

				Health Care Executive and Mgmt (HMG)
Function	Code	Title	Description	
Top Executive	0015	Chief Executive Officer - All Organization Types	Directs the development of short- and long-range objectives, policies, budgets and operating plans for a multi-unit organization. As approved by the Board of Directors, oversees their consistent interpretation, implementation and achievement. Establishes an organization hierarchy and delegates limits of authority to subordinate executives regarding policies, contractual commitments, expenditures and personnel matters. Represents the organization to the financial community, industry groups, key customers, representatives of government and regulatory agencies, and the general public. May serve as presiding officer of the Board of Directors and guide its deliberations and activities.	X
Top Executive	0016	Chief Executive Officer - Multi-Unit Organization	Directs the development of short- and long-range objectives, policies, budgets and operating plans for a multi-unit organization. As approved by the Board of Directors, oversees their consistent interpretation, implementation and achievement. Establishes an organization hierarchy and delegates limits of authority to subordinate executives regarding policies, contractual commitments, expenditures and personnel matters. Represents the organization to the financial community, industry groups, key customers, representatives of government and regulatory agencies, and the general public. May serve as presiding officer of the Board of Directors and guide its deliberations and activities.	X
Top Executive	0017	Chief Executive Officer - Non Hospital Organization	Directs the development of short- and long-range objectives, policies, budgets and operating plans for a multi-unit organization. As approved by the Board of Directors, oversees their consistent interpretation, implementation and achievement. Establishes an organization hierarchy and delegates limits of authority to subordinate executives regarding policies, contractual commitments, expenditures and personnel matters. Represents the organization to the financial community, industry groups, key customers, representatives of government and regulatory agencies, and the general public. May serve as presiding officer of the Board of Directors and guide its deliberations and activities.	X
Top Executive	0018	Chief Executive Officer - Independent Hospital/Facility	Directs the development of short- and long-range objectives, policies, budgets and operating plans for a multi-unit organization. As approved by the Board of Directors, oversees their consistent interpretation, implementation and achievement. Establishes an organization hierarchy and delegates limits of authority to subordinate executives regarding policies, contractual commitments, expenditures and personnel matters. Represents the organization to the financial community, industry groups, key customers, representatives of government and regulatory agencies, and the general public. May serve as presiding officer of the Board of Directors and guide its deliberations and activities.	X
Top Executive	0019	Chief Executive Officer - Subsidiary	Directs the development of short- and long-range objectives, policies, budgets and operating plans for a multi-unit organization. As approved by the Board of Directors, oversees their consistent interpretation, implementation and achievement. Establishes an organization hierarchy and delegates limits of authority to subordinate executives regarding policies, contractual commitments, expenditures and personnel matters. Represents the organization to the financial community, industry groups, key customers, representatives of government and regulatory agencies, and the general public. May serve as presiding officer of the Board of Directors and guide its deliberations and activities.	X
Top Executive	0020	Chief Executive Officer - Children's Hospital/Facility	Directs the development of short- and long-range objectives, policies, budgets and operating plans for a multi-unit organization. As approved by the Board of Directors, oversees their consistent interpretation, implementation and achievement. Establishes an organization hierarchy and delegates limits of authority to subordinate executives regarding policies, contractual commitments, expenditures and personnel matters. Represents the organization to the financial community, industry groups, key customers, representatives of government and regulatory agencies, and the general public. May serve as presiding officer of the Board of Directors and guide its deliberations and activities.	X
Top Executive	0127	Chief Medical Officer (MD/DO)	Develops and implements strategic goals related to the quality improvement and management programs followed by medical and nursing staff. Develops policies, practices, and systems to monitor and implement quality control standards and measurements while ensuring compliance with the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and other regulatory agency standards and requirements.	X
Top Executive	0140	Chief Operating Officer	Under the direction of the Chief Executive Officer (CEO)/Administrator, typically has primary responsibility for specific operations, facilities and policies. Staff functions (e.g., legal, human resources, finance) may report to this position. In the absence of the CEO/Administrator assumes the duties of directing and coordinating the activities of the organization.	X
Top Executive	0088	Corporate Board Secretary	Prepares and maintains official corporate records, notices and actions as required by federal, state and local jurisdictions and by other regulatory authorities. Prepares board agenda information packages for board members and maintains official corporate board and committee minutes.	X

