



**Job Code:** 1708

**Grade:** 24

**HCWR:** N

**Job Title**

Associate Administrator

**Department**

Nursing Administration

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

**Job Summary**

The Associate Administrator will be responsible for the coordination and execution of all business operations and administrative functions to support the Department of Nursing for Cook County Health (CCH). Provides operational support in the development of various administrative guidelines and procedures identifying areas for improvement and initiates changes to improve efficiency. The Associate Administrator will actively be involved with staffing plan development, budget review/reconciliation, preparing and presenting productivity reports, and invoicing processes to ensure timely payment. This is a high confidentiality position requiring efficient time management and attention to detail.

**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**

- Supports the Director of Operations in the budget process which includes staffing plans development, budget meetings/training coordination and reconcile/review of budgets to reflect accurate operating costs and labor costs.
- Assists in the management of the Nursing Staffing Situation Center during staffing crisis and assists the Nursing Staffing Office on agency coordination.
- Supervises administrative and clerical staff and provides training to staff on applications and various administrative processes (i.e., DocuSign), as needed.
- Identifies areas for Nursing operational improvements and initiates changes to improve efficiency.
- Supports the development of various administrative guidelines and procedures.
- Collaborates with other members of Nursing Leadership and other departments. Provides support to coordinate various administrative functions.
- Collects, complies, and analyzes data from various sources.
- Provides high level administrative support to the Department of Nursing by preparing departmental correspondences, templates, drafting bi-annual reports, coordinating/summarizing information from Nursing Retreats etc.
- Develops/maintains various Nursing Operational reports including productivity, position control, light duty, overtime, agency, volume and others.
- Distributes various operational reports and serves as a resource for training the department on interpreting the reports.
- Prepares effective presentations/dashboards/summaries on various productivity and operational data.
- Assists the Director of Systems and Operations in Nursing in managing and evaluating Nursing contracts and entering Oracle Requisitions.
- Enters various Nursing operational data to external sites including the Illinois Hospital Association (IHA) and National Database of Nursing Quality Indicators (NDNQI).
- Participates in development, implementation, and evaluation of various Nursing Projects.
- Manages the Nursing Project prioritization Calendar and SharePoint. Manages various SharePoint sites/shared drives including development and access.
- Represents Nursing on various assigned committees.
- Supports various Nursing related Human Resources processes including request to hire packet development/review/entry, personnel moves and hiring fairs/blitzes.



**Typical Duties**

- Serves a back-up to complete payroll accurately and timely.
- Provides support in various aspects of the invoice payment process which include developing invoices, verifying invoices, completing Oracle Releases/Receipts, submitting invoices to Accountable Payable (AP) and following up with AP to ensure vendors are paid timely.
- Performs various other duties as assigned and engages in special projects as requested.

**Minimum Qualifications**

- Master's degree from an accredited college or university
- Five (5) years progressive management or supervisory experience in a healthcare setting
- Prior experience with budget, position control and/or productivity development
- Intermediate proficiency in Microsoft Office including Word, Excel, and PowerPoint

**Preferred Qualifications**

- Master's degree in Business Administration, Healthcare Administration, Public Health or related field from an accredited college or university
- Project Management experience
- Advanced proficiency in Microsoft Office including Word, Excel, and PowerPoint

**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of budgeting and fiscal management
- Excellent verbal and written communication skills to prepare written materials, correspond with administrative personnel, hospital personnel and the general public
- Excellent analytical, critical thinking, negotiation, problem-solving, organization and time management skills
- Demonstrate strong organizational, management and leadership skills
- Demonstrate organizational problem-solving, critical thinking, time management and conflict resolution skills
- Demonstrate analytical/quantitative skills to collect, interpret and present data
- Demonstrate attention to detail, accuracy and precision and ability to complete tasks within a specified timeframe
- Ability to prioritize, plan, and organize projects and tasks
- 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 maintain a high level of discretion and maintain confidentiality
- Ability to work flexible hours
- Ability to work well with others
- Ability to identify and analyze administrative problems and implement operational changes



**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.**