



Job Code: 0253

Grade: 22

HCWR: N

Job Title

Business Manager III

Department

Cook County Health

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Business Manager III assists in directing the activities of the Department to include establishing goals, hiring, and training personnel, overseeing purchasing and preparing work schedules, developing and implementing new plans and procedures. The Business Manager III is responsible for preparing, administering, and controlling budgets for the department, which frequently involves supervising and approving contracts and expenditures, reviewing reports, maintaining records and preparing correspondence. The Business Manager III helps prepare documentation to comply with various accreditation bodies.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Plans, Coordinates, and directs the daily operations of the Department
- Supervises and coordinates, personally and through designees, activities of clerical staff
- Assists in formulating and updating departmental policies and procedures
- Creates and reviews personnel reports and coordinates action to remedy deficiencies identified
- Prepares budgets and performs special financial studies
- Reviews and adjusts purchase requisitions, internal purchase requests and/or recommends modifications in the items requested or suppliers, as necessary
- Works with the department to create, negotiate and manage any contractual agreements for services with outside institutions
- Confers with top administrative officials of department to resolve personnel or policy issues
- Performs special projects as assigned

Minimum Qualifications

- High School Diploma or GED with eight (8) years of full-time work experience in an administrative role in a hospital or health care setting OR
- Bachelor's degree from an accredited college or university with five (5) years' full-time work experience in an administrative role in a hospital or health care setting
- One (1) year of full-time supervisory or managerial work experience
- Proficiency in Microsoft Word and Excel

Preferred Qualifications

- Intermediate proficiency in Microsoft Word and Excel

Knowledge, Skills, Abilities and Other Characteristics

- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Excellent program development, management, and leadership skills
- Demonstrate attention to detail, accuracy and precision
- Ability to prioritize, plan, and organize projects and tasks
- Ability to adhere to department policies and standards utilizing best practices



Knowledge, Skills, Abilities and Other Characteristics

- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team
- Ability to perform accurate and reliable mathematical and budget estimates
- Ability to tolerate exposure to unpleasant noise, odor and temperature
- Ability to maintain a high level of discretion and maintain confidentiality
- Ability to work flexible hours

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.