

Class Specifications
for the Class:BUSINESS MANAGER V
SR-24; BU:23Duties Summary:

Manages the business affairs of a State institution; directs the budgeting activities of the institution; provides staff assistance to the supervisor on administrative matters; serves in a liaison capacity with staff personnel; and performs other related duties as required.

Distinguishing Characteristics:

This class involves responsibility for managing the business affairs of a State institution which include activities such as maintenance of fiscal records, handling patients' business matters, handling personnel matters, and controlling of allocation of appropriated funds; for directing the budget activities of the institution; for providing staff assistance to the supervisor on administrative matters; and for serving in a liaison capacity with staff personnel.

An incumbent of a position in this class works under the general direction of an administrative officer or superintendent of the institution. Supervisory assistance is usually limited to unusual administrative and fiscal problems.

Guidelines available include divisional functional statements; departmental policies and directives; State laws, rules and regulations relative to fiscal and personnel activities; and manuals relative to Social Security and Workmen's Compensation programs.

Person-to-person contacts are normally with staff personnel within the agency and with personnel of private and public human service agencies in order to resolve problems or to implement or revise fiscal, benefits and other procedures.

Supervision is exercised over a relatively large staff of clerical personnel who specialize in the various functions of the business office.

Examples of Duties:

Plans, directs and coordinates the accounting, personnel, patients' business, clerical and other work activities of a business office; formulates and prepares the operating and/or CIP budgets; attends departmental budget conferences and participates in the

presentation of the institution' budget; serves as resource person during legislative budget hearings; establishes procedures for business administration of various operating units within the institution; serves in a liaison capacity with staff members of the central finance, personnel and administrative offices of the agency; controls allocation of appropriated funds to various operating units; directs the preparation of fiscal statements and analyzes and interprets such statements to the supervisor and others; studies request for changes in authorized allotment of funds of an operating unit to determine necessity of such an adjustment; consults with and advises supervisor on personnel, fiscal and general business procedures and policies; assists in long-range and special problem planning; analyzes work methods and procedures for work simplification and standardization; provides staff assistance to the supervisor in executing a public relations program to inform the public of the institution's activities; prepares letters for the supervisor and answers correspondence on his behalf; may represent the supervisor in conferences with officials of the State and other government jurisdictions on management, personnel and financial matters; plans, assigns and reviews the work of subordinates, and evaluates their work performance.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of administration and supervision; principles and practices of financial management; budget preparation and budgetary control; office practices and procedures; public relations.

Ability to: Understand and interpret laws, rules and regulations; secure and analyze facts and make administrative decisions; develop new work procedures; analyze financial statements and reports; prepare clear and concise reports; plan, lay out, assign and review the work of others; maintain cooperative working relationships with others; supervise a varied program of business activities.

This is an amendment to the specification for the class BUSINESS MANAGER II, which was approved on August 25, 1958, and is to be retitled as BUSINESS MANAGER V.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

APPROVED: _____
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