

ORANGE COUNTY CLASS SPECIFICATION

TITLE: STAFFING MANAGER **GRADE:** 12

TITLE ABBREVIATION: STAFF MANAGER **TITLE NO.:** 6706

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES **DIVISION:**

SUPERVISOR'S TITLE: DIRECTOR OF STAFF RESOURCES

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for coordinating activities pertaining to the staffing and scheduling needs of the Nursing Department at the Residential Health Care Facility. The work is carried out in accordance with established procedures and involves the development, implementation and maintenance of an effective master staffing system and administration of related staffing activities. The work is performed under general supervision of the **Director of Staff Resources** with latitude allowed for the exercise of independent judgment in planning and supervising the functions of the division. Direct supervision is exercised over division staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Oversees the development, maintenance and effectiveness of rotating Nursing Department work schedules to ensure adequate coverage and appropriate staff/resident ratio;
2. Develops and maintains annual benefit planner in accordance with collective bargaining agreement;
3. Reviews and analyzes staffing patterns, including employee leave patterns, to ensure efficiency and cost effectiveness;
4. Assists with the development, implementation and monitoring of policies and procedures relating to staffing;
5. Assists with recruitment and application review for Nursing Department and per diem pool candidates;
6. Directs and supervises clerical staff assigned to the staffing division;

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7. Communicates with Nursing administration, payroll and personnel units to determine scheduling strategies and resolve staffing problems;
8. Participates in new employee orientation presentations;
9. Prepares staffing reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of effective staffing techniques and procedures; good knowledge of the organization and structure of the facility; good knowledge of organizational and management strategies; working knowledge of effective recruiting techniques; ability to gather, organize and analyze data; ability to prepare and modify staffing schedules; ability to evaluate employee leave patterns; ability to communicate effectively both orally and in writing; ability to direct and supervise the work of others; tact; resourcefulness; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: **Either:**

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and one (1) year of experience which shall have involved centralized scheduling of staff or allocation of services as a major function of the job, six (6) months of which must have been in a supervisory capacity; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience as outlined in (A) above, six (6) months of which must have been in a supervisory capacity.

ADOPTED: 8/15/89
REVISED: 9/4/91 lc
REVISED: 3/11/99 kmg
REVISED: 8/30/00 kmg
REVISED: 09/27/05 dmc
EEO CODE UPDATE: 7/19/12