

I. DESCRIPTION OF WORK

Positions in this banded class serve as the business managers for the most complex and costly mega-fund budgets. Positions in this class administer and manage the business and financial affairs of the state's largest funds disbursing entities. Responsibilities include facilitation and management of financial resources that have numerous funding streams and include state and federal funds such as Medicaid, Medicare, the Public School Fund, etc. Positions are involved in long- and short-term planning. Positions perform a range of financial and business related duties associated with specialized areas such as accounting, budgeting, auditing, and/or grants administration. Functions assigned to the Business Director role can include financial management, patient relations, clinical support, payroll, purchasing, inventory control, information technology, and facilities coordination/planning. Typical duties include, but are not limited to, accounts reconciliation, maintenance and reporting of financial data, financial projection, and cash/receipts management. Most positions in this class will be responsible for compliance with state and federal accounting/business standards and practices, policy interpretation, the organization of work, and the supervision of professionals engaged in the review and analysis of the fiscal and business operations of the facility or division.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Not Applicable

III. COMPETENCIES

Competency	Definition
Knowledge -Technical	Comprehensive knowledge of budget and business practices, systems, tools, and other applicable laws and policies in highly sensitive and/or highly multi-faceted work activities. Ability to direct and advise staff regarding mega-fund budget preparation, business, administration, and development processes. Professional knowledge to direct policy analysis of programs with minimal direction. Ability to serve as functional area expert on business and budget matters. Thorough knowledge of present accounting systems as well as modifications and expansion requirements. Ability to provide expert assistance and consultation to other facility or division co-workers, staff, and customers. Knowledge to participate and influence decisions on division-wide issues. Ability to apply updated information technology to facilitate program goals and program procedures. May require technical knowledge to research and recommend changes to software.
Leadership	Ability to motivate and empower team members or other staff to successfully carry out the organization's goals and objectives. Ability to establish financial/budgetary and administrative criteria for project funding and control. Ability to direct the activities of staff independently, incorporating the goals and vision of senior management regarding departmental budgets and global general fund activities.
Effective Communication	Ability to identify and convey multifaceted ideas and non-routine topics clearly. Ability to identify underlying interests and dynamics in order to adapt the communication style appropriately for the listener. Ability to make oral and written presentations to customers, senior management, the Governor's Senior Policy Advisors, Federal Authorities, and the General Assembly.
Consultation	Ability to establish proactive relationship with customers, including providing education and consultation. Ability to provide expert assistance, direction, and consultation to other staff, customers, and high-ranking local, state, and federal government officials. Ability to analyze and suggest alternative financing options.
Human Resources Management	Ability to facilitate professional growth and skills development of employees across multiple work units. Ability to actively identify applicants and take steps to retain high-performing employees. Ability to utilize proactive leadership techniques to prevent performance and/or interpersonal work-related problems with employees.
Decision Making/Problem Solving	Ability to independently and effectively resolve problems, often in a dynamic environment. Skill in using negotiation and facilitation to gain consensus and resolve complex problems.
Planning and Organizing	Ability to direct higher-level planning, organizing, and staffing for complex units. Ability to develop key business performance measures and create executive and public systems to track and communicate progress. Ability to direct the preparation and review of departmental economic forecast. May require the ability to coordinate strategic planning.
Organizational Awareness	Extensive knowledge of the facility or division history, practices, goals, relationships, and current direction.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Not Applicable

V. MINIMUM TRAINING & EXPERIENCE

Bachelor's degree in business administration, public administration, or related business area and five years of administrative experience involving participation in the planning and management of a business or governmental program; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.