

## DIRECTOR - HEALTH POLICY STEERING COMMITTEE

GENERAL STATEMENT OF DUTIES: Coordinates all County health activities related to managed care; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Executive, the incumbent of this position is administratively responsible for coordinating all County health activities related to managed care. The incumbent must be knowledgeable in all aspects of the operation of such health service delivery programs including patient/client services, fiscal affairs, strategic planning, logistics and licensure. The position is also characterized by extensive contact with public officials, department heads, funding and licensing agencies. The incumbent is expected to contribute substantially to the development of operating policy, based on extensive knowledge of current trends and public issues in the health care field.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates the planning and integration of the County's managed care activities through liaison with County departments, affiliated hospitals, agencies and HMO's;

Researches new initiatives, identifying models that have proved effective elsewhere and explores the feasibility of the development of similar programs;

Explores new contractual programs in cooperation with Departments to better meet client/community needs and stated County health care objectives and priorities;

Reviews marketing trends, existing and potential organizational resources, health care delivery industry factors, regulatory impacts, financial analyses and statistical indicators to assess the position of the County in the development of planning strategies and target service areas;

Plans, coordinates and directs the analysis of data from various programs in order to assure compliance with established funding sources and intra-departmental guidelines and procedures;

Assures compliance with the Federal, State, and other regulatory requirements pertaining to all aspects of health care delivery;

Reviews fiscal plans and budgets to insure the most effective allocation of funds for optimal service delivery and program needs;

Keeps abreast of advances and changing trends in the delivery of health care;

Develops strategic long range plans on behalf of the members of the Committee consistent with the County's mission and planning objectives;

Reviews proposals for new programs, ventures or equipment acquisition and determines their viability relative to overall County objectives and available resources;

EXAMPLES OF WORK: (Illustrative Only)

Develops strategic alternatives to make allowances for specific opportunities or risks current in the health care field;

Analyzes financial and operational impact of planning strategies;

Explores and develops alternatives for financing new ventures or equipment acquisition;

Addresses community groups and makes statements to inform the public of program activities as directed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern trends in health care and the regulations affecting the reimbursement of health services; thorough knowledge of the practices and procedures of hospital financial administration and governmental budgeting; thorough knowledge of the organization and operation of health care delivery; thorough knowledge of effective practices and methods used in strategic planning, and the development of goals and objectives; ability to conduct analytic reviews of health care delivery programs and evaluate their effectiveness and efficiency within a competitive environment; ability to organize and direct the work of others; ability to work effectively with public officials; ability to communicate effectively with all levels of health professionals in order to achieve desired objectives; ability to write and speak effectively; sound professional judgment; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and ten years of administrative experience in public health or hospital care, five years of which must have involved the planning and/or implementation of regulated health care delivery.

SUBSTITUTION: A Master's Degree\* may be substituted for one year of experience; however, the specialized experience cannot be substituted.

\*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 Department of Education as a post-secondary degree-granting institution.