



CLASS SPECIFICATION

Class Title: Business Manager, Health Admin Services
Department: Health
FLSA: Exempt

Class Code: 5556
Grade: 26
Eff. Date: 01/06/2003
Revised: 06/18/2008

GENERAL PURPOSE

Under the general guidance and direction of the Director of Health, performs administrative and managerial duties in developing Health Administrative Services. Manages Department wide activities including purchasing, budget, finance/accounting, travel and vital records.

EXAMPLES OF DUTIES

Reviews and evaluates the operations of the Department and Administrative Services Bureau including administration, personnel, purchasing, budget/finance/accounting, travel and vital records. Coordinates purchasing, personnel, and travel for the Department in consultation with the Director. Authorizes purchases for capital, equipment, computer equipment, and leasing for the Department. Prepares Department budget in collaboration with Division Directors. Prepares, consolidates, and administers Department budget. Presents consolidated budget to the Director. Plans, analyzes, organizes, coordinates and evaluates use of Department resources to adhere to and to promote health services and policies. Supervises, develops, and maintains budgetary and accounting operations for the Department including medical billing, accounts receivables, and accounts payable. Administers the Department expenditures. Monitors and posts budget activity; approves Department budget adjustments. Manages the Health Administrative Services Bureau.

Plans, manages, coordinates, implements, and evaluates Department programs to promote consistency and fairness among the Divisions. Monitors various programs within the Department. Interacts with County Administrative Officers, County officials, Division Directors, and the Board of Health to implement programs and directives. Coordinates development of strategic, long, and short-term policies and plans for public health in Davis County.

Negotiates contracts for funding. Develops, completes, and submits grant applications; maintains required grant or contract records; insures compliance with rules and regulations; coordinates internal processing of contracts.

Hires, supervises, and evaluates employees; disciplines employees as necessary and in compliance with all policies, procedures, and practices. Assigns work and evaluates performance in compliance with Davis County Policies and Procedures, and practices. Establishes criteria to assess and maintain competency of office staff; directs methods and programs to assure appropriate professional training. Delegates appropriate authority and provides direction to office staff positions. Collaborates with other programs to provide training and education. Develop, maintain and revise policies and procedures for Health Department.

Represents the Health Department and coordinates with Federal and State officials. Coordinates Health Administrative Services with County Administrative Officers, including Worker's Compensation issues. Develops and implements administrative procedures and standards.

Formulates and recommends auditing policies and procedures; prepares financial statements; compiles reports in compliance with County, State, and Federal guidelines.

Acts as designated HIPAA Privacy Officer; provides and implements training. Develop, maintain and update HIPAA policy manual.

Manage volunteer program.

Assist in coordination of emergency response activities and develop an evacuation plan.

Evaluates and analyzes quantitative and qualitative data. Implements and provides supervision of projects for further research. Assures and develops performance based program evaluations to achieve continuous improvement in programs and services.

Manages and coordinates information systems needs. Assures access to effective management information systems and data collection systems that will aid in the analysis of demographic, epidemiological, and financial and other utilization information. Appropriately uses information from MIS in program and service planning.

Performs other related duties as assigned

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in accounting, business administration/management, finance or a related field, plus four (4) years of related full-time experience, one year of which must have been in a supervisory or administrative capacity, or an acceptable combination of education and experience. A Master's degree in a related field may be substituted for one year of experience.

2. Special Qualifications:

Preference given for professional certification in a related field.

Must pass a criminal history background investigation.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: the principles and procedures of accounting including government accounting techniques and practices; federal and state grant regulations and circulars; budgeting practices and theory; application of principles and practices of effective management and supervisory theory; group dynamics; quality assurance; modern office procedures, practices, and equipment; community resources, allied groups, and agencies relating to human services.



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Ability to: apply accounting principles and auditing standards to a public sector environment; operate within approved budget constraints; exercise sound judgment, discretion, and confidentiality; assign, supervise, evaluate the work of others; delegate; investigate, analyze and solve problems; organize, plan and set priorities; respond to the public in a positive and professional manner; follow written and oral instructions; communicate effectively (orally and in writing); effectively use applicable computer hardware and software; establish and maintain effective working relationships with supervisors, bureau managers, other agencies, the media, State and local health departments, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***