

Duty/Task:									
I-6 Develop staff work schedule									
STEPS (Required to Perform the Task)	PERFORMANCE STANDARDS (Observable & Measurable Criteria)	TOOLS, EQUIPMENT, SUPPLIES & MATERIALS (Needed)	REQUIRED KNOWLEDGE AND SKILLS (Math, Science, & Language)	SAFETY (Concerns)	WORKER BEHAVIORS (Important to Worker Success)	DECISIONS (Identify Decisions that Must be Made by the Worker)	CUES (Identify the Data Needed for Making Correct Decisions)	ERRORS (Indicate What May Result if Incorrect Decisions are Made)	
1 Obtain a work schedule template that can be easily updated or maintained	1 Obtained a work schedule template that is easy to update and maintain from a colleague or on-line source	1 Computer, internet access, work schedule examples from colleagues	1 Computer skills, internet research skills	1 N/A	1 Savvy, organized, thorough	1 What template will work best for my situation? Is it one I can easily update and maintain?	1 Options identified from internet search, number of employees to schedule, frequency of schedule changes	1 Won't have a practical scheduling tool to show employee work schedules	
2 Review requests for time off by staff for the upcoming schedule period	2 Reviewed all written requests for time off submitted by employees for appointments, vacations, illness, etc. for the coming schedule period	2 Time off request forms	2 Organization skills, analytical skills	2 N/A	2 Attentive, detail oriented, accurate	2 What day(s) have employees requested to be off? Can I accommodate those days?	2 Submitted time off requests, work to be accomplished	2 May schedule employees for days/time they have requested to be off, employees will be upset, work may not get done	
3 Review what days and hours each employee is available	3 Reviewed the days/times employees indicated they could work/were available when they were hired	3 Availability sheet completed by employee when hired	3 Organization skills, analytical skills	3 N/A	3 Analytical, detail oriented, discerning	3 What days and hours did each employee indicate they wanted to work? Have there been any changes since they were hired?	3 Availability indicated when hired, changes submitted since hire date	3 May schedule employees for days/time they can't work, employees will be upset, work may not get done	
4 Identify planned work activities for the coming week (e.g. planting, cleaning, harvesting)	4 Accurately identified work activities for the coming week(s) and staffing required to complete those activities	4 "To Do" list	4 Planning skills, organization skills, knowledge of CSA operations	4 N/A	4 Organized, analytical, detail oriented	4 What work needs to be completed in the coming week(s)? How many people will I need to complete that work?	4 CSA operations activities coming up or planned	4 Won't have enough staff to complete the work that needs to get done	
5 Complete the work schedule template	5 Accurately completed the work schedule template and proofed it for accuracy	5 Computer, work schedule template	5 Computer skills, organization skills	5 N/A	5 Accurate, timely, organized	5 Have I completed the schedule accurately? Do I have the coverage I need?	5 Completed schedule based on employee availability and work to be done	5 Won't have staff scheduled to complete the work that needs to get done	
6 Post the work schedule by Friday for the coming week	6 Posted the work schedule in the designated area in a timely manner	6 Bulletin board, tacks, staples or tape	6 Organization skills, knowledge of scheduling deadline	6 N/A	6 Timely, organized	6 Where do I post the schedule for everyone to see? When is my deadline for posting the schedule for the upcoming week(s)?	6 CSA's scheduling policy	6 Employees won't what days/times they are expected to work	
7 Supplement the staff work schedule with volunteers as needed	7 Supplemented the work schedule with volunteers as needed	7 List of available volunteers and their desired areas to work	7 Knowledge of volunteers' skills and abilities, organization skills	7 N/A	7 Responsive, persistent, organized	7 How many volunteers do I need to supplement the schedule? Do their skill sets and availability match my needs? Who can supervise them?	7 Work to be completed vs. available staff, volunteer list and availability	7 Won't have sufficient staffing to complete the work that needs to get done	
Analyst: John Moser			Specific Relevant References:						