

PERSONNEL COORDINATOR

(Department of Nursing Homes)

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for overseeing the staffing, compliance and employee attendance issues on a particular shift at a nursing home facility. Although this position is not the direct supervisor of staff, they are responsible for the general oversight of the facility in regards to scheduling, attendance and compliance issues and will report directly to nursing home administration. This position differs from a Head Nurse or Nurse Supervisor in that the incumbent will not be responsible for or have oversight of clinical activities. Duties are performed with independence under the general supervision of the Director of Nursing. A Personnel Coordinator (Department of Nursing Homes) does related work as required.

TYPICAL WORK ACTIVITIES:

- Monitors employee breaks and assignments, ensuring all employees are performing duties as expected of them;
- Performs non clinical care plan compliance audits;
- Performs refrigerator audits (in wing lounges) and ensure items are properly labeled and dated;
- Addresses staffing needs by taking employee call ins and managing coverage;
- Tracks attendance and follows protocols for progressive discipline;
- Provides oversight and back up for the Personnel Scheduler;
- Acts as a point of contact for residents' families in the absence of the Nursing Home Administrator and Director of Nursing and report all contact to nursing home administration;
- Oversees the reception/front desk employees;
- Explains rules and policies to staff concerning various employee and contractual benefits;
- Utilizes electronic data and word processing equipment to establish and adjust records, review data, register information, and compose correspondence and memoranda;
- Tracks Family Medical Leave Act (FMLA) benefits used;
- Prepares and distributes a variety of reports;
- Assist with tracking of personnel costs and budgeted hours;
- Assists with contract negotiations as needed;
- May assist in internal investigations and the processing of employee grievances and disciplinary matters.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of employee collective bargaining agreements, department procedures, and pertinent state and federal labor laws; good knowledge of agency's overall programs, policies, and procedures; working knowledge of modern principles of supervision; ability to communicate and deal effectively with others; ability to plan, coordinate, manage, and oversee the work of others and to evaluate their performance; ability to prepare

reports; ability to maintain confidentiality; mental alertness; neatness; tact and courtesy; initiative; good judgement; and leadership.

MINIMUM QUALIFICATIONS

PROMOTION: Eighteen months of permanent competitive class service as a Personnel Scheduler.

OPEN COMPETITIVE: Either:

A) Graduation from a regionally accredited or New York State registered college with at least an Associate's degree;

OR

B) Graduation from high school or possession of a high school equivalency diploma and two (2) years clerical experience in public or private personnel administration;

OR

C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 9/12/19