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Minimum Qualification Specifications
for the Class:

HEALTH CARE CONTRACTS & REIMBURSEMENT MANAGER
(HEALTH CARE CNTRCTS & REIM MGR)

Basic Education/Experience Requirement:

Graduation from an accredited four-year college or university with a Bachelor's degree.

Excess work experience of the type and quality described below or progressively responsible professional work experience which provided knowledge, skills and abilities equivalent to those normally acquired in four years of successful study leading to a bachelor's degree may be substituted for education on a year-for-year basis.

Experience Requirements:

Except for the substitutions provided below, an applicant must have had progressively responsible work experience of the type and quantity described below:

Specialized Experience: Three and one-half years of progressively responsible professional work experience which has demonstrated general knowledge of public and private health care programs including pertinent fiscal aspects of health care programs. This experience must have provided familiarity with, and knowledge of, national health trends in care and treatment; health insurance programs; general financial practices of medical care providers; the relationship between rates, costs of medical care, fees, rate structures and the ability to evaluate the bases of medical rates and costs; and program cost tracking.

Supervisory Experience: One year of experience which involved: 1) planning and directing the work of others; 2) assigning and reviewing such work; 3) advising subordinates on difficult or complex problem areas; 4) timing and scheduling the work of subordinates; and 5) training and developing new employees.

Managerial Aptitude: Applicants must have managerial aptitude. Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, supervising and coordinating a group of activities in order to attain program objectives; interest in management demonstrated by the performance of work assignments in a manner which indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles which were

learned through work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

Possession of a master's degree from an accredited college or university in public health administration with a specialization in health services administration and planning may be substituted for one year of Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required:

Possession of a valid license to drive in the State of Hawaii is required.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain

printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information, including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the minimum qualification specifications for the Executive Branch Civil Service class, HEALTH CARE CONTRACTS & REIMBURSEMENT MANAGER (HEALTH CARE CNTRCTS & REIM MGR) by the Department of Education Civil Service system.

DATE APPROVED: FEB 6 2007

EFFECTIVE DATE: 1/26/07



Fay Ikei
Acting Assistant Superintendent
Office of Human Resources