

Minimum Qualification Specifications
for the Class:REIMBURSEMENT MANAGEREducation Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree in Business Administration, Finance, Accounting or a related field.

Excess work experience as described under Experience below or any other progressively responsible administrative, professional or other analytical work experience which provided knowledge, skills, and abilities comparable to those acquired in four (4) years of successful study while fulfilling a prescribed college curriculum leading to a bachelor's degree may be substituted for the required education on a year-for-year basis.

The education or experience background must have demonstrated the ability to write clearly and comprehensively materials such as reports and analyses; read and interpret complex written material; perform research; and solve complex problems logically and systematically.

Experience Requirements:

Specialized Experience: Four (4) years of progressively responsible professional work experience in a Hospital business office, accounting or finance department or medical records department, three (3) of which shall have been in cost reporting and reimbursement activities.

Supervisory Experience: One (1) year 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 aptitude will be considered to have been met for this level when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involve administrative matters (e.g., in planning, organizing, promoting, and directing a program providing staff advice and assistance); managerial interest demonstrated by the performance of work assignments in a manner which clearly

indicates awareness of managerial problems and the ability to solve them; completion of educational or training courses in management accompanied by the application of principles learned to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments involving managerial and/or administrative tasks.

Substitutions Allowed:

1. Possession of a master's degree from an accredited college or university in Business Administration, Finance, Accounting or related field, may be substituted for one (1) year of specialized experience.

Quality of Experience:

Possession of the required amount 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 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.

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 Chief Human Resources Officer.

Mental/Emotional Requirements:

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

This is the first minimum qualification specifications for the classes, REIMBURSEMENT
MANAGER effective March 9, 2020.

DATE APPROVED: Mar 12, 2020

JUANITA LAUTI
Chief Human Resources Officer