

# Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

JD #:	<b>JD00331</b>	Pay Grade:	<b>9</b>
JD Title:	<b>Scheduling and Examination Officer</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Registrar</b>		

## General Description

Responsible for managing and developing the scheduling, rooming, and administration of all undergraduate courses and examinations, including special accommodations for students and instructors. Hires, trains, and supervises temporary examination staff.

## Representative Duties & Responsibilities

- Develop undergraduate course and examination timetables.
- Develop strategies to design and implement conflict free timetables by maximizing the utilization of resources.
- Identify and resolve scheduling conflicts by prioritizing conflicting constraints.
- Review and recommend system and procedural changes related to relevant databases, queries, and reports.
- Translate course requirements and categories into code and troubleshoot problems experienced by students, staff, and faculty.
- Analyze data for reporting purposes.
- Analyze department procedures to develop and make recommendations for improvements.
- Participate in the implementation and testing of new software including release updates.
- Identify errors, conduct fit and gap analyses, and develop recommendations for improvement.
- Provide support and advice for administering undergraduate course and examination scheduling activities by monitoring and recommending changes to course enrolment controls, category codes, course requisites, and other scheduling information such as rooms, instructors, and course and academic program constraints.
- Write a variety of documents including, but not limited to, procedure manuals and correspondence.
- Create and populate spreadsheets to track and maintain information pertaining to examinations and scheduling.
- Respond independently to inquiries that are specific in nature and require a thorough knowledge of established departmental policies and procedures.
- Act as a liaison with the registrar, instructors, faculties, and other educational institutions to ensure the efficient administration of exams and tests for all students including special arrangements for students with disabilities and religious accommodations.
- Exchange academic and administrative information with others.
- Review enrolment forecasts and look at historic course offerings to determine the impact on room availability.
- Request extracts and import data required to populate scheduling, sectioning, and exam administration databases.
- Calculate ratios for balancing and seating required for scheduling courses, examinations, and sections.
- Calculate ratios against course capacity limits to achieve maximum room utilization.
- Gather and compile information required to research and identify relevant scheduling and sectioning constraints.
- Provide scheduling and examination advice to others.
- Plan, coordinate, and deliver training sessions on relevant data collection, procedures, and policies.
- Create, update, and maintain databases to input, track, and retrieve information.
- Provide access to accommodation services for students with disabilities.
- Invigilate and monitor examinations.

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## Supervision

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- Responsible for hiring and supervising 10 or more casual employees during examination periods.

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## Qualifications

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- 3 year Community College diploma in Computer Science, or related field of study.
- Requires 5 years of relevant experience.

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## Effort

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### Physical Effort:

- A typical work day occasionally requires low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process documents and enter data into databases.
- A typical work day occasionally requires moderate physical effort for activities such as:
  - Standing to invigilate and monitor exams.
- Elements of high physical effort are not a regular feature of this job.

### Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
  - Collecting routine information, word processing routine documents such as correspondence and forms, and inputting data into databases.
- A typical work day consists of up to 2 hours of moderate mental effort for activities such as:
  - Reviewing and recommending system and procedural changes related to relevant databases, queries, and reports.
  - Analyzing data for reporting purposes.
  - Analyzing department procedures to develop and make recommendations for improvements.
  - Exchanging academic and administrative information with others.
- A typical work day consists of greater than 3.5 hours of high mental effort for activities such as:
  - Developing undergraduate course and examination timetables.
  - Developing strategies to design and implement conflict free timetables.
  - Identifying and resolving scheduling conflicts.
  - Translating course requirements and categories into code and troubleshooting problems experienced by students, staff, and faculty.

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## Working Conditions

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### Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

### Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently deals with multiple projects and simultaneous deadlines.

### Health & Safety:

- Risk to the incumbent is no higher than for the general population.

## Job Description Rating Sheet

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JD #:	<b>JD00331</b>	Pay Grade:	<b>9</b>
JD Title:	<b>Scheduling and Examination Officer</b>	Total Points:	<b>578</b>
Job Family:	<b>Registrar</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>4.0</b>	83
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>3.0</b>	39
	5. Education and Experience	<b>D9</b>	76
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>5.0</b>	100
<b>Responsibility</b>	9. Planning and Coordination	<b>4.0</b>	64
	10. Responsibility for Others	<b>4.0</b> <sup>Full</sup>	78
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>3.5</b>	80
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.0</b>	5