

ASSISTANT CHIEF, CERTIFICATE OF NEED

This is professional and supervisory work assisting the Chief of the Certificate of Need (CON) Section in supervising, monitoring, and coordinating operations and staff of the program. Employee provides guidance and advice to the Certificate of Need Project Analysts on interpretations of standards and requirements and reviews recommended decisions for consistency with policies, procedures, and CON law. Employee serves as the staff project analyst for unusual or novel CON applications. Employee reports to the Chief.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee plans work operations and determines priorities within the parameters of the goals and objectives established by the Chief. Employee participates with the Chief in assessing long-range goals of the Section.

Organizing and Directing - Employee assigns CON projects to analysts and assures deadlines are met. Employee may adjust or reassign work to meet deadlines. Employee evaluates and recommends manpower needs to the Chief. Changes in procedures are discussed and approved by the Chief.

Budgeting - Employee recommends budget needs to the Chief and assists the Chief in establishing priorities and justifying budget requests to the Assistant Director and/or Division Director. Employee operates within an established budget and recommends revisions or transfers to the Chief.

Training - Employee provides orientation and training to new CON Project analysts. Employee identifies and recommends training needs of staff for continued professional development.

Setting Work Standards - Employee explains, analyzes, and interprets work standards, policies, procedures, CON law, administrative rules, and General Statutes applicable to the CON Program. Employee recommends changes to the Chief.

Reviewing Work - Employee reviews work of CON Project analysts for quality, for consistency in application of CON law and regulations, for potential liability, and for completion within strict timeframes.

Counseling and Disciplining - Employee counsels with employees regarding performance problems and recommends disciplinary actions to the CON Chief. Employee participates with the Chief in issuing formal disciplinary actions.

Performing Other Personnel Functions - Employee interviews and recommends applicants for employment to the CON Chief. Employee participates in the evaluation of the performance of subordinate staff with the CON Chief and recommends performance increases to the Chief for approval.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work involves frequent changes in health care needs of various geographical areas of the state, health care issues, medical technology, and federal, state, and county laws and ordinances. Decisions are subject to appeal to the Office of Administrative Hearings and to the state's Court System.

Variety of Work Supervised - Employee supervises a staff of Certificate of Need Project Analysts who review and approve or deny applications from various health care providers throughout the state to acquire, expand, replace, or initiate health care services, equipment, or facilities, such as, chemical dependency treatment facilities, intermediate care facilities, and kidney disease treatment centers.

Number of Employees Responsible For - Employee supervises eleven Certificate of Need Project Analysts.

III. EXTENT OF SUPERVISION RECEIVED: Employee functions independently in managing daily operations of the Section. Decisions to award or deny a CON application are discussed with the CON Chief upon completion of the project by the CON Project Analyst. Any changes in section goals, programs, procedures, are discussed and approved by the Chief.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: N/A

V. RECRUITMENT STANDARDS:

Knowledges, Skills and Abilities - Knowledge of health care service delivery systems, state and federal health care programs and policies, knowledge of statistical or financial analysis and administrative law. Ability to analyze financial data, statistical and health care data in relation to health care laws, Certificate of Need laws, General Statutes, other federal, state, and local regulations, and health care needs of individuals in various areas of the state. Ability to comprehend, interpret, and explain complex regulations and guidelines to health care providers, governmental officials, and the general public. Ability to assign work and supervise staff and to develop, plan and implement policies. Ability to communicate effectively with department, agency, federal, state, regional and local program managers.

Minimum Training and Experience Required - Masters degree in business, health administration, public administration, public health, or social work and three years of experience in health care administration, health care financing, program evaluation or closely related field; or a Bachelor's degree and five years of the above experience; or equivalent combination of training and experience.