

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>
Senior Health Care Program Planner/Analyst		12/29/95	6/11/97	
Level A	000320			
Level B	000330			

**Purpose of Position:**

This class of position encompasses managerial responsibilities of various degrees of complexity and difficulty with varying degrees of latitude for independent initiative and judgement in health care program planning, analysis and implementation.

Plans, designs, analyzes and evaluates total programs and systems relating to the delivery of health care services; implements these activities through consultation, liaison and analytical functions; may supervise and coordinate work of subordinate staff.

There are two (2) assignment levels to differentiate ascending order of assignment difficulty with corresponding higher pay levels.

**Examples of Typical Tasks:**

**Assignment Level A**

Under general supervision with wide latitude for the exercise of independent initiative and judgement performs some of the following functions.

1. Develops plans and approaches and identifies key elements of study of Health Care Planning.
2. Designs related studies such as, but not limited to: (a) Feasibility of health care delivery systems and resources analysis; (b) Content and standards for professional components of projects; (c) Affiliation relationships; (d) Socio-economic and demographic data; (e) Public policy and Legal restraints.
3. Participates in the development of criteria for research studies and develops validity and reliability measures, and makes recommendation for further research.

**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>
Senior Health Care Program Planner/Analyst		12/29/95	6/11/97	
Level A	000320			
Level B	000330			

**Examples of Typical Tasks (continued):**

4. Represents the cost center and maintains liaison with key health facilities personnel, community representatives, governmental and health care agencies for the purpose of achieving optimum effectiveness of the planning process.
5. Serves as resource to other cost groups (i.e. Finance, Operation and Medical and Professional Affairs) for interrelated problems concerning ambulatory care and community health.
6. Develops strategies and alternative approaches for improvement of specified health care programs and assists the Director in assessing existing resources and determining priorities.
7. Designs evaluation procedures by which cost effectiveness and program efficiency can be determined; and directs evaluation audits.
8. Supervises subordinate personnel, assigns work, evaluates performance, guides and furnishes direction.
9. Provides technical/professional assistance to operational facilities by: development of training materials and/or sessions; and the preparation of policy statements, interpretive bulletins, implementing procedures, and through consultations.

**Assignment Level B**

Under direction with the widest latitude for the exercise of independent initiative and judgement, performs some of the major duties described under Level A; and

**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>
Senior Health Care Program Planner/Analyst		12/29/95	6/11/97	
Level A	000320			
Level B	000330			

**Examples of Typical Tasks (continued):**

1. Organizes and coordinates the establishment of health care planning projects; initiates the development of conceptual and analytical prototypes.
2. May direct and coordinate the 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 on-going guidance to subordinates.
3. Develops channels of communication with such corporate managerial personnel, community groups and representatives of governmental and health care agencies as are required to maximize planning activities.
4. Provides high-level analytic and administrative support to resolve complex coordination of health care services, with an emphasis on the issues, problems, and general modes of operation of Corporation activities which impact, either directly or indirectly, on planning, implementing, developing, and evaluating such services.
5. Directs evaluation studies and program performance audits; and their acceptance and/or adoption.
6. Sets the overall standards for research and investigating criterion.

**Qualification Requirements:**

1. A Baccalaureate Degree from an accredited college or university in Business Administration, Engineering or Social Sciences, Health Care Specialization, Physical Sciences or related programs; and

A minimum of four (4) years of progressive, responsible experience related to Health Care Program Planning, Research, Design, Operation, Evaluation and Analysis; or

**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>
Senior Health Care Program Planner/Analyst		12/29/95	6/11/97	
Level A	000320			
Level B	000330			

**Qualification Requirements:**

2. A Master's Degree from an accredited college or university in Public Health, Public or Hospital Administration, Health Care Specialization, Business Administration or related disciplines; and

A minimum of three (3) years progressive, responsible experience directly related to Health Care Program Planning, Research, Design, Operation, Evaluation and Analysis; or

3. A satisfactory equivalent combination of training, education and experience; and
4. Demonstrated skills in written and oral communication.

**Direct Line of Promotion:**

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