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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Clerical

**Class Series:** Clerk General

**Grid:** 28

**Class Title:** Staffing Co-ordinator

### **I. Level Definition**

Positions at this level are in charge of staffing and employee scheduling functions including preparation of master rotations and approval of staff rotations.

### **II. Typical Duties**

1. In charge of all staffing and employee scheduling functions of a department and supervise designated employees.
2. Supervises clerical employees by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
3. Oversees the workflow of the department by establishing priorities, organizing operating procedures for a variety of clerical support functions to meet departmental needs and allocating the work among designated staff.
4. Prepares master rotations based on factors such as staff/patient ratios, collective agreements and budgetary limitations.
5. 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.
6. Prepares and approves staff rotations by extending and transferring information from master rotations, making adjustments to account for relief requirements and scheduling hours according to applicable collective agreements; identifies staff shortages and notifies unit(s)/department(s) accordingly.
7. Calls in and allocates relief staff to fill temporary staffing requirements; maintains records of relief staff such as names, addresses, phone numbers, availability for work, suitable work areas.
8. Oversees the maintenance of the departmental staffing budget by reviewing budget statements, making decisions with regard to the commitment of departmental funds, analyzing budget reports and recommending changes, projecting staffing budgetary requirements and preparing departmental staffing budget.
9. Receives and processes requests such as vacation, leave of absence and terminations by preparing appropriate documentation, making necessary calculations such as seniority and vacation entitlements and forwarding to appropriate authority for approval.
10. Maintains timekeeping records for staff and submits to payroll; liaises with payroll regarding employee enquiries and makes adjustments as required; answers employee enquiries regarding vacation accumulation, levelling and pay policies.
11. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12, five years' recent related experience and one year's supervisory 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 supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.