
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Clerk General

Grid: 24

Class Title: Clerk VI, Staffing

I. Level Definition

Positions at this level prepare and adjust staff rotations, allocate and call in relief staff and perform related clerical functions.

II. Typical Duties

1. Prepares staff rotations for unit(s)/department(s) by extending and transferring information from master rotations, making adjustments to take account of items such as leaves of absence, vacancies, terminations and vacations, and scheduling hours according to applicable collective agreements; identifies staff shortages and notifies unit(s)/department(s) accordingly.
2. Receives requests for relief coverage from unit(s)/department(s) and makes any necessary calculations to determine availability of existing staff such as staff/patient ratios according to established guidelines.
3. Allocates and calls in relief staff to fill vacancies resulting from unfilled positions, vacations, leaves of absence and sick leaves in accordance with applicable collective agreements; distributes relief staff schedules to unit(s)/department(s).
4. Receives and processes requests such as vacation, leaves of absence and terminations by preparing appropriate documentation, making necessary calculations such as seniority and vacation entitlements and forwarding to appropriate authority for approval.
5. Maintains timekeeping records for staff and submits to payroll; liaises with payroll regarding employee enquiries and makes adjustments as required; answers employee enquiries regarding interpretation of collective agreements such as vacation accumulation, levelling and pay policies.
6. Maintains record on relief staff such as names, addresses, phone numbers, availability for work, suitable work area and hours worked.
7. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 and four years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.