

**New York City Health and Hospitals Corporation
Human Resources**

POSITION DESCRIPTION

<i>Position Title:</i>	<i>Title Code(s)</i>	<i>Effective</i>	<i>Reissued</i>	<i>Revision</i>
Director of Planning	003546 003543 003542			7/18/88

Purpose of Position:

Under direction of the Vice President, Health Care Planning, Policies and Standards, directs, coordinates and evaluates the activities, projects and programs of the Office of Planning in order to attain the goals and objectives ascribed to by the Corporation.

Examples of Typical Tasks:

1. Formulates and determines major questions, problems, planning and policy issues affecting the Office of Planning, and consults with Vice President on same.
2. Develops and promulgates policies, procedural guidelines, evaluative and monitoring techniques designed to insure the attainment of objectives and goals established by the Office of Planning.
3. Directs the design, development and implementation of health care planning programs and projects and provides health care facilities with requisite advisory, consultative, technical and professional services in assigned areas of responsibility.
4. Directs and coordinates the activities of organizational sections concerned with aspects of program planning. Directs staff, sets priorities, evaluates performance and provides ongoing guidance to subordinates.
5. Directs the design, development and implementation phases of a regionalization network of medical services for the Corporation's health care facilities consonant with the budgetary, financial and medical resources of the Corporation.
6. Directs program formulation for Ambulatory Care Service and coordinates the activities of ambulatory care programs.
7. Forecasts and plans for long-range health needs, directs and surveys new approaches to health care in other communities, provides projections for future capacity of HHC facilities and their ability to accommodate to changing health care needs including recommending and designing research studies, and assists in projects undergoing transition from the long-range planning phase to operational development.

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8. Updates and maintains knowledge pertaining to experimental facilities developments and the integration of health care with community approaches elsewhere and advises the Vice President on these matters.
9. Maintains liaison with all other divisions of the Corporate Central Office in order to assure that program plans conform with major requirements thereof, and maintains close liaison with designated local planning person(s) as it relates to planning for a particular facility including regulatory agencies of Federal, State and City bodies.

Qualification Requirements:

1. A Baccalaureate Degree from an accredited college or university in Business Administration, Public Administration, Hospital Administration, Social Sciences, Management, Health Care Administration or an approved related field; and,
2. Eight* or six** years of progressively responsible planning, design and program development experience pertaining to the operation of a major segment or all of a hospital or health care facility including substantial exposure in meeting community health needs, health care planning, design and program implementation, independent analysis review and study of health care facility operations and functions with at least three years of responsible level administrative experience coordinating the analysis of health care planning, design, development and public policy programs or approved related programs; or,
3. A Master's Degree from an accredited college or university in Social Science, Hospital Administration, Public Administration, Business Administration, Health Care Administration, Administrative Medicine in Public Health or approved related field; and,
4. Seven* or five** years of progressively responsible experience as described in (2), with at least three years of responsible managerial and highly responsible level administrative experience coordinating the analysis of health care planning, design development or public policy programs or approved related programs; or,
5. A satisfactory equivalent combination of education, training and experience.

Direct Line of Promotion:

None. This is in the managerial class of positions.

* Qualifications for Central Office.
 ** Qualifications for Health Care Facilities.