

## PERSONNEL SCHEDULER (Department of Nursing Homes)

DISTINGUISHING FEATURES OF THE CLASS: The work is clerical in nature and primarily involves developing tri-weekly work schedules to assure adequate numbers of registered nurses, licensed practical nurses, certified nurse aides, and other personnel are assigned to each patient care unit, twenty-four hours a day, seven days a week, throughout the year, in order to provide adequate staff to care for nursing home residents. The work is unusual in that an incumbent must administer various provisions of collective bargaining agreements dealing with staffing and attendance and cope with controversies that may arise. The work is performed under the general supervision of a Director of Nursing Services. A Personnel Scheduler does related work as required.

### TYPICAL WORK ACTIVITIES:

- Develops an annual master personnel schedule;
- Develops weekly schedules utilizing a knowledge of current authorized staffing for each resident care unit on each shift;
- Compiles employees' annual vacation requests and schedules such on the basis of job title, seniority, and operational need;
- Receives requests for use of paid leave for holidays, personal days, sick leave, emergency vacation, and acts upon the same in accordance with staffing needs and terms of collective bargaining agreements;
- Contacts off-duty, or per diem personnel by telephone to secure coverage to grant leave or for employees who are unexpectedly absent;
- Makes and posts notices to solicit volunteers for overtime work;
- Explains documentation requirements to employees for use of paid and unpaid leaves;
- Explains scheduling procedures, methods, attendance expectations, and requirements related to leave requests to new employees;
- Maintains daily attendance records on nursing home employees, including reasons for use of sick leave;
- Maintains records of actual daily staffing to note need for payroll adjustments;
- Maintains records to assure licensed and certified personnel possess current qualifications;
- May assist in investigation and secure information related to staffing issues for use by management in contractual grievance hearings;
- May monitor sick leave and other leave usage to enforce attendance control programs;
- May relieve at a switchboard, make copies, and perform a variety of clerical tasks associated with nursing home operations;
- Utilizes word processing and/or personal computer equipment to record information and produce schedules, correspondence, and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, and equipment; working knowledge of business arithmetic and English; ability to accurately operate an alpha-numeric keyboard, however, speed is not a significant factor; ability to readily acquire an understanding of labor contract provisions dealing with staffing; ability to prepare accurate work schedules; ability to write legibly; ability to maintain confidentiality; clerical aptitude; mental alertness; neatness; tact and courtesy; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma or one year of clerical office experience and; either

A) Successful completion of a course involving the use of personal computers;

OR

B) Three months experience in a clerical position which regularly required a candidate to utilize word processing or personal computer equipment to produce printed copy;

OR

C) Knowledge of personal computer equipment, operations, and functions.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 9/17/98

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