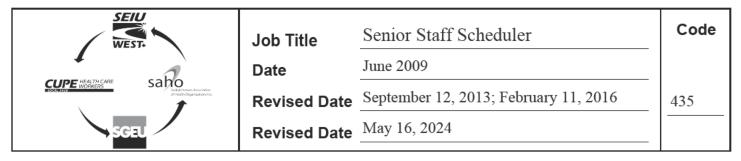
## **Job Evaluation Rating Document**



Decision Making	Degree
Choice of action is expected when modifying daily schedules to meet daily vinterpretation of collective agreements in determining master rotations and disaseline requirements.	
	3.0

Education	Degree	
Grade 12. Office Administration certificate (Saskatchewan Polytechnic 750 hours).		
	3.0	

Experience	Degree
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.	6.0

Independent Judgement	Degree
Performs scheduling according to collective agreements. May exercise judgement to accommodate changing master rotation requirements.	
	3.5

Working Relationships	Degree
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.	3.5

Impact of Action	Degree
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.	
	2.0

**Job Title** 

## 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. 3.0

Physical Demands	Degree
Regular physical effort sitting with frequent periods of computer operation while communicating on the phone.	
	2.5

Sensory Demands	Degree
Regular sensory effort reading and writing with frequent periods of computer operation.	
	2.5

Environment	Degree
Occasional minor exposure to disagreeable conditions such as rudeness, profanity, i and multiple deadlines.	nterruptions
	2.0