



EMPLOYMENT OPPORTUNITY REASSIGNMENT ONLY

CLASS: 1429 **TITLE:** NURSES STAFFING ASSISTANT
(nm1)

SALARY: \$21.1250 - \$25.6625 Hourly

DEADLINE: NOVEMBER 6, 2009

POSTED: OCTOBER 23, 2009

JOB DESCRIPTION:

San Francisco General Hospital & Trauma Center's **Bed Control Unit** is accepting applications for **three (3) part-time** positions in class 1429 Nurses Staffing Assistant. **SHIFT:** Varies. To be determined.

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.

Appointment Type: Permanent Civil Service. Reassignment Only. Permanent class 1429 Nurses Staffing Assistant employees within the Department of Public Health are encouraged to apply

ESSENTIAL DUTIES:

Under general supervision, the Nurses Staffing Assistant coordinates daily staffing levels for all nursing units on a specific shift by scheduling staff necessary to provide safe levels of nursing care. Essential functions include: monitors patient census and patient acuties and determines unit needs; reviews and assures accuracy of schedules; communicates staffing for next shifts to nursing units; predicts registry personnel and per diem needs; monitors licenses and certifications of nursing personnel; prepares and reviews a variety of reports including unit time schedules, attendance reports of nursing employees, productivity and position control reports; and maintains a variety of records.

Support Staff Job Functions:

Provides administrative assistant and clerical support to the Chief Nursing Officer, Clinical Directors, Nurse Managers, and Nursing Supervisors within the Department of Nursing and performs other related duties as assigned/required.

Staffing Office Job Functions:

- Prints staffing worksheets for all shifts;
- Checks AM, PM, and Night shift staffing, makes necessary adjustments including calling in support staff (i.e., CNAs, per diem RNs) and ensures that staff are qualified for the areas assigned to work in;
- Takes sick calls, informs units, logs calls in tracking log and enters into staffing/scheduling database;
- Takes staffing census each shift;
- Notifies Administrative Officer on Duty (AOD) of staffing issues;
- Enters next month staffing schedule/plan sheet for unit nurse managers in the staffing/scheduling database;
- Performs word processing and data entry assignments as-needed;
- Performs other related duties as assigned/required.

Bed Control Job Functions:

- Checks patient census/available beds and coordinates/assigns all inpatient beds within the hospital in coordination with the AOD and nursing staff including placement of patients from the ED, ZZ unit, And hospital-based clinics;
- Updates/monitors the AOD computerized bed tracking list;
- Maintains record of beds called for cleaning and coordinates bed cleaning needs with Housekeeping/Environmental

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Services;

- Maintains the most current information of the admission capability, the current hospital census and current information on patients to be admitted;
- Admits, transfers or cancels an admission utilizing the INVISION computer system;
- Prepares Bed Control Report forms;
- Reviews and/or prepares reports and files reports for both Staffing and Bed Control offices;
- Picks-up census reports from Building 10;
- Processes mail for Nursing Admin (e.g. pick-up & distribute);
- Word processes memos in acceptable format for nurse managers and directors;
- Maintains office equipment (copier, fax, printers, etc.);
- Performs other related duties as assigned/required.

MINIMUM QUALIFICATIONS:

Two (2) years (equivalent to 4,000 hours) clerical experience performing complex responsibilities which required interaction with others. Clerical responsibilities such as general receptionist & phone answering, filing & maintaining files, typing letters/memos, proof-reading and general clerical work are routine clerical responsibilities and will not be considered as complex responsibilities.

Note: Personal Computer Operation Requirement – During the probationary period, successful candidate will be required to demonstrate ability to utilize a personal computer to perform assignments. Failure to perform this function may result in dismissal or termination from employment.

Verification/Waiver: Verification of qualifying experience is required at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.

DESIRED QUALIFICATION(S):

- Comprehensive knowledge of modern office practices, procedures and equipment, Business English, and office management
- Proficiency in word processing, spreadsheet programs (e.g., WORD, EXCEL)
- Demonstrated customer service/people skills
- Demonstrated effective communication and decision-making skills
- Ability/willingness to adapt to changing shifts, work schedules and duties/functions within the department
- Ability/willingness to work in a fast-paced environment within a multi- disciplinary health care team

APPLICATION PROCEDURE:

Interested individuals must submit a resume and a [City and County of San Francisco \(CCSF\) employment application](#) to **DPH - Human Resources Department, Operations Division, Attn: 1429 Reassignment Opportunity, 2789 25th Street, 3rd Floor, San Francisco, CA 94110 by November 6, 2009.** CCSF employment applications may be obtained from DPH Human Resources Services, 101 Grove Street, Room 210, SFGH Human Resource Services, 2789 – 25th Street, LHH Human Resource Services, 375 Laguna Honda Boulevard, or the website identified below. Applicants with disabilities requiring reasonable accommodation during the interview process may contact the person/department listed. www.sfdph.org

**PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS
ARE NOT GUARANTEED AN INTERVIEW**

*The Department of Public Health is an Equal Opportunity Employer
Women, Minorities, and Persons with Disabilities are encouraged to apply*

HR USE ONLY: JOB CATEGORY 600

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