

DESCRIPTION: Under general supervision, is responsible to develop and coordinate direct care and nursing personnel staffing schedules, prepare vacation posting schedules, coordinate the day to day treatment staff schedule, and complete time and attendance entry to ensure accurate documentation relating to payroll functions; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Positions are located in a centralized scheduling unit at a large DHHS facility, responsible for scheduling a large number of employees in multiple classes for multiple shifts. Incumbents are responsible for reviewing various client and staff factors in determining staff assignments. Incumbents work in an environment of significant staff turnover and vacancies requiring the utilization of mandatory overtime and other decisions leading to potential employee grievances. Positions that perform other duties outside of this class a significant period of time may be assigned another classification.

EXAMPLES OF WORK: (A position may not be assigned all of the duties listed, nor do the listed examples include all of the duties that may be assigned.)

Coordinate the day to day direct care staffing schedules to ensure that required staff is on duty to provide treatment services based on existing patient acuity levels and patient appointments. This may include receiving and acting upon employee requests for leave, staff reassignment between units, contacting on-call staff, and contacting and/or directing employees to work overtime and communicating with managers about scheduling gaps.

Complete all leave exception data entries utilizing the KRONOS time and attendance system to ensure accurate hours and leave for direct care and other treatment staff. Ensure that supporting documentation has been provided and is appropriately filed.

Develop daily staffing schedules for three shifts on patient care areas.

Coordinate the Labor Contract vacation posting process

Schedule employees to attend training and orientation programs.

Prepare and provide daily staffing sheets to program supervisors.

Obtain employee Workers Compensation health information and forward to Human Resources.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: word processing and data systems and applications, and maintenance of files and records.

Ability to: Work under pressure and deadlines, interpret and apply policies and procedures, communicate effectively to a wide spectrum of individuals to exchange factual information or explain a rule or regulation, analyze a situation and select the appropriate course of action, set personal work priorities, and operate various computer software applications.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Two years experience or training in office work and interacting with people including working with computers and computer applications, monitoring and tracking information, exchanging information, and applying policies and procedures.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).