

PART I

HAWAII HEALTH SYSTEMS CORPORATION  
STATE OF HAWAII

17.500

17.501

Class Specifications  
for the

DIRECTOR OF IMAGING (FACILITY)

DIRECTOR OF IMAGING (REGION)

EM-03, EM-05

BU:35

DIRECTOR OF IMAGING (FACILITY)

17.500

Duties Summary:

This position works in the Imaging Department of a hospital or outpatient surgical services center and is responsible for planning, directing and managing the overall operations of the Imaging Department for a facility. This position also is responsible for formulating and implementing policies and procedures and other duties as assigned.

Examples of Duties:

**Administrative Activities:** Plans, organizes, and directs the Imaging Department of a facility; formulates department goals, objectives and policies and procedures; ensure adequate staffing levels and develops orientation and performance evaluation programs; recommends and implements changes in Imaging administrative policies; responsible for compliance with all policies, procedures, regulations, and standards for the Imaging Department; reviews section budgets, prepares operating budget for the Imaging Department of a facility and directs the proper allocation of funds; oversees the Quality Improvement Program for the Imaging Department and directs changes in operating procedures as necessary; recommends improvements of the physical structure and equipment in the Imaging Department; and oversees the Imaging Department's safety program.

**Supervisory Activities:** Interprets department policies, objectives and operational procedures for the Imaging staff; resolves problems within Imaging relating to programs, personnel, staffing, customer service, and utilization of facilities, equipment and supplies; and provides orientation to Imaging section supervisors.

Knowledge and Abilities Required:

**Knowledge of:** Knowledge of administrative functions, principles, procedures and practices of Imaging services. Knowledge of business practices as it affects hospital departments. Knowledge of hospital and Imaging Department operations and functions

that include both inpatient and outpatient services. Knowledge of Imaging Department regulations and standards. Knowledge of quality improvement processes, data collection and statistical analysis. Knowledge of good customer service principles.

Ability to: Ability to administer and provide overall direction and coordinate various Imaging programs, plan, implement and evaluate operations and activities; make sound administrative recommendations and decisions; resolve personnel and program problems; deal tactfully and effectively with physicians, patients, visitors, employees, and others. Analyze and prepare reports and budgets.

DIRECTOR OF IMAGING (REGION)

17.501

Duties Summary:

This position works in the Imaging Department of a hospital or outpatient surgical services center and is responsible for planning, directing and managing the overall operations of the Imaging Department for a region. This position also is responsible for formulating and implementing policies and procedures and other duties as assigned.

Examples of Duties:

**Administrative Activities:** Plans, organizes, and directs the Imaging Department of a region; formulates department goals, objectives and policies and procedures; ensure adequate staffing levels and develops orientation and performance evaluation programs; recommends and implements changes in Imaging administrative policies; responsible for compliance with all policies, procedures, regulations, and standards for the Imaging Department; reviews section budgets, prepares operating budget for the Imaging Department of a facility and directs the proper allocation of funds; oversees the Quality Improvement Program for the Imaging Department and directs changes in operating procedures as necessary; recommends improvements of the physical structure and equipment in the Imaging Department; and oversees the Imaging Department's safety program.

**Supervisory Activities:** Interprets department policies, objectives and operational procedures for the Imaging staff; resolves problems within Imaging relating to programs, personnel, staffing, customer service, and utilization of facilities, equipment and supplies; and provides orientation to Imaging section supervisors.

Knowledge and Abilities Required:

Knowledge of: Knowledge of administrative functions, principles, procedures and practices of Imaging services. Knowledge of business practices as it affects hospital departments. Knowledge of hospital and Imaging Department operations and functions that include both inpatient and outpatient services. Knowledge of Imaging Department regulations and standards. Knowledge of quality improvement processes, data collection and statistical analysis. Knowledge of good customer service principles.

Ability to: Ability to administer and provide overall direction and coordinate various Imaging programs, plan, implement and evaluate operations and activities; make sound administrative recommendations and decisions; resolve personnel and program problems; deal tactfully and effectively with physicians, patients, visitors, employees, and others. Analyze and prepare reports and budgets.

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This is an amendment to the class specifications for the classes, DIRECTOR OF RADIOLOGY (FACILITY) AND DIRECTOR OF RADIOLOGY (REGION) to re-title the class to DIRECTOR OF IMAGING (FACILITY) AND DIRECTOR OF IMAGING (REGION), and to update current standard terminology, effective February 20, 2009.

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This is the first class specifications for the classes, DIRECTOR OF RADIOLOGY (FACILITY) AND DIRECTOR OF RADIOLOGY (REGION).

DATE APPROVED: February 20, 2009

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JANICE YEE  
VP/Director of Human Resources