

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

Classification Standard

Occ. Code 0297950

Director Health Institution Financial Administration, M-4

Brief Description of Class

The position is responsible for centralized oversight of all fiscal operations including revenue and expenditure budgets for four State operated Veterans' Homes and Helen Hayes Hospital. The incumbent works collaboratively with facility fiscal staff to develop and implement sound fiscal policies, monitor the fiscal status of facilities, oversee revenue forecasting, and develop plans to correct revenue shortfalls and over-expenditures.

This position is classified at the Department of Health (DOH).

Distinguishing Characteristics

Director Health Institution Financial Administration: director level; one position class; directly supervises the central billing office for the four nursing homes and may serve as the Chief Financial Officer for a facility during the transition of fiscal officers.

Related Classes

Directors Financial Administration, plan, direct, and coordinate agency budgeting, expenditure control, finance, and business administration activities to ensure that financial resources under the jurisdiction of the agency are managed properly and in accordance with a variety of laws and regulations.

Illustrative Tasks

Develops and monitors the implementation of institutional budgets.

- Directs the preparation of the institutional revenue budget by facilities.
- Proposes changes in the central revenue budget to the Director of Institutional Management.

- Participates in the development and execution of institutional expenditures budgets.
- Acts as a liaison for the institutional program with DOH's Fiscal Management Group on budget issues.
- Directs financial audits and ensures the implementation of audit recommendations.

Develops monthly institutional revenue reports and year end forecasts.

- Designs monthly institutional reports which will include statistical data and revenue, and expense operating results.
- Designs automated systems capable of analyses and forecast operating results.
- Monitors actual performance versus budget and produces variance analysis.

Ensures patient care revenues are maximized.

- Supervises the development of institutional costs reports and approves them prior to submission.
- Ensures adequate billing procedures are followed.
- Reviews business office collection policies directing changes or recommending revised legislation or regulations.
- Ensures that institutional finance staff are trained in current cost reporting and billing practices and that financial management of revenue generation and billing is maintained at each facility.
- Oversees and coordinates collection efforts involving the Attorney General's office and other agencies, as needed.

Minimum Qualifications

Open Competitive: bachelor's degree in healthcare administration, business administration, finance, accounting, or a related field, AND seven years of post-graduate experience in health care facility fiscal administration. Two years of the experience must have been at a managerial level in a 100+ bed hospital or skilled nursing facility setting.

Substitution: master's degree in healthcare administration, business administration, finance, accounting, or a related field may substitute for one year of the non-managerial 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.

Date: 1/2022

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