

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 8116
Grade: 24

Standard Job Description

Job Title
Executive Director of Network Management

Department
Administration

Job Summary

The Executive Director of Network Management will be responsible for development of network strategies plan and implementation of plan to fulfill short and long range goals of Cook County Health & Hospitals System (CCHHS). Works in concert with medical management, sales and finance developing actions to meet market growth and medical cost targets.

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

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 CCHHS system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

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

Management

- Contribute to the management of CCHHS staff and CCHHS' systemic development and success
- Discuss and develop CCHHS system policy and procedure
- 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

- Ensures a comprehensive provider network to support plan growth and medical cost targets
- Oversees physician and hospital contracting; network development and provider relations functions for CCHHS
- Works with multiple departments in developing actions to meet market growth and medical cost objectives
- Manages provider contracts and partners with physicians, hospitals and ancillary services to achieve quality and cost management objectives
- Responsible for relationship management with providers to maximize their ability to effectively manage the cost of medical delivery
- Ensures contractual compliance with government regulations and provides policy administration for providers
- Ensures compliance with policies and procedures, state and federal laws, regulations and contracting standards
- Analyzes cost and utilization data to develop specific actions to manage medical cost trends
- Remains current on emerging trends and strategies impacting network participation
- Recommends, develops, and aligns policies and procedures with CCHHS objectives and works closely with departments to ensure contracts meet operating, financial and legal standards
- Provides problem analysis and problem resolution at both a strategic and functional level
- Attends committee meetings to provide updates on corporate concerns at the system level
- Performs other duties as necessary

Reporting Relationships

Reports to the Chief Executive Officer, Managed Care

Minimum Qualifications

- Masters' degree from an accredited college or university
- Twelve (12) years of work experience in healthcare environment
- Eight (8) years of experience in managed care/hospital/ancillary contracting and network development.
- Eight (8) years of management experience
- Six (6) years Medicaid managed care experience, provider contracting and network development.
- Intermediate proficiency using Microsoft Office

Preferred Qualifications

- Twelve (12) years of work experience in healthcare sector at managed care or Preferred Provider Organization (PPO)

Knowledge, Skills, Abilities and Other Characteristics

- Strong knowledge of regulatory requirements concerning Medicare, Medicaid and commercial health insurance.
- 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.
- Strong negotiation and customer service skills.
- Excellent analytical skills including ability to identify unusual variation in medical costs and to access impact of change.
- Strong demonstrated leadership skills to implement change and drive business results.
- Strong people management skills and facilitative skills.

Knowledge, Skills, Abilities and Other Characteristics continued

- Ability to influence others in a desired direction towards the achievement of profitable and rewarding objectives.
- Ability to push/pull up to 20 lbs.
- Ability to maintain a professional demeanor and composure when challenged.
- Ability to prioritize, plan and organize projects and tasks.

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.

Approval:

_____ Date
James Kiamos
Chief Executive Officer, Managed Care

Approval:

_____ Date
Barbara Pryor
Deputy Chief of Human Resources