



Provincial Job Description

TITLE:
(213) Staff Scheduler

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Maintains all aspects of staff scheduling while adhering to collective bargaining agreements and staffing guidelines of all departments within the scheduling office.

QUALIFICATIONS:

- ◆ Office Administration certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous experience working in an office environment to develop organizational skills and gain an understanding of functional requirements of the organization.

KEY ACTIVITIES:

A. Staff Scheduling

- ◆ **Maintains staff schedules (e.g., master rotation) in accordance with collective agreement requirements and departmental policies/procedures.**
- ◆ **Calls and schedules staff for replacement of leaves of absence and schedules adjustments.**
- ◆ **Maintains current seniority lists.**
- ◆ **Formats, prints and posts staff schedules.**
- ◆ **Compiles and posts call-in lists.**
- ◆ **Compiles statistical reports for managers.**
- ◆ **Responds to questions and inquiries from employees and managers.**
- ◆ **Works collaboratively with managers on scheduling issues.**
- ◆ **Inputs/updates employee information in scheduling program.**
- ◆ **Provides occasional guidance to the primary function of others including training.**
- ◆ **Provides functional guidance to staff and managers on collective agreements, scheduling processes and computerized scheduling programs.**

B. Payroll / Benefits

- ◆ **Collects, verifies, enters data, transmits and files payroll data.**
- ◆ **Checks pay sheets and makes any necessary corrections.**
- ◆ **Informs payroll office of any pay code and/or staff changes.**
- ◆ **Identifies errors and makes corrections.**
- ◆ **Tracks vacation, stat, earned time off and sick time banks.**
- ◆ **Prepares spreadsheets.**
- ◆ **Explains benefit plans and enrolls employees.**
- ◆ **Assists employees in filling out forms.**
- ◆ **Prepares employee benefits reports.**
- ◆ **Prepares monthly and yearly reports to government (e.g., T4's).**
- ◆ **Reviews and corrects flow sheets.**

C. Related Key Work Activities

- ◆ **Prepares accounts receivable (e.g., invoicing, bank deposits, reports to region office).**
- ◆ **Prepares accounts payable.**
- ◆ **Prepares receipts, petty cash.**
- ◆ **Prepares yearly revenue and expense summary.**
- ◆ **Performs general office duties (e.g., orders supplies, photocopies, shreds, provides reception/telephone services, processes mail, files).**
- ◆ **Takes minutes at meetings.**
- ◆ **Schedules education classes.**
- ◆ **Books appointments/transportation/meeting rooms.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: February 11, 2016