

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

Classification Standard

Occ. Code 1904000

Health Facility Management Assistant, Grade 18

Brief Description of Class

Health Facility Management Assistants review and evaluate support service systems, administrative practices, and procedures to assist executive directors in the management of State facilities providing care and treatment services to individuals.* Incumbents collect and analyze administrative data to assess the efficiency of program operations and performance and develop internal controls; recommend changes and improvements to management; and review and update facility policies and procedures to ensure compliance with agency, facility, and regulatory requirements.

Positions are classified in the Department of Health's Helen Hayes Hospital and Veterans' Homes, Office of Mental Health (OMH), and Office for People With Developmental Disabilities (OPWDD).

* Individual refers to a person who is being treated or cared for, and is used in place of patient, client, or other nomenclature specific to an agency.

Distinguishing Characteristics

Health Facility Management Assistant: full performance level; functions as a management assistant to an executive director of a State facility; conducts analytical studies and surveys on facility operations and administrative processes; prepares reports for management with recommendations for improvement; monitors deadlines for maintenance and capital projects and submission of data and reports; and develops and reviews systems for the collection and storage of information.

Related Classes

Administrative Analysts conduct management and organizational studies to review and revise procedures for new or changing programs, assess organizational performance, and develop internal controls; evaluate and develop recommendations to improve program operations and effectiveness; and design and update procedure manuals, forms, and policy.

Business Officers perform, coordinate, and oversee business, fiscal, and support service activities for facilities and programs operated by OMH and OPWDD; perform or oversee business and financial management functions related to accounting, budgeting, contract administration, inventory control, and purchasing; and plan and administer support service operations, which may include environmental services/housekeeping, nutrition/food service, maintenance, physical plant, safety and security, and transportation services.

Illustrative Duties

Health Facility Management Assistant

Conducts studies and surveys of facility program operations and internal controls to assess performance and the effectiveness of administrative practices, organizational structures, resource usage, and communication; identifies problems or deficiencies; and forecasts future issues or facility needs.

- Gathers information from internal and external audits, interviews, conferences, on-site observations, questionnaires, and reports.
- Conducts cost/benefit, systems, and other relevant analyses; and makes recommendations based on findings for the improvement or consolidation of programs and services.
- Monitors facility compliance with applicable policies, rules, laws, regulations, and recommendations from previous internal and external audits.
- Coordinates with facility program representatives and management to evaluate and update policy, administrative, and procedural manuals.
- Prepares survey summary and analysis reports for management and recommends procedural and organizational improvements.
- Reviews the design, construction, and implementation of capital projects.
- Oversees and maintains existing contracts with third party vendors and/or community organizations and participates in contract review processes.
- Develops and implements a records management system and designs standardized forms for the collection and storage of information.
- Assists with facility budget preparation and monitoring activities.

Assists in the preparation of federal and State regulatory inspections; and organizes documents, files, and information requested for audits.

Provides technical assistance, guidance, and/or training to administrative, clinical, and support staff on facility and regulatory authorities' policies and procedures.

Represents the facility's executive director in meetings, communications, and negotiations with vendors and community organizations.

Minimum Qualifications

Health Facility Management Assistant

Open Competitive: a bachelor's degree and two years of experience in the administration of a health-related facility.

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 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 requirements for appointment or examination.

Date: 8/2021

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