



**Job Code:** 8024

**Grade:** 24

**HCWR:** Exempt

**Job Title**

Deputy Chief Executive Officer, Finance & Strategy

**Department**

Administration

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

**Job Summary**

Under the direction of the Chief Executive Officer (CEO), the Deputy Chief Executive Officer of Finance and Strategy is generally responsible for: providing oversight and control over all financial activities of the Cook County Health and Hospitals System (CCHHS) including the protection of assets, revenue cycle, reimbursement and financial planning and reporting for the financial needs of CCHHS; developing and implementing key strategic initiatives within CCHHS consistent with the CCHHS mission and strategic plan; providing creative thinking and cultivating key business relationships; overseeing communication of the financial performance and strategic initiatives of CCHHS to the CCHHS Board, Executive Management, and Cook County Commissioners; and directing the provision of essential non-clinical services to support CCHHS business units.

**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**

- At the request of the CCHHS CEO, represents CCHHS at CCHHS Board meetings and attends meetings of the Cook County Board of Commissioners when CEO is unavailable
- Guides the preparation of budgets and financial plans and supports the CEO in implementing the approved financial plans
- Supports the CEO in continuing to position CCHHS as a credible steward of public funds within other civic and community venues, appearing in front of civic, business and community forums to inform other leaders of our strategic initiatives and prudent fiscal management
- Cultivates key business relationships
- Supports the CEO in implementing the CCHHS Strategic Plan by designing, planning and coordinating the execution of key strategic initiatives for CCHHS consistent with the CCHHS mission and strategic plan
- Supports the CEO in incorporating best practices and in establishing objectives, timelines, budgets and processes for implementation of strategic initiatives with a focus on continuous improvement of access to care, quality of care, patient safety, patient satisfaction and cost efficiencies
- Builds the cross-functional relationships needed for strategic leadership
- Creates a culture of service and excellence to provide the highest quality of healthcare to the patients of CCHHS
- Develops an effective leadership team and creates a culture where succession planning is in place for all senior positions
- Creates an environment that values and seeks excellence
- Advocates for CCHHS in all facets of policy formulation and implementation at the local, State and Federal levels
- Oversees and guides the Chief Financial Officer, Chief of Human Resources, Executive Director of Managed Care/CountyCare, Chief Information Officer, Executive Director of Supply Chain Management, Director of Decision Support, and Director of Project Management and Operational Excellence in performing their leadership duties, which duties include, but are not limited to:
- Developing and maintaining an organizational environment for attracting and retaining resources and personnel, facilitating professional development and career progression of



### **Typical Duties**

employees and working to build union relationships to enable CCHHS to achieve its goals and to create a synergistic, multi-site, integrated healthcare system

- Managing financial reporting and control, financial planning, revenue cycle management, and the annual budget process
- Ensuring the integrity of collected data to enhance management information and analysis
- Working collaboratively with clinical and non-clinical directors and the Finance and Information Technology departments to meet management information needs
- Collaborating with internal business partners to identify requirements, ensuring the adherence to business processes and procedures, and developing sourcing solutions by providing category expertise, market conditions, industry trends, product knowledge, benchmarking, and emerging supply options
- Performs other duties as assigned by the CEO

### **Reporting Relationship**

The Deputy Chief Executive Officer of Finance & Strategy reports to the Chief Executive Officer.

### **Minimum Qualifications**

- Graduation from an accredited college or university with a Bachelor's degree
- Seven (7) years of business or administrative work experience in health care, business, public health administration or related field
- Five (5) years of management experience
- Prior knowledge or experience in one or more of the following activities: the analysis of financial data, accounting, insurance, financial / accounting systems, internal controls, complex budgetary and audit processes including financial reporting, strategic planning, etc.

### **Preferred Qualifications**

- A Master's or advanced degree from an accredited college or university
- Ten (10) years of management experience within the health care industry
- Experience within a public and/or academic healthcare setting leading strategic initiatives in one or more of the following areas: strategic planning, operations, financial management, delivery model transformation, patient centered medical home delivery model or managed care
- Ability to communicate effectively with agencies, consumers and the public
- Previous public healthcare system experience
- Experience with a unionized workforce

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

- Ability to balance competing priorities and agendas
- Effective communication skills
- Strong analytical skills
- Ability to use sound judgment and make sound decisions
- Effective interpersonal and negotiating skills
- Strong delegation skills and the ability to hold subordinates accountable



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

- Credibility and high integrity
- Ability to build effective teams and to lead, mentor and develop management
- Ability to work with health system governing body, community organizations, and the media
- Creative problem solver, who can manage conflict effectively and in an objective manner, is energized by challenges and change and can conceive of solutions that are within the financial constraints of the organization
- Strong project management and strategic planning skills
- Ability to promote and/or recruit C-level professionals
- Knowledge of applicable Federal, State and local laws and regulations related to the healthcare industry
- Skill in managing a revenue cycle program to maximize revenue enhancement and collection, and the ability to ensure integrity of collected data to enhance management information and analysis
- Skill in overseeing an annual budget process and the strategic planning implementation process
- Ability to provide financial decision making information including operational and financial benchmarking, cost analysis and planning support

**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.**