



**Job Code:** 9405  
**Grade:** NS4  
**HCWR:** N

**Job Title**  
Nursing Clinical Staffing Manager

**Department**  
Nursing Administration

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

**Job Summary**

The Nursing Clinical Staffing Manger has 24/7 accountability and is responsible for providing oversight to the Nursing Staffing Office departments day to day operations. This consist of providing clinical and operational direction and leadership for effective management of the nurse scheduling system, nursing productivity and staffing resources providing direction for Cook County Health (CCH). Executes leadership that is characterized by substantial and continuous responsibility and accountability for population groups or integrated programs that cross service and/or discipline lines, influence organizational mission and health care, and responsibility for outcomes. Responsible staffing initiatives for efficient use of nursing resources at CCH. The position will consult with Nursing Leadership to improve staffing resources and will oversee the Nursing Staffing/Scheduling Office. This role will be responsible for building a flexible system-wide staffing plan to optimize costs for safe quality patient care. This role will monitor and trend nursing workforce metrics to for efficient management and utilization of nursing staffing resources at the site level.

**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**

- Leads the initiative to establish an effective nurse staffing plan, schedule, and oversees balance staffing schedules.
- Meets with Nursing Leadership to understand staffing model and growth projection. Works with Nursing Leadership regarding staffing and resources to ensure safe quality patient care
- Develops Nursing staffing policies, procedures and processes to better manage workflow.
- Manages the day-to-day operations to develop, implement, and maintain strategic staffing initiatives for nursing workforce utilization.
- Works collaboratively with Nursing Leadership in developing staffing projections, managing nursing agency contracts, and to coordinate vacancy levels.
- Participates in various committees contributing to quality patient care.
- Collaborates with nursing agency recruitment, onboarding processes and utilization.
- Assists with the identification, implementation of new programs & services for safe staffing.
- Participates in the contract labor process, utilization, and metrics, if needed.
- Develops and monitors staffing metrics to promote efficient utilization of nursing resources.
- Analyzes reports to ensure appropriate and timely operational changes.
- Analyzes unit structure and functions to determine adequacy of existing structure, eliminates duplications and non-essential activities, and clarifies relationships, with responsibility for recommending revisions in activities, relationships, lines of authority, and similar operational matters.
- Assures accuracy of data and fiscal information by reviewing invoices and other reports of departmental data and financial information related to staffing and nursing productivity.
- Collaborates with CCH Leadership for site strategic and operational leadership for staffing and scheduling technology systems use, build, and integration. Works with Hospital Information Systems to discuss strategies.
- Collaborates with conducting assessments and develops nurse staffing and scheduling processes and policies utilizing best practices to include staffing and workforce development
- Collaborates, monitors and tracks nursing productivity with CCH Leadership.
- Evaluates and interprets nursing resources in an effort to meet budget guidelines delivering innovative staffing models that promote effective nursing care across the organization.
- Serves as a facilitator for the shared decision-making process and provides leadership for utilization of best practice evidence in nurse staffing.
- Attends and participates in meetings and conferences, as needed.



**Typical Duties**

- Performs other duties as assigned.

**Minimum Qualifications**

- Licensed as a Registered Professional Nurse in the State of Illinois or ability to obtain Illinois license within two weeks of starting employment
- Bachelor's Degree or higher in Nursing or related field from an accredited college or university
- Five (5) years of Nursing experience
- Two (2) years of Nursing administrative experience in staffing operations, nursing productivity, project management and/or informatics
- Two (2) years of nursing experience as a charge nurse, supervisor and/or manager
- Two (2) years of experience utilizing nursing technology systems to enhance operations

**Preferred Qualifications**

- Previous experience working with organized labor

**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of current theoretical approaches to the delivery of nursing care and trends in healthcare for hospitals, health care facilities and ambulatory care centers
- Demonstrates knowledge of financial acumen
- Knowledge of current leadership, management, and quality improvement concepts and practices
- 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
- Ability to prioritize, plan, and organize projects and tasks
- Demonstrate ability to effectively lead and manage change
- Demonstrate attention to detail, accuracy and precision
- Demonstrate competence in coaching and mentoring for leadership development of direct reports

**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.**