

## ASSOCIATE PLANNER (HOSPITAL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent in this class assists in the implementation and coordination of comprehensive planning projects requiring statistical, social and economic analysis and regional health planning in the development of hospital services. Supervision may be exercised over professional and clerical staff.

### EXAMPLES OF WORK: (Illustrative Only)

Performs complex analytical studies to establish the planned utilization of Medical Center personnel, equipment, space and other resources and generates reports on the same;

Prepares planning documents which delineate the Medical Center's programmatic growth potential and the feasibility of attainment within realistic cost and time parameters, as well as assessing ultimate effectiveness;

Participates in the planned development and implementation of administrative information and reporting systems and assists Divisions in the formulation of the same for intra-divisional use;

Participates in the preparation of grant application's for funds made available to health care institutions by governmental agencies and private foundations;

Oversees the assembly, tabulation, analysis and application of statistical data, and as directed makes such information available;

Maintains liaison with various health care and regulatory agencies and organizations to assure the Medical Center's awareness of trends within the health care field;

Attends meetings, conferences and seminars as required.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and techniques of statistical, social and economic analysis as applicable to hospital and regional health planning; good knowledge of hospital and/or health related organization and management; familiarity with modern data processing techniques; ability to interpret economic and social changes and phenomena as it relates to the internal operations of a health care institution, as well as its impact on the community it serves; ability to communicate with professional and non-professional employees and individuals, both orally and in writing; sound professional judgment; resourcefulness; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree\* and four years of experience in the field of planning or planning research or economic and social research, two of which must have been in a health care setting.

SUBSTITUTION: Satisfactory completion of 30 credits earned toward a Master's Degree\* in regional or city planning, hospital, public or business administration, social science, statistics, or allied specialization may be substituted for each year of the above general experience, exclusive of the two years of experience in a health care setting.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.