

CLASS TITLE: HEALTH FACILITIES SPECIALIST

Class Code: 02718400
Pay Grade: 31A
EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for developing the health facilities components of the Preliminary State Health System Plan and Annual Implementation Plan; producing advisories on applications for certificates of need; providing technical assistance to organizations proposing to implement a recommendation of the State Health System Plan; providing staff support to the Statewide Health Coordinating Council; and doing related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of a superior with considerable latitude for the exercise of initiative and independent judgement; assignments are made in broad outline and work is reviewed upon completion for results attained and conformance to established policies, objectives, provisions of law, rules and regulations.

SUPERVISION EXERCISED: Assigns work to and supervises and reviews the work of professional, technical and clerical assistants.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for developing the health facilities components of the Preliminary State Health System Plans and Annual Implementation Plan. First, the existing number and geographic distribution must be described for nursing homes and nursing home beds, long term care hospitals and hospital beds, acute care hospitals and hospital beds, free standing facilities, ambulatory physical and mental health care centers, ambulatory substance abuse service centers, home health care programs, and emergency medical care programs. Second, the future required number and geographic distribution must be determined for nursing homes and nursing home beds, long term care hospital and hospital beds, acute care hospitals and hospital beds, free standing support facilities, ambulatory physical and mental health care centers, ambulatory substance abuse service centers, home health care programs, and emergency medical care programs. Third, recommendations must be developed to assure that the required number and geographic distribution will exist in the future for nursing homes and nursing home beds, long-term care hospitals and hospital beds, acute care hospitals and hospital beds, free standing support facilities, ambulatory facilities, ambulatory physical and mental health care centers, ambulatory substance abuse service centers, home health care programs, and emergency medical care programs.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of health care facilities, the delivery system and its various components; a thorough understanding of the manner in which health care facilities and services are financed; a thorough knowledge in health planning principles and research methodology and the ability to apply such principles and methods in determining, evaluating, and documenting the health facility needs of the state; the ability to apply principles of health statistics in collecting, compiling, analyzing, evaluating and presenting large volumes of statistical information on the needs and costs of various health facilities; the ability to establish and maintain working relationships with members of the Statewide Health Coordinating Council and representatives of health care organizations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Health Planning, Health Services Administration, or Hospital Administration; and

Experience: Such as may have been gained through: employment in a responsible position in a health care institution involving participation in the administration or planning of medical care programs; or, employment in an administrative or planning position in the health field.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 2, 1979

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