conditions such as rudeness/profanity, interruptions and multiple deadlines. | <u>2.0</u> |