

## SENIOR PERSONNEL COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** This is important administrative work involving the scheduling of staff in a large health care facility and performing related important and confidential personnel activities. The incumbent schedules staff to ensure that established staffing requirements are met while accommodating requests for time off and arranging for staff to cover unscheduled absences. The work requires considerable one on one contact with staff and consultation and coordination of efforts with supervisory and administrative personnel. The work is performed under administrative supervision with considerable leeway allowed in carrying out responsibilities. Supervision is exercised over lower level personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES** (Illustrative Only): Oversees the preparation of the master nursing and maintenance schedules for all shifts and units including but not limited to: 1) Schedules staff per established staffing requirements, 2) Reviews requests for time off and discusses same with the employee if the request cannot be approved as submitted, 3) Approves or disapproves requests in a timely manner 4) Adjusts schedules as required and per the request of supervisory or administrative personnel; May schedule employees for inservice training; Monitors employees on extended absences; Screens employment applications, checks for completeness, and performs reference checks for all department heads as requested; Conducts preliminary employment interviews as requested; Participates on various facility committees as requested; Prepares staffing/personnel reports; Participates in the review and evaluation of established work schedules; Assists in scheduling job interviews, and exit conferences; Checks references and does background checks; Makes recruitment efforts as needed such as arranging advertising and attending job fairs; Assists Administration in the management of confidential files and information; Maintains facility contracts and agreements; Maintains Policy and Procedure manuals; Compiles State agency reports; Records, types and distributes facility meeting minutes for Department Heads, Quality Assurance, Medical Staff, Safety, Infection Control, Ethics, etc.; Oversees maintenance and compliance of the system for Material Safety Data Sheets (MSDS) throughout the facility; Oversees maintenance of facility incident/accident reports and the compiling of quarterly data.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of staffing requirements of a health care facility; Good knowledge of the techniques and procedures in scheduling a large staff; Good knowledge of basic clerical procedures involving personnel transactions; Good knowledge of office practices and terminology; Good knowledge of employee interviewing and interviewing techniques; Ability to follow oral and written directions; Ability to work in a stressful environment with specific deadlines and requirements; Ability to organize and prioritize work while remaining flexible to accommodate unforeseen work requirements; Ability to deal with staff in a diplomatic, understanding and straightforward manner; Ability to balance the needs of the facility and staff; Initiative; Resourcefulness; Good judgment; Accuracy; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and 2 years clerical experience which includes overseeing the work of others; OR
- B. Four years clerical experience which includes overseeing the work of others; OR
- C. An equivalent combination of experience and training as defined by the limits of A or B.

Adopted 4/3/00

Revised 2/16/01

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