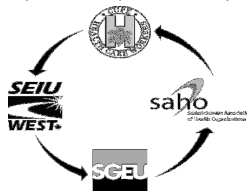


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Staff Scheduler & Supply Clerk</u></p> <p>Date _____</p> <p>Revised Date <u>2004</u></p> <p>Revised Date <u>Feb 14-12</u></p>	<p>Code</p> <p><u>317</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 (864 hours).</p>	<p><u>3.0</u></p>
<p>Experience</p> <p>Twelve (12) months previous experience working in an office environment to develop organizational skills. Nine (9) months on the job to become familiar with ordering and stocking supplies, 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. Resolves minor operating problems when receiving goods that are damaged which are urgently required. 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. Requires tact to discuss problems, submit reports regarding backorders, inventory shortages and to make recommendations regarding substitutions.</p>	<p><u>3.5</u></p>

Impact of Action	Degree
Performs staff scheduling and receives, distributes and maintains inventory to meet quality and service requirements. Misjudgements in scheduling appropriately may cause embarrassment or loss of trust in employee relations. Inaccuracies in maintaining staff rotations may result in staff shortages. Misjudgement in ordering supplies could affect other departments and services.	<u>2.0</u>
Leadership and/or Supervision Provides orientation to staff.	<u>1.0</u>
Physical Demands Regular physical effort stretching, crouching, reaching, operating computer while simultaneously communicating on the phone.	<u>2.0</u>
Sensory Demands Regular sensory effort reading, writing, communicating with vendors and staff 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>