

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 0230810**

**Health Care Financing Program Manager 1, M-3      0230810**  
**Health Care Financing Program Manager 2, M-4      0230820**

Brief Description of Class Series

Health Care Financing Program Managers manage the development, administration, and regulation of health care financing programs, including those related to reimbursement rates of payment for health care services; payor/provider surcharges and assessments; and/or the establishment, construction, renovation, and changes in services of health care facilities. Incumbents develop and implement health care financing mechanisms and methodologies; assist in the development of policies relative to assigned programs; and oversee the resolution of health care provider rate appeals.

These positions are classified only at the Department of Health (DOH).

Distinguishing Characteristics

*Health Care Financing Program Manager 1:* first managerial level; supervises multiple units responsible for the development, administration, and regulation of a health care financing program(s); or functions as assistant bureau director to a Health Care Financing Program Manager 2.

*Health Care Financing Program Manager 2:* second managerial level; directs a bureau(s) responsible for the management, administration, and regulation of a health care financing program(s); or functions as assistant director of a health care financing division.

Related Classes

Health Care Fiscal Analysts perform a wide range of specialized activities related to the calculation and maintenance of Medicaid and/or Medicare reimbursement rates; complete financial and statistical analysis of health care financing methodologies; conduct financial feasibility studies; and resolve health care provider rate appeals.

Health Care Management Systems Analysts work in the field of health care financing; conduct health services research, and work with outside groups to develop

policy options and recommendations to implement health care delivery systems, including managed care and health care insurance programs.

### Illustrative Tasks

#### *Health Care Financing Program Manager 1*

Manages the development, administration, and regulation of a health care financing program(s).

- Oversees the development and implementation of pricing methodologies and mechanisms used for reimbursement of health care services, including new finance and payment strategies, and the setting and/or maintenance of Medicaid, Medicare, and/or other reimbursement rates and fees.
- Manages the review and monitoring of health care plan performance and financial and statistical reporting to identify and resolve operational issues and ensure compliance with State and federal health care financing laws, rules, and regulations.
- Coordinates responses to inquiries from legislative staff, federal agencies, providers, health care associations, and consumers on health care reimbursement issues.
- Manages program evaluation activities, reporting, and quality assurance functions by designing procedures, management controls, and criteria for measurement of program success, program and revenue guidelines, and analytical data to implement and evaluate fiscal and program objectives.
- Assists in the development of policy relative to assigned program/initiatives.
- Coordinates financial research and analysis activities, including the review of State and federal health care reform legislation and policy to determine changes in the health care financing industry and their impact on existing programs and systems.
- Develops recommendations for health care financing policy, regulatory changes, and systems modifications.
- Administers the financial review components of grant programs by directing solicitation and evaluation of grant applications.
- Coordinates the financial analysis, review, and approval of applications and statistical data, including industry assessments, forms and systems design, process improvements, and deployment of resources.

- Develops and administers health care financing application processes for participation in State funded programs, such as Certificate of Need (CON) and construction and renovation requisitions for health care facilities.
- Develops contracts to support reimbursement reform, and oversees the monitoring of deliverables and deadlines for work products.
- Coordinates the review, analysis, and negotiation of premium rate proposals with health plans.
- Oversees cost allocation, rate setting, and case management financial support with budget and finance management staff, field, local provider, and county staff.
- Represents DOH in discussions with health care industry organizations and providers, advocacy groups, federal agencies, and other State agencies at governmental conferences, panel discussions, and public seminars.
- Oversees the resolution of provider rate appeals.

Supervises multiple units headed by staff at the Grade 27 level.

- Analyzes staffing distribution, and directs staff deployment to meet program needs and priorities.
- Determines and oversees staff assignments and reassignments; reviews, monitors, and evaluates staff performance.
- Identifies training needs and arranges for the provision of training.

*Health Care Financing Program Manager 2*

Performs the same duties as a Health Care Financing Program Manager 1.

Directs a bureau(s) responsible for the management, administration, and regulation of a health care financing program(s).

Supervises multiple managerial or director level titles at Grade 29.

## Minimum Qualifications

### *Health Care Financing Program Manager 1*

Open Competitive: ten years of professional experience\* in finance. One year of this experience must be in the management and supervision of health care financing, including any of the following: health care facility reimbursement, managed care capitation models, health care fiscal analysis, or health care fiscal policy development. This one year must include making policy recommendations regarding health care financing mechanisms and must include the oversight of staff who have supervisory responsibilities for professional staff.

### *Health Care Financing Program Manager 2*

Open Competitive: eleven years of professional experience\* in finance. Two years of this experience must be in the management and supervision of health care financing, including any of the following: health care facility reimbursement, managed care capitation models, health care fiscal analysis, or health care fiscal policy development. These two years must include making policy recommendations regarding health care financing mechanisms and must include the oversight of staff who have supervisory responsibilities for professional staff.

\*Substitution: bachelor's degree in accounting, statistics, economics, finance, operations research, public health, health policy and management, health administration, public administration, or business administration substitutes for four years of the general professional experience; or a master's degree in one of the same fields listed above substitutes for five years of the general professional experience.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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