

## HEALTH CARE ADMINISTRATOR SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
4752	Health Care Administrator I	03	441	6 mo.	07/01/08	Rev.
0041	Health Care Administrator II	03	441	6 mo.	07/01/08	Rev.
0042	Health Care Administrator III	03	441	12 mo.	07/01/08	Rev.

### *Promotional Line 225*

#### Series Narrative

Employees in this series perform work involved in the administration and coordination of hospital activities.

#### DESCRIPTIONS OF LEVELS OF WORK

##### **Level I: Health Care Administrator I**

**4752**

Employees at this level assist in the administration and coordination of hospital activities, which may include monitoring and/or administering specific, moderately complex hospital activities.

A Health Care Administrator I typically –

1. assists in budget and feasibility studies affecting multiple areas, or prepares budget and conducts less complex feasibility and other studies for a single unit
2. develops and maintains financial management or other automated systems; assembles data and prepares or supervises the preparation of a variety of administrative reports
3. supervises clerical and/or technical employees, either directly or through appropriate supervisors
4. consults with requisitioning personnel to obtain information concerning kind, quality, and quantity of items requested, with responsibility for providing information concerning the relative merits of items that can be obtained from various suppliers, suggesting substitutions, and coordinating inter-departmental purchases for the purpose of preventing duplication and standardizing item purchases
5. assists with major cost, space utilization or other studies impacting multiple units or conducts less complex studies and provides summary information and recommendations to higher level personnel
6. serves as a resource concerning hospital administrative procedures and policies to subordinates and other administrative personnel; directs the compilation and maintenance of procedure manuals and informational materials
7. performs related duties as assigned

##### **Level II: Health Care Administrator II**

**0041**

Employees at this level perform complex work involved in the administration and coordination of hospital activities which may include monitoring and/or assisting in the direction of major hospital activities.

A Health Care Administrator II typically –

1. conducts employee training programs (such as those designed to promote improved work procedures and methods and to inform employees of institutional and hospital policies and rules) in accordance with clearly defined objectives and established procedures
2. conducts complex studies of organizational structure, procedures and practices, with general direction concerning purpose and methodology and with responsibility for evaluating data, identifying deficiencies, and recommending changes
3. supervises non-academic employees including administrative and/or technical personnel, either directly or through appropriate supervisors
4. explains and presents rationale underlying hospital functions, structure, and procedures, with responsibility for applying policies and procedures to specific problems when precedents for such applications exist
5. conducts major cost, feasibility, and space utilization studies under direction concerning objectives and procedures, with responsibility for gathering and organizing data reflecting existing and projected space requirements
6. reviews and approves requisitions and other documents with responsibility for recommending alternative purchases or actions
7. identifies the need for and establishes manual or automated systems to monitor compliance with administrative procedures based on general directions concerning objectives and with responsibility for organizing data collected and for recommending data processing applications
8. performs related duties as assigned

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**Level III: Health Care Administrator III****0042**

Employees at this level perform highly complex work involved in the administration and coordination of hospital activities. They work under administrative direction from a designated supervisor.

A Health Care Administrator III typically –

1. identifies the need for, plans, and coordinates employee training programs, with responsibility for evaluating program effectiveness in relation to existing and projected hospital functions
2. reviews operations to identify areas in which management studies should be made, with responsibility for planning, directing, and/or serving as a consultant for them
3. analyzes organizational unit structure and functions to determine adequacy of existing organizational structure, eliminate duplications and non-essential activities, and clarify organizational relationships, with responsibility for recommending revisions in activities, organizational relationships, lines of authority, division of work, and similar operational matters
4. interprets hospital policies (such as those governing the performing of autopsies, obtaining patient consent for surgery, as well as those governing non-medical, administrative activities); these interpretations tend to establish administrative precedents or to have a direct effect on patient care

5. serves as a consultant on space utilization, with responsibility for evaluating and coordinating existing and projected hospital unit space requirements, and on this basis, for recommending space allocations
6. plans and directs purchasing and inventory control and retirement systems, with responsibility for evaluating effectiveness based on changing hospital functions and for effecting necessary revision
7. identifies the need for and plans data processing studies involving major hospital procedures that affect a large number of departments
8. supervises other non-academic personnel, either directly or through appropriate supervisors
9. evaluates study data with responsibility for recommending administrative changes in the light of primary hospital objectives
10. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Health Care Administrator I**

**4752**

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CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination, that equals 3 years (36 months) of the following types of preparation--
  - (a) college course work leading to a major in hospital administration, health administration, or business administration, or similar area of study
    - Associate Degree (60 semester hours) equals 1 year (12 months)
    - 90-semester hours equals 2 years (24 months)
    - Bachelor's Degree (120 semester hours) equals 3 years (36 months)

**OR**

- (b) progressively more responsible experience that provided a knowledge of generally accepted principles, theories, and practices used in hospital administration, health administration, business administration or similar professional experience
2. One year (12 months) of hospital/medical center/health care administrative work experience

**OR**

College course work leading to a Master's Degree in hospital administration, health administration, business administration or similar area of study

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of business administration
2. knowledge of automated systems
3. interpersonal skills
4. ability to supervise, lead and direct
5. ability to assemble, analyze, and display data to define and illustrate specific problems or needs.

**Level II: Health Care Administrator II****0041**

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## CREDENTIALS TO VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination, that equals 3 years (36 months) of the following types of preparation--
  - (a) college course work leading to a major in hospital administration, health administration, or business administration, or similar area of study
    - Associate Degree (60 semester hours) equals 1 year (12 months)
    - 90-semester hours equals 2 years (24 months)
    - Bachelor's Degree (120 semester hours) equals 3 years (36 months)

**OR**

- (b) progressively more responsible experience that provided a knowledge of generally accepted principles, theories, and practices used in hospital administration, health administration, business administration or similar professional experience
  2. One year (12 months) of hospital/medical center/health care administrative work experience
- OR**
- College course work leading to a Master's Degree in hospital administration, health administration, business administration or similar area of study
3. Three years (36 months) of responsible administrative experience comparable to Health Care Administrator I of this series

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough knowledge of the principles and techniques of hospital administration
2. ability to manage and organize
3. supervisory ability

**Level III: Health Care Administrator III****0042**

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## CREDENTIALS TO VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination, that equals 3 years (36 months) of the following types of preparation--
  - (a) college course work leading to a major in hospital administration, health administration, or business administration, or similar area of study
    - Associate Degree (60 semester hours) equals 1 year (12 months)
    - 90-semester hours equals 2 years (24 months)
    - Bachelor's Degree (120 semester hours) equals 3 years (36 months)

**OR**

- (b) progressively more responsible experience that provided a knowledge of generally accepted principles, theories, and practices used in hospital administration, health administration, business administration or similar professional experience
2. One year (12 months) of hospital/medical center/health care administrative work experience

**OR**

College course work leading to a Master's Degree in hospital administration, health administration, business administration or similar area of study

3. Three years (36 months) of responsible administrative experience comparable to Health Care Administrator II of this series

**PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

1. thorough knowledge of the principles and techniques of hospital administration
2. ability to manage and organize
3. supervisory ability