

**CLASS TITLE: HOSPITAL ADMINISTRATOR**

**Class Code: 02503800**

**Pay Grade: 39A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the overall administration of all non-medical and administrative functions of a State Hospital or mental health institution and for the integration and coordination of all non-medical services with the medical services for the examination, diagnosis, care and treatment of patients; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of an Associate Director of Behavioral Health, Developmental Disabilities and Hospitals (BHDDH) with wide latitude for the exercise of independent judgement in the overall administration of the functions of the hospital or mental health institution; works under the technical and professional direction of the Associate Director on matters relating to the medical care program; work is reviewed, usually upon completion, for conformance to laws, rules, regulations, directions, instructions, and policies.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates, directs and supervises the work of a staff engaged in non-medical functions; reviews work of administrative and medical personnel on matters of an administrative nature for conformance to laws, rules, regulations, directions, instructions or policies and for technical proficiency of work performed.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the overall administration of all non-medical and administrative functions of a State Hospital or mental health institution and for the integration and coordination of all non-medical services with the medical services for the examination, diagnosis, care and treatment of patients.

To be responsible for the administrative functions of budget, accounting, fiscal, personnel, supply, plant and grounds maintenance, food preparation and serving and housekeeping services.

To be responsible for the continuous review and evaluation of the effectiveness of existing policies, procedures and work methods relating to these services and to install or provide improved procedures and work methods.

To be responsible for the administrative processing of requests for admission, transfer and discharge of patients; the custody and issuance of patients' clothing, funds and valuables; the provision of personal comfort services where possible, and the release of deceased patients, their funds and effects.

To be responsible for the administration of such other administrative services as mail, file, stenographic, messenger, reception and information, and the operation of communications systems, such as telephone switchboards and centralized radio receiving equipment.

To be responsible for the administrative direction of all clinical functions required for the professional care and treatment of patients through consultation and through evaluation of the Clinical Director's application of policies, directives, rules, regulations or instructions established or issued by an Associate Director of Behavioral Health, Developmental Disabilities and Hospitals (BHDDH) relating to such functions and through review of required or special reports or recommendations submitted by the Clinical Director concerning the professional care and treatment of patients.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A thorough knowledge of hospital administrative principles, practices and methods and skill in applying such knowledge; a thorough knowledge of

hospital organization, operation and maintenance; the ability to maintain effective control and checks upon performance and operation; the ability to integrate and coordinate effectively the administrative services with medical care and treatment services; the ability to assist an Associate Director of Behavioral Health, Developmental Disabilities and Hospitals (BHDDH) in the formulation and execution of policies and programs for the care and treatment of patients and the ability to interpret them to administrative and medical personnel; a thorough knowledge of the principles and practices of business management and the ability to apply such knowledge in the direction and supervision of the administrative services at a hospital or mental health institution; a working knowledge of trends and current developments in modern hospital administration, methods and procedures; the ability to plan, organize, direct and review work performed by professional personnel through consultation and through evaluation of their reports for conformance to the objectives, policies, directions and instructions, approved by the Associate Director, for the care and treatment of patients; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

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

Experience: Such as may have been gained through: employment as an associate hospital administrator or employment in an administrative position in a general hospital or mental health institution involving the coordination of administrative services with the medical services for proper patient care and treatment.

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

Class Revised: November 13, 1983

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