



Provincial Job Description

TITLE:
(435) Senior Staff Scheduler

PAY BAND:
13

FOR FACILITY USE:

SUMMARY OF DUTIES:

Creates and maintains staff schedules while adhering to collective bargaining agreements and replaces staff as required. Provides functional guidance and technical direction to Scheduling Department staff and managers.

QUALIFICATIONS:

- ◆ Office Administration certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Organizational skills
- ◆ Analytical skills
- ◆ Intermediate computer skills
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Leadership skills
- ◆ Problem solving skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ **Previous:** Eighteen (18) months previous scheduling experience working with collective bargaining agreements to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Staff Scheduling

- ◆ **Creates and maintains staff schedules (e.g., master rotation) in accordance with collective agreement requirements, departmental baseline requirements and departmental policies/procedures.**
- ◆ **Calls and schedules staff for replacement of short-notice absences, leaves of absences (e.g., vacations, extended sick leaves).**
- ◆ **Schedules adjustments using a computerized scheduling system according to scheduling processes, collective agreement language, manager guidelines and the employee's proforma information.**
- ◆ **Makes recommendations for vacation and LOA requests based on departments/units long-term staffing baselines and compliance to collective agreements.**
- ◆ **Maintains current seniority lists.**
- ◆ **Formats, prints and posts staff schedules.**
- ◆ **Compiles and posts staff replacement lists.**
- ◆ **Ensures schedules result in utilizing staff efficiently.**
- ◆ **Researches and provides input into staffing issues.**
- ◆ **Makes recommendations to unit managers on improvements to their schedules.**
- ◆ **Identifies staffing trends to unit managers.**
- ◆ **Audits temporary assignment positions on a regular basis.**
- ◆ **Provides input into forms standardization (e.g., leaves/vacation forms).**
- ◆ **Compiles statistical reports for managers.**
- ◆ **Responds to questions and inquiries from employees and managers.**
- ◆ **Works collaboratively with managers on scheduling issues.**
- ◆ **Inputs/updates employee information in scheduling program.**
- ◆ **Provides training to new staff on collective agreements, scheduling processes and computerized scheduling programs.**

B. Administration

- ◆ **Collects, verifies, enters and submits data to payroll.**
- ◆ **Informs payroll of any pay code and/or staff changes.**
- ◆ **Identifies errors and makes corrections.**
- ◆ **Creates and maintains spreadsheets.**
- ◆ **Assists employees in completion of forms.**
- ◆ **Prepares monthly and yearly reports.**
- ◆ **Tracks and runs reports for vacations, stat, earned time off and sick time banks.**

C. Department Coordination

- ◆ Provides leadership, coaching and support to staff schedulers.
- ◆ Assigns and checks work of staff schedulers and provides feedback.
- ◆ Provides functional guidance to staff regarding methods, techniques and scheduling standards.
- ◆ Provides department orientation and identifies training needs.
- ◆ Provides input into staff performance appraisals.

D. Related Key Work Activities

- ◆ Performs general office duties (e.g., orders supplies, photocopies, shreds, faxes, emails, processes mail, files).
- ◆ Provides reception/telephone services.
- ◆ Prepare for and take minutes at meetings.
- ◆ Schedules education classes.
- ◆ Books appointments/transportation/meeting rooms.

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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: May 16, 2024