



**LIVINGSTON COUNTY GOVERNMENT CENTER
PERSONNEL & CIVIL SERVICE - Rm 206
6 COURT STREET
GENESEO, NEW YORK 14454
585-243-7570**

Tish E. Lynn
Personnel Officer

Lauraine M. Montemarano
Personnel Assistant

Jennifer O. Damon
Deputy Personnel Officer

PROVISIONAL POSTING

TO: All Qualified Candidates

DATE: February 13, 2020

RE: **Title:** Scheduler
Bargaining unit: CSEA PT
Rate of pay: \$15.62

(Current County employees working within this bargaining unit may receive a different rate of pay based upon the promotion or demotion rate calculation provided by their collective bargaining agreement, if applicable.)

Department: Center for Nursing and Rehabilitation

Location: Mt. Morris, NY

DISTINGUISHING FEATURES OF THE CLASS: The Scheduler is responsible for coordinating activities pertaining to the staffing and scheduling needs of the Nursing Department at the Livingston County Center for Nursing and Rehabilitation. The work is carried out in accordance with established procedures and involves the development, implementation, and maintenance of an effective master staffing system and administration of related staffing activities. The work is performed under general supervision of the Director of Nursing Services or his/her designee. The Scheduler does related work as required.

MINIMUM QUALIFICATIONS: Applicants must meet all requirements for one of the following qualification options in order to be approved for examination and/or appointment:

Qualification Option #	1	2	3
Training/Education	<input type="checkbox"/> Graduation from a regionally accredited college or university with an Associate's Degree ¹ .	<input type="checkbox"/> Graduation from a regionally accredited college or university with an Associate's Degree ¹ .	<input type="checkbox"/> Graduation from high school or possession of a high school equivalency diploma.
General experience	<input type="checkbox"/> Six months of full-time paid experience involving the	<input type="checkbox"/> One year of full-time paid experience involving the	<input type="checkbox"/> Two years of full-time paid experience involving the

¹ A higher-level degree is also acceptable.

	centralized scheduling of staff in a 24 hour per day, 7 day per week health care setting as a major function of the job.	centralized scheduling of staff and/or allocation of services as a major function of the job.	centralized scheduling of staff and/or allocation of services as a major function of the job.
Supervisory experience	<input type="checkbox"/> None required.	<input type="checkbox"/> None required.	<input type="checkbox"/> None required.
License/Certification	<input type="checkbox"/> N.A.	<input type="checkbox"/> N.A.	<input type="checkbox"/> N.A.
Other requirements	<input type="checkbox"/> None required.	<input type="checkbox"/> None required.	<input type="checkbox"/> None required.

Part-time service will be given prorated credit toward experience requirements.

Any present permanent Livingston County employee in the above stated title who wishes to be considered for a transfer to this vacancy or any person who meets the qualifications and wishes to be considered for this provisional vacancy must file an application within ten (10) calendar days of the above announcement date at the Livingston County Personnel Office.

LIVINGSTON COUNTY RESIDENTS MAY BE GIVEN FIRST PREFERENCE
Livingston County is an Equal Opportunity/Affirmative Action Employer