



CLASSIFICATION NO. 701

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FLSA: Exempt

EEO: 2

HEALTH CARE ADMINISTRATIVE SERVICES MANAGER

CLASS CHARACTERISTICS

Under direction, to plan, organize and direct medical and mental health care administrative functions for a department or division, including budgeting, accounting, cost analysis, management analysis, information services, contract administration, compliance, quality assurance and administrative support; to oversee health program service delivery contracts; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Health Care Administrative Services Manager is responsible for overseeing health care administrative functions, such as oversight of provision of health care service delivery, cost analysis, budgeting, grant administration, contract administration, purchasing, facility siting and maintenance, management information systems and professional, technical and clerical support activities. Incumbents also assist in the administrative aspects of program planning, policy development, intergovernmental activities and public relations. The Health Care Administrative Services Manager provides information and recommendations to the department or division managers on health care policy and service delivery issues and is a member of the management team.

The Health Care Administrative Services Manager differs from the Administrative Services Manager that provides general administrative management support, but does not have specialized health care service responsibilities and is not required to be a licensed Registered Nurse. It also differs from the Community Health Nursing Supervisor which coordinates and directly supervises licensed nurses and other health care personnel and services within a program or clinic.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Oversees medical and mental health care administrative functions, including provision of health care services through contracted professional medical providers.
2. Develops, implements and monitors the effectiveness of the department's medical programs and projects, its policies and procedures, utilizing and interpreting health care standards published by the American Medical Association guidelines.
3. Plans, oversees and performs quality assurance and contract oversight of medical and mental health operations at a facility or multiple facilities; reviews health program and

operations for compliance with various state statutes and medical guidelines; represents and speaks to the health interests of the population served.

4. Manages administrative functions, including accounting, financial reporting, payroll, personnel administration, risk management, purchasing, facilities maintenance and administrative support; serves as liaison to other County departments with jurisdiction in these activities.
5. Prepares and administers program area or facilities' budgets; reviews, analyzes and makes recommendations on budget requests; prepares budget justifications and presents budget to department or division director; monitors revenues and expenditures.
6. Prepares and administers department or division contracts for health care services and capital purchases; prepares requests for proposals; negotiates terms and conditions; monitors contracted services for legal, fiscal and program compliance.
7. Prepares grant applications and administers grant funds; researches available grant funds and programs; monitors expenditures and collects data to prepare regular grant reports; serves as liaison to granting agency.
8. Serves as member of the management team; works in a collaborative environment to make program and administrative recommendations on the provision of health care services.
9. Coordinates property permits and inspections to meet applicable local, state and federal building, safety and health codes and regulations as it relates to healthcare matters and contract compliance.
10. Assists in the development and implementation of department or division policies; prepares and revises procedures, rules and manuals; analyzes legislation which may affect program activities; reviews operations for compliance with statutes, rules and regulations.
11. Serves as liaison to government agencies and the public; participates in task forces to coordinate intergovernmental programs; promotes program activities with the public; responds to inquiries and complaints.
12. Hires and directs supervisory, professional, technical and clerical staff to provide quality service to citizens and County 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.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of public administration, including managed care, health care administration, policies and procedures; management analysis, organization design, budget, grant and contract administration and personnel management; information delivery through computer systems; participative management theories; government financing methods and funding sources; state and local government operating methods and procedures; techniques of negotiation and public relations; principles, methods and treatment modes of health care for adults; standards and guidelines of health care in corrections or other controlled settings; principles, methods and techniques of corrections health nursing; causes, treatment,

prevention and/or early detection of a variety of diseases, mental health issues, and other conditions; preventative medicine and sanitation; community resources available for assistance for public health and corrections health programs.

Working Knowledge of: Computer systems, hardware and peripheral equipment; software requirements for a health care environment.

Skill to: Plan, organize, direct, coordinate and supervise a health services administrative program; formulate and evaluate policies and procedures; develop, evaluate and justify division budget requests and grant proposals; administer and control the distribution of funds according to approved budget or grant; design, develop and implement systems and procedures for efficient department or division operations; communicate effectively, both orally and in writing; act as a liaison with information services staff; act as liaison with state officials involved in health care administration; direct staff in continuous efforts to improve quality productivity and effectiveness; respond to changes desired by citizens and County staff; establish and maintain working relationships with 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; plan and direct the work of supervisory, professional and administrative support personnel; operate office equipment, including personal computers and software applications.

WORKING CONDITIONS

Duties are performed within a secured adult correctional facility and include contact with individuals interned for criminal activities who may have communicable or chronic diseases, or who are suffering from general health care neglect or mental illness.

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 five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Possession of a license to practice as a registered professional nurse in the State of Oregon.
- Basic Life Support (BLS) certificate.

PRE-EMPLOYMENT REQUIREMENTS

Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which may include national fingerprint records check.

Positions within the County's Criminal Justice agencies must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.