

The OHA mission is helping people and communities achieve optimum physical, mental and social well-being through partnership, prevention and access to quality, affordable health care. OHA’s work is organized into three broad goals: Improve the lifelong health of all Oregonians, increase the quality, reliability and availability of care for all Oregonians and lower or contain the cost of care so it is affordable to everyone.

OHA values service excellence, leadership, integrity, health equity and partnership.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

This AS1 position provides administrative support to the Centralized Staffing Office. This position will maintain and coordinate schedules for the hospital's direct care staff. This position communicates directly with units to schedule staff and answer questions. This position provides support and assistance to the Program Nurse Managers, Nurse Managers, and Director of Nursing for each program.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

% of Time	N/R/NC	E/NE	DUTIES
100%	R	E	<p><u>Planned Staffing Coordination:</u></p> <ol style="list-style-type: none"> 1. All work directed by Nursing Management 2. Coordinate with Nursing Management to determine minimum staffing needs 3. Create nursing staff schedules in electronic scheduling system 4. Complete leave request process as directed by Nursing Management 5. Forecast staffing needs for programs on a weekly, monthly and holiday basis 6. Post & distribute overtime bidding period overtime 7. Identify and address below minimum staffing needs, i.e. increase in unit needs, hospital coverage, and appointments 8. Gather, compile, track, and organize spreadsheets 9. Research and collect data as requested by Nursing Management 10. Communicate staffing/scheduling variances to Nurse Managers

			<p><u>Unplanned Staffing Coordination:</u></p> <ol style="list-style-type: none"> 1. Identify and address below minimum staffing needs, i.e. sick calls, increase in unit needs, hospital coverage, and last-minute appointments 2. If overtime required, identify and contact staff to fill overtime needs 3. Determine in collaboration with Nursing Management/Program Lead the possible staffing solutions within current program resources 4. Consult with Nurse Manager/Program Lead to determine overtime cancellation/Agency
Ongoing	R	E	<p><u>Other Duties As Assigned:</u></p> <ol style="list-style-type: none"> 1. Maintain a presence and availability providing quality customer service 2. Answer telephone and email in a timely manner 3. Attend program staffing meetings and other hospital meetings as assigned 4. Participate in process improvement events and methodology 5. Maintain work in a neat and organized manner 6. Attend mandatory and other trainings as assigned 7. Conduct self in a professional manner 8. Provide back up for other AS1's in the Staffing Office 9. Other duties as assigned
Ongoing	NC	E	<p><u>Cultural Competency and Diversity:</u></p> <ol style="list-style-type: none"> 1. Consistently treat consumers and co-workers with dignity and respect 2. Demonstrate recognition and appreciation of the value of individual and cultural differences 3. Assure that service delivery is provided in a culturally competent way; assure that printed materials are available in different languages as needed and/or in alternate format; bilingual services available and facilities are accessible for all consumers 4. Maintain cultural competence through self-education and participation in hospital-provided cultural diversity activities
Ongoing	NC	E	<p><u>Core Vales</u></p> <ol style="list-style-type: none"> 1. Demonstrate awareness, understanding and alignment in service delivery with the OHA Core Values of service excellence, leadership, integrity, partnership, innovation and health equity 2. Demonstrate awareness, understanding and alignment in service delivery with OSH Core Values of compassion, integrity, respect, stewardship, solution-oriented, simplicity and trauma-informed

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Professional, fast-paced work environment, frequent interruptions for emergency staffing situations. Ability to set and reset priorities on a daily basis and met all deadlines. High priority for accuracy and detail including mathematical calculations. Must maintain patient and/or staff confidentiality. Work hours subject to change per applicable Collective Bargaining Agreements.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures:

Oregon Revised Statutes, Oregon Administrative Rules, DHS Policies and Procedures, Department of Human Services Directives, OSH Policies and Procedures, other federal laws and regulations, Joint Commission, Consolidated Standards Manual, and Accreditation for Hospitals. Desk reference procedures.

b. How are these guidelines used?

General knowledge of laws, hospital policy and procedures to respond to staff, patients and the public and to protect confidentiality and hospital's liability.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Who Contacted	How	Purpose	How Often?
Agency Staff	Phone/Email/Mail/Person	Scheduling, obtaining needed information around schedules. Provide technical assistance and general information.	Daily

SECTION 7. POSITION-RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions:

Responsible for prioritizing work assignments, which is often interrupted, in order to meet strict deadlines. Critical decision-making regarding patient and/or staff confidentiality issues.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Classification Title	Position Number	How	How Often	Purpose of Review
Director of Nursing		In person, verbally & written	Daily	Assure effective performance of duties; annual performance evaluation
Nurse Manager		In person, verbally & written	Daily	Assure effective performance of duties; annual performance evaluation

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares and signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification.

All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.

Staffing experience strongly preferred. Experience using personal computers, entering and retrieving information to include electronic mail and spreadsheets.

Skill in performing a variety of clerical functions at a technical or secretarial support level requiring decision-making within established laws, rules, policies and procedures.

Skill in applying laws, rules, policies, procedures, and applicable Collective Bargaining Agreements.

Skill in typing/keyboarding.

Ability to maintain confidentiality of agency records.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Operating Area	Biennial Amount (\$00,000.00)	Fund Type

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date