


Job Evaluation Rating Document

	Job Title <u>Staff Scheduling Coordinator</u> Date <u>Interim April, 2012</u> Revised Date <u>February 11, 2015; February 11, 2016</u> Revised Date <u>May 16, 2024</u>	Code <u>470</u>
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Decision Making Has the ability to prioritize choice of action in emergent situations. Follows and interprets accepted practices, existing rules and regulations regarding scheduling. Achieves assigned objectives through planning, implementing and providing technical support. Work involves developing plans to achieve short-term goals associated with coordinating work flow.	Degree <u>3.5</u>
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Education Grade 12. Office Administration certificate (Saskatchewan Polytechnic 750 hours).	Degree <u>3.0</u>
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Experience Twenty-four (24) months previous experience working as a Staff Scheduler with a computerized scheduling system and knowledge of collective bargaining agreements to consolidate knowledge and skills. Twelve (12) months on the job experience to develop administrative/coordination skills and to become familiar with department policies and procedures.	Degree <u>6.0</u>
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Independent Judgement Performs scheduling according to collective agreements. May exercise judgement to modify scheduling programs to meet department needs.	Degree <u>3.5</u>
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Working Relationships Has regular contact with schedulers, various departments and payroll regarding staffing and scheduling requirements which requires tact/discretion and persuasion when calling to replace staff.	Degree <u>3.5</u>
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<p>Impact of Action</p> <p>Misjudgements in scheduling may cause embarrassment or loss of trust in employee relations. Inaccuracies in maintaining staff rotations and assignments may result in staff shortages. Improper supervision of scheduling services may result in identifiable deterioration in public relations.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Leadership and/or Supervision</p> <p>Assigns and checks the work of staff schedulers within the department. Provides functional guidance/specialty advice to staff schedulers and department/unit management regarding staffing procedures.</p>	<p>Degree</p> <p><u>3.0</u></p>
<p>Physical Demands</p> <p>Regular physical effort sitting with frequent periods of computer operation while communicating on the phone.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Sensory Demands</p> <p>Regular sensory effort reading, writing, and preparing complicated schedules with frequent periods of computer operation.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Environment</p> <p>Occasional minor exposure to disagreeable conditions such as rudeness, profanity, interruptions and multiple deadlines.</p>	<p>Degree</p> <p><u>2.0</u></p>