

Class Specifications
for the Class:HOSPITAL MANAGEMENT OFFICER
EM-07; BU:35Duties Summary:

Provides top level management assistance, including line direction and control, to a Regional Chief Executive Officer and Assistant Hospital Administrator(s) within the Hawaii Health Systems Corporation, in carrying out the responsibilities of their respective facilities. Administers and directs a group of aligned hospital service departments, to furnish advice, assistance and support in all management matters; advises all levels of administrators on subjects relating to sound organization, efficient administration policies, procedures and practices; administers and directs management improvement programs; oversees several hospital departments; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for providing top level management assistance, including line direction and control, to a Regional Chief Executive Officer and Assistant Hospital Administrator(s). The work is highly complex by virtue of the extensive planning and coordination of activities; the participation of community groups, private industry and intra- and inter-government agencies in affected programs that are frequently highly sensitive in nature; the variety, diversity, complexity and impact of problems and issues encountered. This class reflects two types of positions:

- A. Serves as primary liaison between the hospital departments and all other facilities in the region on all non-clinical administrative matters.
- B. Serves as primary liaison between the hospital departments and all other facilities in the region on all clinical administrative matters.

Examples of Duties:

Plans and carries out through administration and review, a coordinated clinical or non-clinical program of hospital services and activities; develops overall plans, policies and standards for new or expanded programs or activities; formulation of policies; reviews requests from departments that have major budgetary or personnel implications and recommends reduction or addition of specific programs in accordance with overall

administration goals; conducts administrative investigations, studies and analyses of internal organization, procedures, practices, programs and policies and submits appropriate recommendations; reviews operations of the various departments assigned, identifies and defines problem areas, and institutes immediate and long term remedial actions and procedures to improve program execution; directs studies of internal management and work improvement including organizational, staff utilization and procedural matters; reviews reports and studies submitted by departments and makes comments and recommendations for the department manager's consideration; meets and confers with officials to resolve problems, clarify regional objectives and responsibilities, and suggest means for implementing recommendations approved by the Regional CEO or Assistant Hospital Administrator(s); as necessary meets with the medical staff to discuss hospital policies and other related matters; provides input into medical-legal matters for consideration; keeps abreast of legislation which affects hospital programs; serves on various administrative, advisory or ad hoc committee as assigned; prepares correspondence and periodic reports concerning various phases of hospital activities; initiates and maintains good working relationships with the public and community organizations.

Knowledges and Abilities Required:

Knowledge of: Principles and practices of public administration, organization and management, and public relations; thorough knowledge of healthcare administrative principles, theories and practices; knowledge of trends and current developments in healthcare administrative methods and procedures; research methods and techniques; administrative analysis; rules and regulations and policies and procedures relating to healthcare administrative functions; report writing; public speaking; principles and practices of supervision.

Ability to: Conduct studies on and prepare top level management recommendations relating to operations, organization, administrative standards; interpret broad overall policies and procedures; maintain effective control and checks upon performance and operation; analyze facility needs and provide service to fulfill those needs; interpret pertinent laws, rules and regulations; prepare clear and concise correspondence and reports; coordinate varied and complex work programs; analyze legal decisions, interpretations and directives; make sound management decisions; and deal tactfully and effectively with public officers, departmental personnel and members of the general public.

This is the first class specifications for the class, HOSPITAL MANAGEMENT OFFICER.

Date Approved: August 10, 2006

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