Title: Staffing Coordinator

Pay Scale Group: 61

Essential Function

Responsible for all activities related to staff scheduling needs in the Donor Operations department.

Characteristic Duties

1. Develop, maintain and distribute staff schedules based upon scheduling standards and contract language.
2. Assign, reassign and replace personnel as needed due to absenteeism, illness and projected donor draw.
3. Prepare and distribute daily schedule.
4. Carry on-call pager for staffing issues during non-work hours.
5. Notify staff of all schedule changes.
6. Prepare and maintain staffing reports and employee data as requested.
7. Meet deadlines for distribution of schedule and other pertinent information.
8. Coordinate and monitor vacation scheduling to maintain adequate staffing.
9. Alert management of possible scheduling difficulties or inability to meet staffing needs.
10. Review and revise time cards before final review and signature.
11. Communicate in a professional and effective manner.
12. Recognize and respond to other professional responsibilities.
13. Perform related duties based on departmental need.

Unusual Working Conditions

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Minimum Qualifications

- High school/GED diploma required and six months of related experience.

Last updated: January 1997

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