State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. DPTLTCHEW06R

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-HAWTHORN CTR NORTHVILLE
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Hospitals and Centers
4. Civil Service Position Code Description DEPARTMENTAL TECHNICIAN-E	**10. Division** Nursing
5. Working Title (What the agency calls the position) Nursing Staff Coordinator	**11. Section** Nursing Department
6. Name and Position Code Description of Direct Supervisor BARKER, TEISHA C; DEPARTMENTAL SUPERVISOR-3	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor GEORGE, SHAJI K; REGISTERED NURSE MANAGER-3	**13. Work Location (City and Address)/Hours of Work** 30901 Palmer Rd Westland MI 48186 / 40 hours a week/All shifts

14. General Summary of Function/Purpose of Position

This position is responsible for day-to-day staff assignments for the nursing department. This position works closely with Nursing Administration to ensure appropriate unit staffing according to the department policy for voluntary and mandatory overtime, seniority vacations, incidental annual leave/sick leave, and scheduling. Coordinates and analyzes nursing performance improvement data and makes recommendations for change. Tracks patterns and maintains records/reports of staff to monitor unsatisfactory work performance in the area of time and attendance for Nursing Administration. Monitors and tracks corrective/disciplinary actions needed and issued in regards to time and attendance. Reviews Disability Management Office correspondence and update medical leave.

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.
- Ensure each unit has appropriate number of staff.
- Ensure facility has minimum supervision coverage on each unit and for the building.
- Adjust staffing to meet unit acuity and 1:1 or 2:1 staffing ratios; enhanced levels of supervisors.
- Notify unit and/or nursing supervisor of employee absences.
- Make adjustments to staffing on units by hiring overtime and/or reassignments.
- Make recommendations and provides information according to department policy for mandatory overtime of staff by Nursing Administration to achieve adequate staffing levels.
- Payroll data entry including but not limited to processing payroll, updating and maintaining records, and processing payroll corrections.

Duty 2

General Summary: **Percentage:** **30**

Complete schedules for nursing staff.

Individual tasks related to the duty:

- Review annual leave requests for for staffing and vacation scheduling.
- Maintain the approvals for vacations based on department policy.
- Monitor time and attendance. Reports trends/patterns to appropriate supervisors.
- Receives documentation for sick and emergency annual leave. Forwards documentation to appropriate supervisor for annual leave and to HR for sick leave.

Duty 3

General Summary: **Percentage:** **15**

Monitor, compile, analyze, and reports on Nursing performance improvement data and staffing.

Individual tasks related to the duty:

- Collect and organize Nursing performance improvement data.
- Review and analyze P.I. data.
- Complete audits.
- Generate reports for schedules, attendance, and overtime usage in Nursing.
- Monitor timecards after each payroll for time and attendance and any corrective/disciplinary action needed.
- Notify RN Managers if action needed.
- Monitor and record all corrective/disciplinary action needed and track whether actions were issued/taken in timely manner as it relates to time and attendance.
- Reviews DMO correspondence and update medical leave information.

Duty 4

General Summary: **Percentage:** **10**

Perform general clerical functions.

Individual tasks related to the duty:

- Complete other duties as administratively assigned.
- Notify appropriate supervisor of employee absences.
- Notify HR when employees are absent for three (3) days without notice or when employees have been off sick for five (5) days.
- Perform timekeeping functions.

Duty 5

General Summary: **Percentage:** **5**

Other duties as assigned.

Individual tasks related to the duty:

- Other duties assigned by supervisor or management.

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.

Hiring for overtime when needed.

Maintaining the computer files and overtime equalization lists.

Gathering departmental statistical information for Performance Improvement.

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 and annual leave requests.

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):

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. Maintenance and input of date into computerized scheduling programs. Maintaining the overtime lists. Processing payroll. 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 systems. The ability to research, compile, and complete reports and present information. The ability to manage tight deadlines and associated stress. The ability to compose, type, and proofread letters, memos, and other documents.

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

Updated PD to shift payroll from a backup role to a primary function.

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 Department 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 performing administrative support activities equivalent to the 8-level in state service.

OR

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

Departmental Technician E9
One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

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

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate 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:

As listed on the Civil Service job specification. In addition:

Knowledge of Microsoft business software (e.g., Word, Excel, Access).

Knowledge of bargaining unit contracts and department policy on 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.

The MDHHS mission is to provide opportunities, services and programs that promote a healthy, safe and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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.

FELISHIA WILLIAMS | 6/30/2026

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**