

## **2-01-640 Scheduling Officer**

**RESPONSIBLE TO:** Training and Scheduling Sergeant

**WORK SCHEDULE:** Five day post, Monday through Friday, Variable hours

### **GENERAL DUTIES:**

The Scheduling Officers are responsible for creating the facility schedule, preparing necessary reports and assisting the training and scheduling sergeant as needed regarding scheduling/personnel issues.

### **SPECIFIC DUTIES:**

- Gathers, reviews, and processes all line staff and administration timekeeping.
- Prepares daily and weekly Overtime Expenditure Tracking System (OETS) reports and weekly Personnel, Staffing, Overtime Management (PSO) reports.
- Prepares weekly staffing reports for the Commander.
- Prepares monthly personnel reports (sick/injured on duty, loan ins and outs, investigations, etc.).
- Maintains a sick call-in roster.
- Creates daily in-services.
- Processes and prioritizes all time off requests, swaps, schedule changes, and shift adjusts.
- Processes all Family and Military Leave Act (FMLA), Family School Partnership Act, and military leave requests.
- Maintains a 12 and 12 roster.
- Creates and processes monthly schedules.
- Maintains monthly work patterns.
- Assists the training deputies with scheduling all Standardized Training for Corrections (STC) training.
- Maintains a seniority roster.
- Schedules and maintains pre-scheduled vacation sign-ups.

### **RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

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