



# *Provincial Job Description*

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***TITLE:***  
**(213) Staff Scheduler**

***PAY BAND:***  
**12**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Maintains all aspects of staff scheduling while adhering to collective bargaining agreements and staffing guidelines of all departments within the scheduling office.

***QUALIFICATIONS:***

- ◆ Office Administration certificate

***KNOWLEDGE, SKILLS & ABILITIES:***

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

***EXPERIENCE:***

- ◆ **Previous:** Twelve (12) months previous experience working in an office environment to develop organizational skills and gain an understanding of functional requirements of the organization.

## ***KEY ACTIVITIES:***

### **A. Staff Scheduling**

- ◆ Maintains staff schedules (e.g., master rotation) in accordance with collective agreement 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.
- ◆ Maintains current seniority lists.
- ◆ Formats, prints and posts staff schedules.
- ◆ Compiles and posts staff replacement lists.
- ◆ 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 occasional guidance to the primary function of others including training.
- ◆ Provides functional guidance to staff and managers 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.

### **C. Related Key Work Activities**

- ◆ Performs basic accounting functions, where required.
- ◆ Performs general office duties (e.g., orders supplies, photocopies, shreds, provides reception/telephone services, processes mail, files).
- ◆ Takes 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:***

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***SGEU:***

***SAHO:***

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***Date: May 16, 2024***