

<i>Position Title</i>	<i>Job Family</i>	<i>Designation</i>	<i>Union</i>	<i>Effective</i>	<i>Reissued</i>	<i>Revised</i>
Director of Health Care Program Planning/Analysis		All	OSA	1/15/23		
Level I	015550					
Level II	025550					
Level III	035550					

Purpose of Position:

Under direction, administers activities and programs assigned to a group of Health Care Program Planner/Analysts or related personnel. Plans, initiates, monitors and directs studies and analysis of issues critical to the delivery of health care by the System. Ensures optimal utilization of resources and compliance with the operating standards of various health care governing and accrediting bodies, resulting in improved patient experience and outcomes.

Examples of Typical Tasks:

1. Directs and organizes the development of health care planning projects. Initiates the development of conceptual and analytical prototypes.
2. Identifies issues to be studied, develops and initiates analytical and quantitative models and approaches, and provides for the application of appropriate analytical methods and techniques.
3. Directs and coordinates activities of an organizational unit(s) concerned with one or more aspects of health care program planning. Directs staff, sets unit priorities, evaluates work and provides ongoing guidance to assigned staff.
4. Opens up channels of communication with the System's managerial personnel, community groups and representatives of governmental and health care agencies to maximize planning activities.
5. Provides consultative services to Operations, Medical and Professional Affairs and other groups, as needed, related to methodology for planning and evaluating specific health care programs.
6. Directs evaluation studies and program performance audits.
7. Presents results of studies, analyses, evaluations, etc. and promotes their acceptance and/or adoption. Sets the overall standards for research and investigating criterion for the unit(s).
8. Participates in internal/external quality assurance/performance improvement (QA/PI) activities, programs, training and relevant health care events, as required.
9. Performs related duties, as necessary.

Qualification Requirements:

1. A Master's Degree from an accredited college or university in Public Health, Public, Hospital or Business Administration, Health Care Specialization, Engineering, Social Services or a related discipline; and four (4) years of progressively responsible experience relating to health care program planning, research, design, operations, evaluation and analysis, one (1) year of which must have been in supervision or planning and/or analysis; **or**
2. A Baccalaureate Degree from an accredited college or university in disciplines, as listed in #1 above; and five (5) years of progressively, responsible experience relating to health care program planning, research, design, operations, evaluation and analysis, one (1) year of which must have been in supervision or planning and/or analysis; **or**
3. A satisfactorily equivalent combination of education and experience, in which 30 graduate-level semester credits from an accredited college or university can be substituted for one year of experience. However, all applicants must have at least a Bachelor's Degree.

Direct Line of Promotion:

None. This title is in the non-competitive class of positions.