

**CLASS TITLE: HOSPITAL ADMINISTRATIVE COMPLIANCE
OFFICER**

**Class Code: 02710600
Pay Grade: 29A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: At a large state hospital such as the General Hospital, to assist an administrative official by performing complex administrative support tasks involved in monitoring, coordinating and developing hospital policies, procedures and standards; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a hospital administrative official with considerable latitude for the exercise of independent judgement; work is subject to review through discussion and written reports.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of subordinates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

At a large state hospital such as the General Hospital, to assist an administrative official by performing complex administrative support tasks involved in monitoring, coordinating and developing hospital policies, procedures and standards.

To consult with and advise department heads and administrative officials on matters pertaining to compliance with the Joint Commission on Accreditation of Hospitals licensing recommendations.

To conduct in-house surveys to monitor compliance with Joint Commission recommendations, requirements and quality assurance issues.

To be responsible for coordinating and processing all requests for hospital maintenance and repairs with MHRH and private providers, and to maintain records.

To serve as hospital liaison with state and departmental representatives concerning workers' compensation case log maintenance.

To review all workers' compensation cases to assure continuing need for sick leave; to assure proper and updated medical information for such cases.

To consult with and advise department heads and supervisors on matters pertaining to compliance with state personnel rule interpretations and departmental labor relation matters internal to the hospital.

To review and coordinate all recommendations for compliance to hospital and departmental policies, laws and collective bargaining agreements.

To review and coordinate any hospital programs that deal with security of the facility.

To monitor and report to a superior on issues concerning departmental compliance in areas which would necessitate the operation of a large staff facility.

As required, to act as the hospital administrator's designee in responding to matters or attending meetings.

To oversee, as assigned, the capital development and equipment supply needs for the hospital.

To insure, as assigned compliance with JCAHO standards and requirements within the adult psychiatric program.

To oversee, as assigned therapeutic activities and services including on-sight and off-sight programs for adult psychiatric populations.

To be responsible as assigned for the quality assurance and improvement program within the adult psychiatric unit.

To report to the hospital administrator as assigned on the progress and operations of the programs and services within the adult psychiatric unit.

To coordinate as assigned the workers' compensation case management, risk reduction and return-to-work programs within the hospital.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of business administration; a working knowledge of the principles and practices of modern personnel administration; the ability to plan and supervise the work of a small group of clerical assistants; the ability to establish and maintain effective working relationships with departmental officials, other employees and the public; a working knowledge of the principles and practices of labor relations, and the ability to apply such principles and practices; the ability to conduct fact finding investigations, analyzing and evaluating information and to make reports thereon; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Business Administration supplemented by graduate level courses in Business Administration or Labor Studies or Public Administration; and

Experience: Such as may have been gained through: considerable employment in a technical position in the field of employee relations, personnel, or management at a large state health care facility.

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

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