



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HOSPITAL ADMINISTRATOR***	44	A	10.120

Under administrative direction, plan, organize, and direct non-physician administrative and patient care operations of the psychiatric hospital at Southern Nevada Adult Mental Health Services (SNAMHS); establish goals and objectives for the organization; develop and implement operating policies and procedures; ensure compliance with laws, regulations, and standards of care; develop and monitor operating budgets; assist in the development and implementation of new programs; monitor and evaluate hospital and program performance; and manage clinical and administrative staff.

Provide leadership of hospital activities to achieve the best possible patient outcomes through an integrated system of efficient and effective service delivery; ensure each area of the hospital functions well as a unit and all units fulfill their roles within the organization's overall purpose and mission; serve as a liaison and mediator among operational units; ensure hospital staff work toward a common goal in areas such as nursing, social work, psychology, allied health, pharmacy, laboratory, health information, and hospital outpatient services; participate in oversight of personnel, business office, and information technology functions.

Establish uniform policies and procedures for the hospital; maintain current knowledge of and ensure compliance with all licensing, certification, and accreditation laws and regulations; ensure compliance with national and community standards pertaining to admission, care, safety, and discharge of patients; direct the implementation of health and safety procedures to address risk issues for consumers and staff.

Develop, justify, and administer operating budgets in collaboration with agency and division fiscal staff; approve and monitor expenditures to achieve effective fiscal control and carry out legislative intent in program funding; ensure accountability and implementation of sound fiscal management practices; write proposals for funding.

Consult with physicians regarding patient care needs and the allocation of resources to meet them; analyze historical and needs assessment data to formulate short-term, intermediate, and long-term service strategies based on program and financial projections.

Develop, implement, and monitor quality assurance measures involving patient care and employee performance; implement continuous performance improvement measures; implement performance-based management processes to ensure that clinical goals are met and proper quality of care, safety, and accountability are maintained; develop and implement corrective action plans.

Participate in the development and implementation of new programs and modifications to existing programs to address changing treatment needs, census, and division goals and objectives; monitor organizational structure and staffing levels and adapt configuration to changing circumstances.

Ensure timely and accurate preparation of clinical records with safeguards in place for compliance with confidentiality, HIPAA, and security requirements and regulations.

Prepare and present comprehensive written and oral reports and recommendations to administrators, legislators, committees, and staff.

Represent SNAMHS and the division in coordinating with other entities to provide services to persons in Southern Nevada with mental illness; establish and maintain effective professional relationships with community agencies, treatment providers, department staff, hospitals, the justice system, and the public; meet with community representatives and other stakeholders concerning health care issues and other matters of interest; conduct education, advocacy, and information gathering and sharing activities.

Supervise assigned managers, supervisors, professionals, and support staff; conduct clinical team meetings; provide appropriate staff training opportunities; perform supervisory functions including hiring, assigning and reviewing work, evaluating performance, and administering discipline; recruit staff for critical vacancies; may supervise staff at the same or higher grade level.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in public health, health sciences, health administration, business administration, social services or related field and three years of professional experience performing or managing patient care activities in a hospital or medical-related setting including clinical areas such as nursing, therapy, medical records, or hospital administration plus three years of managerial experience over multiple programs in a complex human service delivery organization requiring integration of services with a variety of public sector and private agencies, responsibility for management of program budgets, and supervision of professionals; **OR** bachelor’s degree from an accredited college or university in public health, health sciences, health administration, business administration, social services or related field and three years of professional experience performing or supporting patient care activities in a mental health or intellectual disability service delivery setting including clinical areas such as nursing, therapy, medical records, or hospital administration plus three years of professional experience in a complex human service delivery organization implementing and monitoring performance-based management processes to ensure clinical goals involving patient care are met in accordance with state and federal requirements, requiring supervision of professionals and preparation of comprehensive reports.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: principles, practices and methods of public administration including management and supervision, budgeting and fiscal management, personnel administration, policy development and implementation, and strategic planning. **Working knowledge of:** health care planning and service delivery systems; regulatory requirements applicable to hospital facilities and services; health care quality assurance processes; types and characteristics of mental illness treated by inpatient or outpatient hospital care. **Ability to:** plan, organize, coordinate, and manage multiple programs and services in a large hospital; set program priorities; develop, implement, and track attainment of goals and objectives; lead and inspire team-building efforts; gain cooperation from and reconcile competing interests in matters of resource allocation and operational practices; establish and maintain collaborative relationships with outside entities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: division policies and procedures applicable to the hospital. **Working knowledge of:** State budgeting and legislative processes; State administrative regulations relating to personnel administration and the expenditure of funds; community resources available for persons with mental illness. **Ability to:** prepare and deliver detailed presentations regarding hospital services and budgets to department and division heads, legislators, and the media.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

10.120

ESTABLISHED:

4/18/12R

7/31/12/UC