


Job Evaluation Rating Document

	Job Title Scheduling Supervisor <hr/> Date 2004 <hr/> Revised Date February 10, 2012; February 11, 2016 <hr/> Revised Date May 16, 2024 <hr/>	Code <hr/> 316 <hr/>
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Decision Making Utilizes choice of action when reviewing modifications to daily schedules. Participates in the development of goals, objectives, policies and procedures to ensure assigned objectives for the Scheduling Department are met.	Degree <hr/> 3.5 <hr/>
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Education Grade 12. Office Administration certificate (Saskatchewan Polytechnic 750 hours).	Degree <hr/> 3.0 <hr/>
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Experience Twenty-four (24) months previous experience working as a scheduler with a computerized scheduling system and knowledge of collective bargaining agreements to consolidate knowledge and skills. Eighteen (18) months on the job to develop supervisory/administrative skills and to become familiar with department policies and procedures.	Degree <hr/> 7.0 <hr/>
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Independent Judgement Ensures that scheduling is performed in accordance with collective agreements. May exercise judgement when amending master rotations.	Degree <hr/> 3.5 <hr/>
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Working Relationships Has regular contact with schedulers, various departments including payroll regarding staffing and scheduling requirements. Requires tact and discretion when providing technical instruction to other employees and clients.	Degree <hr/> 4.0 <hr/>
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Job Title

Scheduling Supervisor

Code

316

<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>2.5</p>
<p>Leadership and/or Supervision</p> <p>Provides regular direction by assigning, organizing, and checking the work of staff.</p>	<p>Degree</p> <p>4.0</p>
<p>Physical Demands</p> <p>Regular physical effort sitting and operating computers.</p>	<p>Degree</p> <p>2.0</p>
<p>Sensory Demands</p> <p>Regular sensory effort reading, checking schedules, writing, and preparing detailed reports with periods of frequent computer operation.</p>	<p>Degree</p> <p>2.5</p>
<p>Environment</p> <p>Occasional minor exposure to disagreeable conditions such as interruptions and multiple deadlines.</p>	<p>Degree</p> <p>2.0</p>