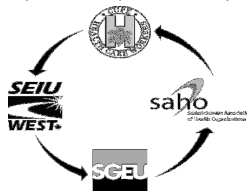


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Staff Scheduling Supervisor</u></p> <p>Date <u>2004</u></p> <p>Revised Date <u>Feb 10/12</u></p> <p>Revised Date _____</p>	<p>Code</p> <p style="text-align: center;"><u>316</u></p>
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<p>Decision Making</p> <p>Choice of action is expected when reviewing modifications to daily schedules to meet daily workload. Requires interpretation of collective agreements while reviewing schedules. Participates in the development of goals, objectives, policies and procedures to ensure assigned objectives for the Scheduling Department are met.</p>	<p>Degree</p> <p style="text-align: center;"><u>3.5</u></p>
<p>Education</p> <p>Grade 12. Office Education certificate (864 hours).</p>	<p style="text-align: center;"><u>3.0</u></p>
<p>Experience</p> <p>Twenty-four (24) months previous scheduling experience working with collective bargaining agreements to consolidate knowledge and skills. Twelve (12) months on the job to develop supervisory/administrative skills and to become familiar with region/facility/department policies and procedures.</p>	<p style="text-align: center;"><u>6.0</u></p>
<p>Independent Judgement</p> <p>Ensures that scheduling is performed in accordance with collective agreements. May exercise judgment to change staffing outside the regular complement.</p>	<p style="text-align: center;"><u>3.5</u></p>
<p>Working Relationships</p> <p>Has regular contact with schedulers, various departments and payroll regarding staffing and scheduling requirements which requires tact/discretion and persuasion when calling to replace schedulers .</p>	<p style="text-align: center;"><u>3.5</u></p>

Impact of Action	Degree
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. Inadequate planning for peak staffing needs may result in staff shortages which results in the inability to perform key assignments.	<u>2.5</u>
Leadership and/or Supervision Provides regular direction, assigns and organizes work and checks the work of staff schedulers.	<u>4.0</u>
Physical Demands Regular physical effort requiring accurate coordination of fine movements when performing data entry/ keyboarding.	<u>2.0</u>
Sensory Demands Regular sensory effort reading and checking schedules, writing, and operating computer with periods of frequent effort preparing detailed reports.	<u>2.5</u>
Environment Occasional minor exposure to disagreeable conditions such as rudeness/profanity, interruptions and multiple deadlines.	<u>2.0</u>