


# Job Evaluation Rating Document

	<p><b>Job Title</b>      Staff Scheduler</p> <hr/> <p><b>Date</b>              October, 2000</p> <hr/> <p><b>Revised Date</b>    2004; February 11, 2016</p> <hr/> <p><b>Revised Date</b>    May 16, 2024</p> <hr/>	<p><b>Code</b></p> <hr/> <p>213</p> <hr/>
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<p><b>Decision Making</b></p> <p>Choice of action is expected when modifying daily schedules to meet emergencies. Requires interpretation of collective agreements while scheduling staff.</p>	<p><b>Degree</b></p> <hr/> <p>3.0</p> <hr/>
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<p><b>Education</b></p> <p>Grade 12. Office Administration certificate (Saskatchewan Polytechnic 750 hours).</p>	<p><b>Degree</b></p> <hr/> <p>3.0</p> <hr/>
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<p><b>Experience</b></p> <p>Twelve (12) months previous experience working in an office environment to develop organizational skills and gain an understanding of functional requirements of the organization. Twelve (12) months on the job to gain a working knowledge of collective agreements, scheduling processes, computerized scheduling programs and to become familiar with department policies and procedures.</p>	<p><b>Degree</b></p> <hr/> <p>5.0</p> <hr/>
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<p><b>Independent Judgement</b></p> <p>Performs scheduling according to collective agreements. May exercise judgement to accommodate changing staffing needs, but it is still restricted by the collective agreements.</p>	<p><b>Degree</b></p> <hr/> <p>3.5</p> <hr/>
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<p><b>Working Relationships</b></p> <p>Has regular contact with employees using appropriate tact and persuasion. Contacts may involve difficult, specialized or emotionally charged situations.</p>	<p><b>Degree</b></p> <hr/> <p>3.5</p> <hr/>
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**Job Title**

Staff Scheduler

**Code**

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<p><b>Impact of Action</b></p> <p>Scheduling errors may cause embarrassment or loss of trust with employees. Inaccuracies in maintaining staff rotations may result in staff shortages.</p>	<p><b>Degree</b></p> <p>2.0</p>
<p><b>Leadership and/or Supervision</b></p> <p>Provides occasional guidance to the primary function of others, including training.</p>	<p><b>Degree</b></p> <p>2.0</p>
<p><b>Physical Demands</b></p> <p>Regular physical effort sitting with frequent periods of computer operation while communicating on the phone.</p>	<p><b>Degree</b></p> <p>2.5</p>
<p><b>Sensory Demands</b></p> <p>Regular sensory effort reading and writing with periods of competing multiple sensory demands.</p>	<p><b>Degree</b></p> <p>2.5</p>
<p><b>Environment</b></p> <p>Occasional minor exposure to disagreeable conditions such as rudeness, profanity, interruptions and multiple deadlines.</p>	<p><b>Degree</b></p> <p>2.0</p>