

DEPARTMENT: HEALTH DEPARTMENT
CLASSIFICATION: COMPETITIVE
APPROVED: JULY 17, 2020

NURSING OPERATIONS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position that involves direct responsibility for managing the daily operations of the Nursing Division. The position is responsible for matters related to personnel, budget, office procedures and policies. The incumbent works under the general supervision of the Director of Nursing Services – Public Health and supervises office or clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Interviews candidates for employment;
2. Coordinates with Human Resources and Civil Service regarding personnel matters as required;
3. Collaborates with the Audit Department and Fiscal Administrator regarding day-to-day contracts;
4. Reviews budget monthly, secures budget estimates, runs monthly financial activity and aging reports, recommends budget resolutions and develops annual budgets;
5. Prepares annual statistical reports required by the state;
6. Directs billing communication with insurances;
7. Assists billing department with collections on unpaid accounts;
8. Prepares updates for policy manual and information distribution;
9. Oversees HIPAA and Compliance Program for the Nursing Division and acts as division HIPAA and Compliance Officer;
10. Coordinates with other county departments such as Information Technology, County Attorney, and Risk Management for issues related to nursing operations;
11. Collaborates with the Center for Medicare and Medicaid Services regarding applications, revalidations, rate codes, provider and National Provider Identifier documents;
12. Coordinates software training, implementation, and processes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of business administration, personnel placement and billing practices including budgeting and appropriation practices; good knowledge of interpersonal communication skills; good knowledge of computers and management information systems; good knowledge of health care reimbursement systems; ability to use modern software programs such as word processing, spreadsheets, and databases at an acceptable rate of speed and accuracy; ability to be self-directing; ability to assimilate large quantities of diverse information; ability to establish and maintain cooperative relations with other governmental and private agencies; possession of good judgement and decision making abilities; tact; initiative; physical condition commensurate with the demands of the position.

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NURSING OPERATIONS MANAGER CONTINUED

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree **AND** two (2) years of full-time paid experience in personnel, management, or supervision **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree **AND** four (4) years of full-time paid experience in personnel, management, or supervision.