



Job Code: 8183
Grade: 24
HCWR: N

Job Title

Senior Director of Business Operations and Finance
in Nursing

Department

Nursing Administration

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

Job Summary

The Senior Director of Business Operations and Finance in Nursing functions as an administrator, educator, coach, and consultant utilizing management theory in collaboration with other services. Supports the Chief Nursing Executive (CNE) in leading the operational, financial, and administrative activities of Cook County Health (CCH). This position will be responsible for overseeing and providing analysis of external and internal nursing operations data to support the Chief Nursing Executive and Nursing Leadership in decision-making with regard to nursing strategic direction and approaches to carrying out the plan.

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

- Directs and manages System wide business operations and finance for nursing.
- Develops, implements, and manages business operations processes to support safe, efficient, high quality, and cost-effective nursing operations
- Coordinates and oversees the annual budget as well as capital preparation, planning and associated trainings for nursing budgets.
- Responsible for monitoring and controlling expenditures.
- Implement and oversees nursing productivity report generation and variance as well as training and support to nursing leadership to understand the data.
- Partners with the nursing leadership team to develop staffing projections for budgets.
- Develops strategic plans and business plans to support Nursing operations in alignment with the needs of CCH and the market.
- Implement Standard of Procedures (SOP) for nursing business operations and finance.
- Monitors operational standards using metrics and benchmarks providing ongoing feedback and educational training
- Oversees the Request-to-hire process for nursing budgets and associated data, analytics, and reports.
- Oversees the master position control process and its associated data, analysis, and reports.
- Serves as the procurement liaison for all nursing contracts and work with procurement to track all contracts, complete required paperwork/requisitions, and ensure they are executed timely.
- Provides oversight of the required contract business reviews for nursing.
- Accounts for the invoice payment process for nursing budgets and contracts
- Tracks internal and external data trends and taking appropriate leadership action in collaboration with nursing leadership for successful outcomes.
- Creates lucid, engaging, logical presentations that convey coherent messages and respond directly to the need by decision makers for well-supported analysis, assuring the conclusions are clear and emerge directly from the data presented.
- Builds and leads strong teams by identifying staffing and talent needs, attracting, retaining and developing talent, managing performance, and fostering high levels of employment engagement
- Supports CCH Leadership and other partners in the development and execution of business



Typical Duties

- plans for Nursing Services
- Leads projects, chairs and/or participates in hospital committees and meetings as assigned
- Establishes and maintains an effective organizational structure that is consistent with CCHs' vision and needs
- Maintains open and collaborative relationships with leadership and peers across the CCH
- Monitor market trends and make recommendations for nursing workforce optimization
- Completes special projects
- Performs other duties as assigned
- Environmental Scanning and Research
- Identifies data that can be obtained internally by the CCH business intelligence area to accurately respond to key questions and effectively portray the CCH position
- Assists Nursing Leadership in identifying and obtaining the right information that specifically and correctly addressed their questions and inquiries
- Analysis
- Tracks and trends internal and external data to highlight patterns or changes that advance nursing leadership knowledge or that require leadership intervention
- Provides input for planning initiatives, providing data and analysis to promote well-supported planning activity

Reporting Relationship

Reports to the Chief Nursing Executive

Minimum Qualifications

- Master's Degree from an accredited college or university
- Seven (7) years of relevant administrative/management experience in a complex healthcare environment with three (3) years of Director level experience
- Five (5) years of experience in quality assurance and resource management conducting data analysis, creating reports, and making recommendations
- Two (2) years of experience with operational and management systems
- Intermediate proficiency utilizing Microsoft Office

Preferred Qualifications

- Master's Degree in Finance, Health Administration, Nursing, Public Health, or Business Administration from an accredited college or university
- Previous experience working with organized labor
- Prior experience in a health and hospital system

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of current theoretical approaches to the delivery of nursing care and trends in healthcare for hospitals, health care facilities and ambulatory care centers
- Knowledge of current leadership, management, and quality improvement concepts and practices
- Excellent interpersonal, verbal and written communication skills necessary to communicate



Knowledge, Skills, Abilities and Other Characteristics

with all levels of staff and a patient population composed of diverse cultures and age groups

- Ability to achieve results on both strategic and operational level
- Ability to effectively lead and manage change
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to maintain a professional demeanor and composure when challenged
- Demonstrate competence in coaching and mentoring for leadership development of direct reports
- Must have a proven ability to lead consensus-based decision making
- Demonstrated commitment to the success of the organization through enthusiastic, positive, and inspirational interactions with others and continuous role-modeling of the behaviors consistent with the mission, vision, and values

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.