


Job Evaluation Rating Document

	Job Title <u>Staff Scheduler & Supply Clerk</u> Date <u>2004</u> Revised Date <u>February 14, 2012; February 11, 2016</u> Revised Date <u>May 16, 2024</u>	Code <u>317</u>
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Decision Making Choice of action is expected when modifying daily schedules to meet emergencies. Requires interpretation of collective agreements while scheduling staff.	Degree <u>3.0</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 Twelve (12) months previous experience working in an office environment to develop organizational skills and gain an understanding of the functional requirements of the organization. Twelve (12) months on the job to become familiar with ordering and stocking supplies, to gain a working knowledge of collective agreements, scheduling processes and to become familiar with department policies and procedures.	Degree <u>5.0</u>
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Independent Judgement Resolves minor operating problems when receiving goods that are damaged which are urgently required. May exercise judgement to change staffing outside the regular complement.	Degree <u>3.5</u>
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Working Relationships Has regular contact with employees using appropriate tact and persuasion when calling for shifts. Requires tact to discuss problems, submit reports regarding back orders, inventory shortages and to make recommendations regarding substitutions.	Degree <u>3.5</u>
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Impact of Action Scheduling errors may result in embarrassment or loss of trust with employees. Inaccuracies in maintaining staff rotations may result in staff shortages. Misjudgement in ordering supplies may affect other departments and services.	Degree 2.0
Leadership and/or Supervision Provides occasional guidance to the primary function of others, including training.	Degree 2.0
Physical Demands Regular physical effort stretching, crouching, reaching, stocking supplies with frequent periods of computer operation.	Degree 2.5
Sensory Demands Regular sensory effort reading and writing with frequent periods of computer operation.	Degree 2.5
Environment Occasional minor exposure to disagreeable conditions such as rudeness, profanity, interruptions and multiple deadlines.	Degree 2.0