


Job Evaluation Rating Document

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Staff Scheduler & Supply Clerk</u></p> <p>Date <u>2004</u></p> <p>Revised Date <u>February 14, 2012</u></p> <p>Revised Date <u>February 11, 2016</u></p>	<p>Code</p> <p><u>317</u></p>
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<p>Decision Making</p> <p>Choice of action is expected when modifying daily schedules to meet emergencies. Requires interpretation of collective agreements while scheduling staff.</p>	<p>Degree</p> <p><u>3.0</u></p>
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<p>Education</p> <p>Grade 12. Office Administration certificate (Saskatchewan Polytechnic 864 hours).</p>	<p>Degree</p> <p><u>3.0</u></p>
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<p>Experience</p> <p>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 and to become familiar with region/facility/department policies and procedures.</p>	<p>Degree</p> <p><u>5.0</u></p>
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<p>Independent Judgement</p> <p>Resolves minor operating problems when receiving goods that are damaged which are urgently required. May exercise judgement to change staffing outside the regular complement.</p>	<p>Degree</p> <p><u>3.5</u></p>
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<p>Working Relationships</p> <p>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.</p>	<p>Degree</p> <p><u>3.5</u></p>
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<p>Impact of Action</p> <p>Scheduling errors may cause embarrassment or loss of trust with employees. Inaccuracies in maintaining staff rotations may result in staff shortages. Misjudgement in ordering supplies could affect other departments and services.</p>	<p>Degree</p> <p>2.0</p>
<p>Leadership and/or Supervision</p> <p>Provides occasional guidance to the primary function of others, including training.</p>	<p>Degree</p> <p>2.0</p>
<p>Physical Demands</p> <p>Regular physical effort stretching, crouching, reaching, stocking supplies with frequent periods of computer operation.</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>