



**Job Code:** 1708

**Grade:** 24

**HCWR:** N

**Job Title**

Associate Administrator

**Department**

Pathology Administration

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

**Job Summary**

The Associate Administrator will be responsible for the oversight of all administrative non-medical laboratory functions pertaining to Human Resource, Patient Affairs, Graduate Medical Education, Research Operations, Regulatory Affairs, Fiscal Management and Materials Management within the Department of Pathology as well as other areas as assigned. The Associate Administrator will work closely with the Director of Laboratory Services, Medical Director for the Department of Pathology, the Chief Operating Officer and the Chief Financial Officers in accordance with the mission and strategic plan of Cook County Health (CCH).

**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**

- Participates in the allocation of operating and capital resources to ensure optimum service, research and education operations commensurate with the Bureau of Health Services' mission and strategic plan for the Department of Pathology.
- Manage Supervisors and Managers of various departments in the lab
- Develops strategic objectives for Department of Pathology operating entities consistent with CCH mission and strategic plan. Monitors performance against those objectives.
- Assures coordination, integration, and improvement of operational and academic activities for the benefit of patients, students, staff, and faculty.
- Participates in the design, establishment, and maintenance of organizational structure.
- Provides leadership, administrative and fiscal oversight for Human Resource, Patient Affairs, Graduate Medical Education, Research Operations, Regulatory Affairs, Fiscal Management and Materials Management including developing and implementing Bureau-wide approaches and solutions to improve the performance of key areas of operation.
- Oversees, guides and collaborates with CCH leadership on specific areas of focus, such as programs in HIPAA privacy and security, safety and OSHA, EEOC and labor, IRB and the conduct of research, JCAHO and clinical operations as well as liability defense counsel.
- Promotes an organizational culture of awareness, responsibility, self-reporting, and collaboration in ensuring that behavior is consistent with organizational codes of conduct and promotes a culture where reporting of potential problems is confidential, safe and expected.
- Provides guidance and leadership to individuals with accountability for implementation of policies and procedures related to compliance, risk management and research oversight.
- Represents the Department of Pathology and CCH externally and internally on committees and at meetings as required.
- Performs other duties as assigned.

**Minimum Qualifications**

- Bachelor's Degree in Healthcare, Business Administration, Public Services Administration or related field from an accredited college or university
- Eight (8) years of experience in health care with at least four (4) years of experience in clinical laboratory administration
- Experience and knowledge of applicable Federal and State laws and regulations related to healthcare industry, especially for laboratory operations and contracts



**Minimum Qualifications**

- Prior experience in leading complex initiatives and projects in the areas such as strategic planning, financial management, facility/environmental control and/or human resource management for a clinical laboratory

**Preferred Qualifications**

- Master's degree from an accredited college or university
- Previous government-based health care systems experience

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

- Knowledge of federal, state health standards as well as institutional regulations and guides as mandated by the County Government
- Extensive knowledge of clinical laboratory operations and administration within a health care delivery system
- 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
- Demonstrates analytical and organizational skills, problem solving, critical thinking, and conflict management/resolution skills
- Strong analytical, interpersonal and organizational skills with multi-tasking capabilities
- Ability to effectively interface and communicate with a wide range of constituencies

**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.**