



CLASSIFICATION NO. 214
Established: 6/06
Revised and Retitled: 9/13
Revised: 12/22
FLSA: Exempt
EEO: 2

HEALTH CENTERS ADMINISTRATION AND FINANCIAL SERVICES MANAGER

CLASS CHARACTERISTICS

Under general direction, to plan, organize, direct and oversee administrative and business systems, budgeting, financial planning, human resources, procurement, and reporting for the Health Centers Division; to prepare and administer annual budgets and grants; to plan, oversee and coordinate other financial and administrative functions for the division; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Clackamas Health Centers Division within the Department of Health, Housing and Human Services is a Federally Qualified Health Center that offers primary care, dental services and behavioral healthcare at multiple primary care, behavioral health, and school-based health centers.

The Health Centers Administration and Financial Services Manager is responsible for the development and administration of business and administrative systems for the Division in accordance with federal, state and local regulations governing health care operating and financing practices.

The Health Centers Administration and Financial Services Manager has responsibility for all business and administrative functions of the Division. This position differs from the Health Centers Division Director classification which is responsible for planning, coordinating and maintaining a comprehensive system of health care management functions in accordance with revenue and expenditure limitations, clinical requirements and legal guidelines. It also differs from the Administrative Services Manager classification series that provides administrative management support, but does not have specialized health care service responsibilities.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans, organizes and oversees financial and administrative functions, budgeting, financial reporting and analysis, rate analysis and revenue generation, coordination of legal issues, personnel administration, payroll, purchasing, billing and contract/grant administration; integrates and coordinates business and administrative operations with clinical services; resolves conflicts and establishes priorities to meet clinical, billing and accounting standards.
2. Manages the development of annual and supplemental budgets; ensures division budget proposals are balanced and conform with division and department goals; manages the preparation of financial projections for department operation and capital funds; prepares materials and analysis for Health Centers Division Director; coordinates fiscal operations

with County Finance; monitors revenues and expenditures; prepares and recommends fee schedules; prepares and/or coordinates preparation of grant proposals and administers grant funds.

3. Negotiates and administers intergovernmental agreements and contracts; ensures performance standards and special reporting requirements are developed, monitored and met; develops, negotiates and administers agency sub-contracts for professional, medical, ancillary, psychiatric and psychological services as needed; ensures contract compliance and assures resolution of contract violations; monitors fiscal performance and reporting requirements.
4. Directs long and short range financial planning activities related to business development for health center operations; provides analysis on legislative issues; reviews and researches proposed laws, regulations and rules affecting division operations; analyzes impact on division programs, and recommends strategies to respond; in consultation with the Health Center Director authorizes decisions to pursue grants and assures appropriate systems are in place to manage new funds, ensures activities are consistent with division operations and strategies.
5. Develops and implements division policies and procedures; participates in policy and program decisions with other members of Senior Management team; interprets and implements division, department and County codes and ordinances; develops and recommends new and revised administrative rules, policies, procedures, goals and priorities; represents division at department, County and State meetings; provides complex management support and consultation to, or as requested by, the Health Centers Division Director.
6. Hires and directs supervisory, professional, technical and clerical staff to provide quality service to County residents and staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
7. Develops, reviews and oversees implementation and maintenance of Medicaid billing policies and procedures in Federally Qualified Health Center (FQHC) programs; ensures compliance with all rules governing FQHC finance and operations; monitors billing rates and revenue generation.
8. As part of the Senior Management Team, works across the division to initiate and monitor activities to enhance the performance, efficiency and effectiveness of services.
9. Acts in the place of the Health Centers Division Director as requested.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of public administration, including procurement and management information systems; generally accepted accounting principles, fiscal operations and budgeting processes; principles, practices and techniques of financial analysis, forecasting and fee setting; project management and internal control principles and practices; principles and techniques of budget, contract and grant preparation and administration; principles of personnel administration and supervision.

Working knowledge of: Federal and State regulations relating to Federally Qualified Health Centers (FQHC), Mental Health services and various grant funding sources; Oregon Administrative Rules and Oregon Revised Statutes as they apply to accessing of services

delivered by the Division; principles and practices of managed care; health care financing and administration principles; office equipment, including personal computers and software programs.

Skill to: Communicate effectively, both orally and in writing; organize and present facts in a clear, concise and logical manner; establish and maintain effective working relationships with community partners and stakeholders, elected officials, government agencies, County employees and the public; interpret and apply provisions of federal, state and local legislation, rules and regulations affecting the administration of division policies and programs; manage the distribution of funds according to approved budget or grant; compile and analyze data and develop recommendations; design, develop and implement systems and procedures for efficient division operations; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.