



# *Provincial Job Description*

---

***TITLE:***  
**(435) Senior Staff Scheduler**

***PAY BAND:***  
**13**

---

***FOR FACILITY USE:***

---

## ***SUMMARY OF DUTIES:***

**Creates and maintains staff schedules, adhering to collective bargaining agreements and replaces staff as required. Provides functional guidance and technical direction to scheduling department staff and unit 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 leaves of absence and schedules adjustments.**
- ◆ **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 call-in lists.**
- ◆ **Ensures schedules result in utilizing staff efficiently in departments/units.**
- ◆ **Researches and provides input into staffing issues in departments/units.**
- ◆ **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. 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 and runs reports for vacation, stat, earned time off and sick time banks.**
- ◆ **Prepares spreadsheets.**
- ◆ **Explains benefit plans and enrolls employees.**
- ◆ **Assists employees in filling out forms.**
- ◆ **Prepares employee benefits reports.**
- ◆ **Prepares monthly and yearly reports to government (e.g., T4's).**
- ◆ **Reviews and corrects flow sheets.**

**C. Administration / Coordination**

- ◆ Provides leadership and support to scheduling department staff.
- ◆ Assigns and checks work of scheduling department staff.
- ◆ Provides functional guidance to staff regarding methods, techniques and scheduling standards.

**D. Related Key Work Activities**

- ◆ Performs general office duties (e.g., orders supplies, photocopies, shreds, provides reception/telephone services, processes mail, files).
- ◆ 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: February 11, 2016**