



Job Code: 8863
Grade: 23
HCWR: N

Job Title

Nursing Staff and Workforce Business Manager

Department

Nursing Administration

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Nursing Staff and Workforce Business Manager will be responsible for managing activities related to nursing workforce optimization which includes collecting, analyzing, and interpreting data utilized to optimize staff at the unit level and across the system. The position will provide operational support and oversight of the system wide nurse scheduling system and staffing resources. Prepares variance reports and makes recommendations for improvement supporting staff efficiency and effectiveness.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Manages activities related to workforce optimization.
- Collects, analyzes, interprets data and produces management reports to support nursing service functions, including vacancy to improve staffing efficiency and effectiveness, etc.
- Develops materials and techniques for staff development and training.
- Assists and supports in the planning, development and management of Nursing capital budgets, operating budgets, and budget forecasting for assigned Nursing divisions.
- Prepares labor management productivity and schedule variance reports and monthly Nursing expense variance reports. Makes recommendations for improvement.
- Participates in the interviewing, hiring, training, growth and development of related staff members, as needed.
- Supervises and coordinates staff workflow ensures documentation is accurate and complete.
- Manages, creates plans, schedules, budgets, deliverables, communication plans, risk logs, issues logs, status reports, and performance metrics from concept through completion.
- Coordinates the staff, third-party contractors and/or consultants to deliver projects on time meeting budget requirements.
- Prepares memos, reports and presentations supporting the progression of project and anticipated end date.
- Adheres to all Employment Plan requirements ensuring all processes are followed.
- Remains current on amendments to collective bargaining agreements.
- Participates in collective bargaining negotiations, caucus discussions and working meetings, as needed. Works with Labor Relations to discern past practice, when necessary.
- Attends and participates in meetings.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor's degree from an accredited college or university with four (4) years of experience in a healthcare administration OR Master's degree from an accredited college or university with two (2) years of experience in healthcare administration
- Two (2) years of experience in financial, management, business and/or scheduling system management experience
- One (1) year of supervisory and/or management experience



Minimum Qualifications

- Prior experience with budget development, including budget forecasting
- Intermediate proficiency in Microsoft Word, Excel and Power Point

Preferred Qualifications

- Master's degree in Public Health, Business Administration, or Healthcare Administration from an accredited college or university
- Prior project management experience

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge and intermediate proficiency level using Microsoft Office
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrate analytical and organizational, problem-solving, critical thinking, time management and conflict resolution skills
- Demonstrate management and leadership skills
- Strong mathematical and statistical skills for generating reports
- Demonstrate attention to detail, accuracy and precision
- Ability to utilize standard office equipment
- Ability to prioritize, plan, and organize projects and tasks
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to adhere to department policies and standards utilizing best practices

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.