

| <i>Position Title</i> | <i>Job Family</i> | <i>Designation</i> | <i>Union</i> | <i>Effective</i> | <i>Reissued</i> | <i>Revised</i> |
|--------------------------------|-------------------|--------------------|---------------------------|------------------|-----------------|----------------|
| Assistant Director (Hospitals) | | All | CWA/Local 1180 CBU 023 | 07/01/21 | | 12/12/21 |
| Level I | 000130 | | | | | |
| Level II | 000140 | | | | | |
| Level III | 000150 | | | | | |

Purpose of Position:

Under supervision provides assistance to departmental leadership in operation of a health care setting and assists in supervision of a group of services. Performs administrative and managerial functions related to the operation of health care setting or specific patient services. Implements and coordinates new programs and projects and monitors their operations and effectiveness.

Essential Duties and Responsibilities for Assignment Levels I and II:

1. Provides assistance to departmental leadership in a wide-range of activities in the management of a health care setting and/or medical center, including such areas as health care setting administration and administrative systems, professional, operational and related support activity services.
2. Assists in the administration management of specified activities and functions. Carries out assignments and undertakes studies involving the total service center or specific patient services, including budget planning, cost studies/analysis, and preparing specific budgets.
3. Collects and analyzes data needed as a basis for administrative and management decisions relative to various health care setting activities.
4. Accumulates data for budget preparations, fiscal reports, and review of budget estimates.
5. Investigates and reports on patient and visitors complaints and performs special studies and investigations on operational units.
6. Prepares and develops informational data in health care setting training programs, and participates in the development and updating of activity programs.
7. Plans, directs, coordinates, controls and reviews work of subordinate administrative personnel relating to assigned tasks and projects in health care setting administration, health care setting management and related fields.
8. Implements new programs and projects and monitors their operation and effectiveness.
9. Performs other related duties, as directed.

Essential Duties and Responsibilities for Assignment Level III:

With wider latitude for independent judgment, including supervisory responsibilities, performs duties and responsibilities described under Assignment Levels I and II.

1. Supervises and coordinates functional activities of the health care setting with other organizational units and maintains liaison with internal and external partners; prepares reports related to functional activities.
2. Assists in the preparation of operating plans, policies, programs and procedures; assists or collaborates with appropriate staff in resolving operating problems to facilitate solutions.
3. Coordinates and plans training programs and activities to establish performance standards; provides education and training to staff, as needed.
4. May represent departmental leadership on various internal and external committees and in relevant functions and programs.

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Qualification Requirements:

For Appointment to Assignment Levels I and II

1. Master's degree from an accredited college or university; or
2. Baccalaureate degree from an accredited college or university; and one (1) year of administrative and operational support or related experience; or
3. A satisfactory equivalent combination of training, education, and/or experience, in which each year of relevant training and/or experience can be substituted for 30 semester credits from an accredited college or university. However, all applicants must at least have a High School Diploma or its educational equivalent.

For Appointment to Assignment Level III

1. Master's degree from an accredited college or university; and one (1) year of administrative and operational support or related experience; or
2. Baccalaureate degree from an accredited college or university; and two (2) years of experience, as described in "1" above; or
3. A satisfactory equivalent combination of training, education, and/or experience, as described in #3 of Assignment Levels I and II above.
4. All employees must complete the NYC Health + Hospitals Supervisory training within six (6) months of appointment.

Direct Line of Promotion:

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