

**MISSOURI VETERANS HOME PROGRAM
POSITION DESCRIPTION**

POSITION TITLE: PERSONNEL OFFICER I (200 BED FACILITIES)

REPORTS TO: AS ASSIGNED

OVERTIME STATUS: CATEGORY 1

ACCOUNTABILITY OBJECTIVE:

Responsible for the implementation and ongoing management of the personnel department within the 200 bed facilities. The Personnel Officer acts as a resource for employees regarding personnel matters and human relations' activities, ensuring that employee relations programs occur consistent with the structure of State Merit System Law and the rules and regulations of the Missouri Personnel Division.

QUALIFICATIONS:

Eligibility for classification of Personnel Officer I on the Missouri State Merit Register.

STANDARD REQUIREMENTS:

- Demonstrate knowledge of and promote resident rights including but not limited to the right to be free of restraints and free of abuse. Promptly report incidents or evidence of resident abuse or violations of residents rights.
- Follow dress code guidelines as per MVC policy and procedure.
- Approach duties with a positive attitude and constructively support open communication, dedication and compassion.
- Maintain effective communication with residents, families and facility staff.
- Adhere to all established facility and commission policies and procedures.
- Promote positive employee relations.
- Participate in individual training plan as required.
- Work wherever needed within the department and facility.
- Ensure privacy of all protected health information to which he/she may have access.
- Effectively apply objectives from offered training.
- Perform duties in a safe manner minimizing the risk of on the job injuries.
- Demonstrate knowledge of emergency procedures and respond accordingly.
- Demonstrate understanding of the mission statement of the Missouri Veterans Commission Homes Program. Exhibit willingness to work as a team member in carrying out the mission of the organization. Facilitate implementation of care systems, i.e., falls, infection control, quality management programs, etc.

ESSENTIAL JOB FUNCTIONS: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

- Develop an annual plan to recruitment, retention and recognition of employees. Conduct and analyze ongoing staff surveys regarding employee job satisfaction. Work with Administrator and department leaders to develop plans of action as necessary, assist with implementation.
- Ensure that employee relation programs are consistent with structure of State Merit System Law and Rules and Regulations of the Missouri Personnel Division. Serve as resource for employees regarding personnel matters and human relations activities. Maintain effective working relationships with administrative staff and other employees.
- Communicate effectively both orally and in writing.
- Make recommendations regarding personnel planning, procedures, transactions and assist in the formulation, interpretation and application of Missouri Veterans Commission policy, merit system rules, etc. Establish and maintain adequate monitoring and tracking systems to ensure facility policies are consistently implemented and applied, i.e. attendance, FMLA, modified duty, etc.
- Provide Veterans Home Administrator with technical information and advice regarding personnel matters. Provide ongoing consultation to department leaders regarding the facility's ongoing use of the Performance Management Program. Make recommendations to department leaders regarding effective coaching/counseling and discipline.
- Supervise staff engaged in the maintenance of personnel files and records and ensure the preparation of reports and the processing of all personnel actions are in conformity with Missouri Veterans Commission and Merit System Policy and Fair Employment practices, etc. Supervise payroll preparation. Establish and maintain a set of checks and balances and establish proper segregation of duties to ensure appropriate levels of approval of all transactions that affect either pay amounts or deductions.
- Screen and recommend applicants for interviews; participate in the interview process. Process required reference and background checks on applicants. Process appointment letters and coordinate orientation schedule with Staff Development Coordinator.
- Participate in the maintenance of the position classification plan, secure job description forms (MOPD forms), interpret classification requirements for department leaders and employees; make job analysis and recommend classification of new positions and changes in existing allocations; maintain organizational charts and position controls.
- Coordinate personal service expenditures with the Accountant to ensure that appropriate funds are charged for payment of wages and benefits. Participate in the development of budget estimates for personal service.
- Assist in the development and/or coordination of training programs; participate in supervisory training, orientation, and in other personnel training areas such as FMLA, FLSA, ADA, Interviewing Techniques, etc. Serve as subject matter expert for the facility on FMLA related matters. Present employee morale and motivational information in an effective manner within a group setting.

- Investigate employee complaints and grievances; explain policies, procedures, roles, etc. Advise supervisors in formal grievance procedure, participate in labor management meetings, advise management on labor relations issues within the facility.
- Participate in the coordination of the facility employment safety program in conjunction with the Staff Development Coordinator.
- Operate standard office equipment proficiently. Implement and maintain effective office management procedures. Perform repetitive finger movements in the use of computers and other similar equipment in order to enter data.
- Lift and move supplies and equipment (i.e. files, etc.). Crouch, kneel or bend at the waist to file documents, Sit and/or stand for extended periods of time.
- Supervise and participate in the administration of the Workers compensation law, Fair Labor Standards Law, Family Medical Leave Act, Americans with Disabilities Act and other laws affecting Veterans' Homes staff.
- Adhere to infection control procedures as trained.
- Respond to internal and external disasters such as fires, tornadoes, etc., in order to protect residents, staff and property.
- Arrive to work on time and when scheduled, minimize unscheduled absences and schedule sick and annual leave responsibly, as established by Commission policies.
- Work overtime as needed.
- Work weekends, holidays, evenings, and nights as needed.

OTHER DUTIES:

- Edit time records in Kronos and process for employees as directed by Administrator.
- Provide employee counseling and disciplinary action as necessary.
- Other duties as assigned.

PHYSICAL REQUIREMENTS:

- Physical requirements and activities include: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and visual acuity.

RECEIPT AND ACKNOWLEDGMENT:

I acknowledge and understand that:

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.
- I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____