

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. DPTLTCHED89N

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-CTR FORENSIC PSYCHIATRY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Technician-E	10. Division
5. Working Title (What the agency calls the position) Dept. Tech- Nursing Staffing Coordinator	11. Section
6. Name and Position Code Description of Direct Supervisor BROUGHMAN, JANNIE; REGISTERED NURSE MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor THOMAS, LASONYA; REGISTERED NURSE MANAGER-3	13. Work Location (City and Address)/Hours of Work / 40 hours per week all shifts as assigned

14. General Summary of Function/Purpose of Position

Incumbent of this position will schedule all Nursing staff. This position regularly performs duties requiring computer skills, detailed knowledge of bargaining unit contracts, hospital operations and effective interpersonal communication skills. This position is responsible for day-to-day staff assignments for FSSs, RNs, and FSAs. This position works closely with Nursing Administration to ensure appropriate unit staffing according to the collective bargaining agreements for voluntary and mandatory overtime, seniority vacations, incidental annual leave/sick leave and holiday scheduling. . The incumbent should be proficient in the following Microsoft programs: Word and Excel to develop and maintain computer programs for Nursing Office needs and scheduling. Coordinate and analyze nursing performance improvement data and make recommendations for changes. Track patterns and maintain records/reports of staff to monitor unsatisfactory work performance in the area of time and attendance and lost time for Nursing Administration.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 40

Daily Scheduling of Nursing Department Staff.

Individual tasks related to the duty:

Maintain Adequate staffing levels throughout the hospital based on guidelines from Nursing Administration, and update computer programs for staffing and overtime.

Ensure each unit has appropriate number of FSAs.

Ensure facility has minimum FSSs supervision coverage on each unit.

Ensure each unit is appropriate number of RN's.

Adjust staffing to meet unit acuity and 1:1 or 2:1 staffing ratios.

Notify unit and/or nursing supervisor of employee absences.

Make adjustments to staffing on units by hiring overtime.

Makes recommendations and provides information according to union contracts for mandatory overtime of staff by Nursing Administration to achieve adequate staffing levels.

Duty 2

General Summary:

Percentage: 30

Complete schedules for RNs, FSSs and FSAs.

Individual tasks related to the duty:

Review annual leave requests for MCO, UAW, and NERE's for staffing and vacation scheduling.

Circulate vacation book for FSSs/RNs according to staffing minimums and/or union contracts. .

Maintain the approvals for seniority vacations based on union contracts/local agreements.

Monitor time and attendance of RNs, FSSs and FSAs reporting trends/patterns to appropriate supervisor's

Receive documentation for sick leave/emergency annual and forward to appropriate supervisor for annual leave and to HR for sick leave.

Duty 3

General Summary:

Percentage: 20

Monitor, compile, analyze and report Nursing performance improvement data and staffing.

Individual tasks related to the duty:

Collect and organize Nursing P.I. data.

Review and analyze P.I. data

Complete audits.

Review video surveillance as directed by Nursing Administration.

Generate reports for schedules, attendance, and overtime usage in Nursing.

Duty 4

General Summary:

Percentage: 10

Perform general clerical functions.

Individual tasks related to the duty:

Complete other duties as administratively assigned.

Notify timekeepers of employee absences.

Notify HR when employees are absent for three days without notice or when employees have been off sick for five (5) days.

Perform back-up payroll data entry and timekeeping functions

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Scheduling Nursing Department staff based on bargaining unit agreements and guidelines from Nursing Administration. Hire overtime when needed. Maintain the computer files and overtime equalization lists.

Gathering department statistical information for P.I.

17. Describe the types of decisions that require the supervisor's review.

Completion of audits and reports.

Trends for staff shortages.

Mandatory overtime.

Conflicts with vacation scheduling.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Sitting, standing, walking, kneeling, lifting, carrying, bending and other basic office activities. Repetitive motion of arms, wrist and hands. Duties may require working under stressful conditions related to meeting deadlines and other imposed requirements. Working with irritated or hostile employees.

While on the patient units, may interact with severely mentally ill and potentially dangerous individuals. Potential exposure to infectious agents.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Scheduling Nursing staff for daily coverage on the units and Main Street. Maintenance and input of data into computerized scheduling programs. Maintaining the overtime lists. The ability to identify essential information in order to categorize/code and respond appropriately. To analyze, enter and/or retrieve data from various database information. The ability to research, compile and complete reports and present information. Ability to manage tight deadlines and associated stress. The ability to compose, type, proofread, and copy letters, memos, and other documents.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position.

25. What is the function of the work area and how does this position fit into that function?

This position is critical to the daily operations of the Nursing Dept. for maintaining the centralized scheduling for nursing services.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Technician 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

OR

One year of experience performing administrative support activities equivalent to the 8-level in state service.

Departmental Technician E9

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

Alternate Education and Experience

Departmental Technician 7

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Microsoft business software (e.g., Word, Excel, Access).
Knowledge of bargaining unit contracts for scheduling, overtime, and vacations.
Knowledge of rules, regulations, policies, procedures and terminology used in the work.
Knowledge of techniques of using reference materials and organizing data for reports.
Knowledge of the techniques used for interviewing and obtaining information.
Ability to analyze data and operations and make recommendations for change.
Ability to abstract data and present significant facts from data.
Ability to research and compile reports for presentation to governing body.
Ability to perform accurate data entry and filing.
Effective verbal and written communication.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None required.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date