

Minimum Qualification Specification
for the Class:HOSPITAL MANAGEMENT OFFICEREducation Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience of the type and quality described below or any other responsible administrative or professional work experience which provided knowledge, skills, and abilities comparable to those acquired in four years of successful study while completing a university or college curriculum may be substituted for education on a year-for-year basis.

Experience Requirement:

Specialized Experience: Three and one-half (3 ½) years of professional level administrative experience which demonstrated the ability to perform administrative assignments in two or more service functions such as budget formulation, fiscal management, personnel management, and organizational and/or operational research and analysis. Of the three and one-half (3 ½) years of professional level experience, one (1) year must include work experience which provided the applicant with knowledge of hospital administrative practices and procedures. Such experience must have demonstrated knowledge of and ability to perform administrative assignments in such areas as budget formulation, fiscal management, organizational and/or operational research and analysis, or personnel management activities as these activities relate to hospital or related medical care facility administration.

Supervisory Experience: Two (2) years of supervisory work experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including: (1) planning, organizing and directing the work of others; (2) assigning and reviewing work; (3) advising others on difficult work problems; (4) timing and scheduling work; and (5) training and developing employees.

Administrative Experience: One (1) year of responsible experience, which involved active participation in and major responsibility for the development, management, execution and coordination of policies, programs, and/or activities.

Substitution: A Master's degree in health care, hospital administration, public health administration, business administration, social work or nursing may substitute for one (1) year of specialized experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, applicants must possess the pertinent experience and/or training required to perform the duties of the position.

Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum qualification specifications for the class, HOSPITAL MANAGEMENT OFFICER, to modify the specialized and administrative experience requirements, add substitution of education for experience and add supervisory experience requirement, effective March 20, 2013.

This is the first minimum qualification specifications for the class, Hospital Management Officer.

DATE APPROVED: March 20, 2013

PAUL TSUKIYAMA
Director of Human Resources