

Job Evaluation Rating Document

	<p>Job Title <u>Senior Staff Scheduler</u></p> <p>Date <u>June 2009</u></p> <p>Revised Date <u>September 12, 2013; February 11, 2016</u></p> <p>Revised Date <u>May 16, 2024</u></p>	<p>Code</p> <hr style="width: 50%; margin: 0 auto;"/> <p>435</p>
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<p>Decision Making</p> <p>Choice of action is expected when modifying daily schedules to meet daily workload. Requires interpretation of collective agreements in determining master rotations and departmental baseline requirements.</p>	<p>Degree</p> <hr style="width: 50%; margin: 0 auto;"/> <p>3.0</p>
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<p>Education</p> <p>Grade 12. Office Administration certificate (Saskatchewan Polytechnic 750 hours).</p>	<p>Degree</p> <hr style="width: 50%; margin: 0 auto;"/> <p>3.0</p>
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<p>Experience</p> <p>Eighteen (18) months previous scheduling experience working with collective bargaining agreements to consolidate knowledge and skills. Twelve (12) months on the job to develop leadership and coordination skills and become familiar with department policies and procedures.</p>	<p>Degree</p> <hr style="width: 50%; margin: 0 auto;"/> <p>6.0</p>
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<p>Independent Judgement</p> <p>Performs scheduling according to collective agreements. May exercise judgement to accommodate changing master rotation requirements.</p>	<p>Degree</p> <hr style="width: 50%; margin: 0 auto;"/> <p>3.5</p>
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<p>Working Relationships</p> <p>Has regular contact with employees and managers in various departments regarding staffing and scheduling. Uses appropriate tact and persuasion when calling staff or recommending replacements for shifts.</p>	<p>Degree</p> <hr style="width: 50%; margin: 0 auto;"/> <p>3.5</p>
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Job Title

Senior Staff Scheduler

Code

435

<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.</p>	<p>Degree</p> <p>2.0</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 management regarding staffing procedures.</p>	<p>Degree</p> <p>3.0</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>2.5</p>
<p>Sensory Demands</p> <p>Regular sensory effort reading and writing with frequent periods of computer operation.</p>	<p>Degree</p> <p>2.5</p>
<p>Environment</p> <p>Occasional minor exposure to disagreeable conditions such as rudeness, profanity, interruptions and multiple deadlines.</p>	<p>Degree</p> <p>2.0</p>