



Job Code: 8005
Grade: 24
HCWR: N

Job Title
Budget Director

Department
Finance

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

Job Summary

The Budget Director is responsible for the oversight of the annual consolidated budget for Cook County Health (CCH) and affiliated budget processes forecasting and analyses, capital planning and productivity monitoring activities. Manages the policies and procedures related to same and works with operations leaders and sites to manage reporting and analytics. Oversee the centralized process to standardize and improve related processes throughout 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

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

- Directs the CCH annual operating and capital budgeting process to include developing, analyzing, implementing, and monitoring the general and auxiliary budgets for CCH and affiliates
- Provide departments with budget development training. Prepares the annual budget proposal for the CCH Board
- Maintains budget policies, procedures, forms, financial data, and other tools on the organization's website. Ensures that information is current and accurate
- Develops comprehensive mid-year and long-range projections and assumptions · Oversees the productivity and position control process.
- Prepare reports and data request responses for internal customers and various government agencies
- Identifies budgetary gaps and makes recommendations for revision and/or correction
- Provides variance analyses of budget versus actual and works with department heads on budget matters relevant to their respective Divisions
- Participates in various committee meetings and study groups as assigned
- Maintains organization and department database updates related to Budget, Capital, Forecasting, and Productivity modules
- Coordinates transactions between CCH Human Resources and Payroll, Cook County Bureau of Human Resources, and Cook County Budget and Finance, and other areas as needed
- Supervises a team of up to ten (10) staff members
- Performs other financial duties as assigned

Reporting Relationship

Reports to the Chief Financial Officer-CCHHS

Minimum Qualifications

- Bachelor's Degree in Accounting or Finance from an accredited college or university
- Three (3) years' experience in the administration, analysis and review of budgets, revenue and expenditures
- Prior supervisory or managerial work experience

Preferred Qualifications

- Master's degree in Business Administration (MBA) from an accredited college or university
- Certified Public Accountant (CPA)
- Five (5) years' experience in analysis and review of budgetary, revenue or other financial resources

Knowledge, Skills, Abilities and Other Characteristics

- Strong knowledge of generally accepted accounting principles
- Strong organizational skills, with the ability to organize and maintain record keeping
- Strong interpersonal skills



Knowledge, Skills, Abilities and Other Characteristics

- Ability to communicate well and build positive working relationships with employees at all levels of the organization
- Ability to demonstrate respect and sensitivity for cultural diversity, gender differences, and sexual orientation of patients and coworkers
- Excellent written and verbal communication skills
- Analytical skills, problem solving skills
- Ability to define budgetary problems and recommend alternatives
- Mathematical skills
- Strong budgetary, financial and statistical expertise
- Conflict management skills
- Strong decision-making skills
- Attention to detail
- Ability to meet deadlines
- Flexibility and adaptability in performing work duties
- Strong project management skills
- Proficiency in Microsoft Office software (Excel, PowerPoint, and Word)
- Familiarity with databases or accounting or budgeting software
- Ability to handle confidential information

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.