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Function	Code	Title	Description	
Top Executive	7200	Top Administrative Services Executive	Has primary responsibility for the administration of two or more major staff functions such as finance, government relations, public relations, legal, human resources or information technology. May be responsible for other staff functions. Executives who are primarily responsible for finance with one of the above major functions reporting to him/her should be matched as the CFO/Top Financial Executive.	X
Top Executive	0191	Top Clinical Effectiveness Executive	Has primary responsibility for all aspects of quality centered care including: set, maintain, and achieve clinical quality goals; ensure all leaders and physicians are engaged in improving clinical outcomes; implement programs and initiatives to increase the clinical excellence of associates and medical staff.	X
Top Executive	0170	Top Foundation Executive	Has primary responsibility for planning, implementing and/or coordinating all fundraising activities, including but not limited to annual giving, capital development, long-range giving, and/or memorial gift programs. Researches resources available through foundations, trusts, grant programs, etc., and develops fundraising/solicitation strategies and campaigns. Maintains contact with individuals and corporations that support the organization. May serve as President of a separate organization/foundation and Board.	X
Accountable Care Organization (ACO)	0229	Top Accountable Care Organization (ACO) Executive	Plans and directs efforts among groups of health care providers (e.g., hospitals and physician practices) to coordinate the delivery of high-quality patient care with reduced duplication of services and medical errors, and increased cost savings for patients and third-party payers. Monitors and evaluates organization processes and procedures to ensure the achievement of goals. Generally reports to the Chief Executive Officer (CEO) or Chief Medical Officer. May have a Medical Degree (MD/DO).	X
Accountable Care Organization (ACO)	0228	Accountable Care Organization Management	Manages efforts among groups of health care providers (e.g., hospitals and physician practices) to coordinate the delivery of high-quality patient care with reduced duplication of services and medical errors, and increased cost savings for patients and third-party payers. Monitors and evaluates organization processes and procedures to ensure the achievement of goals. May have a Medical Degree (MD). Use Supervisory/Management (M) Career Band.	X
Administrative/Support Services	8580	Chief Medical Librarian (MLS)	Has primary responsibility for the medical library. Oversees professional and support staff engaged in classifying, cataloging, indexing, issuing books/materials and keeping records of items on loan. In accordance with established budgets, selects books and publications for purchase and subscribes to pertinent periodicals. Responds to the more complex requests for information and references from faculty, medical staff, students, etc. Use Supervisory/Management (M) Career Band.	X
Administrative/Support Services	3480	Credentialing Management	Manages the verification process for all contracted physicians, practitioners and nurses including an initial review of verifications. Ensures practices and procedures are accurate and up-to-date with industry trends and current credentialing standards. May complete state medical license applications for physicians, and perform follow-up with state medical licensure boards on status of license applications. Initiates the process for ensuring malpractice coverage for all contracted providers. Use Supervisory/Management (M) Career Band.	X
Administrative/Support Services	0215	Education Management	Manages the development, presentation and evaluation of nursing education as well as all other employee training and education programs. Directs the analysis, program format design, preparation of training materials and program implementation. Use Supervisory/Management (M) Career Band.	X
Administrative/Support Services	8565	Grants Management	Manages grants management processes and staff, including pre- and post-award budgets and grant finances from government grants, foundations and/or other grant-award bodies. Establishes grant accounts and monitors grant expenditures to ensure compliance with sponsor regulations. Prepares financial reports and statements. Use Supervisory/Management (M) Career Band.	X
Administrative/Support Services	8560	Office Management	Manages office services and operations, such as word processing, bookkeeping, preparation of reports and other clerical services. Standardizes office procedures and initiates policy and procedure changes. Directs department operations to prepare and retain records, files and reports in accordance with standards. Plans office layouts, requisitions office supplies and equipment, and initiates cost reduction programs. Use Supervisory/Management (M) Career Band.	X
Administrative/Support Services	8669	Pastoral Care Management	Manages services designed to meet the religious and/or spiritual needs of patients and their families as well as employees. May perform the duties of chaplain, which includes visiting and counseling. Use Supervisory/Management (M) Career Band.	X
Administrative/Support Services	8550	Support Services Management	Manages nonclinical support activities. Plans and directs some or all of the following support services: environmental services, communications, safety, purchasing, stores, volunteer and community services, medical library, physical facilities, food service, human resources, security and distribution services. Use Supervisory/Management (M) Career Band.	X
Administrative/Support Services	8650	Unit Management	Manages the logistical operation of the patient care unit. Coordinates and provides services, supplies and equipment, and establishes and maintains a satisfactory physical environment. Supervises the administrative and clerical efforts of the unit in the support of the medical function. Use Supervisory/Management (M) Career Band.	X

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Administrative/ Support Services	8960	Volunteer Services Management	Manages activities of the volunteer program to augment the services of the regular staff. Recruits and interviews applicants, orients new volunteers and arranges for their training and placement. Use Supervisory/Management (M) Career Band.	X
Clinical Research	8777	Top Clinical Research Executive	Has primary responsibility for the strategic planning, design, implementation and execution of the clinical research program. Ensures the completeness, accuracy and overall integrity of clinical studies. Provides guidance and assistance to project managers and research coordinators on all clinical research projects.	X
Data Analytics and Business Intelligence	4020	Chief Analytics Officer	Has primary responsibility for setting analytics strategy for organization. Serves as principal analytics champion within organization. Identifies and rolls out new data tools and technology to support business goals. Makes business recommendations to senior leadership based on results/trends identified in data analyses.	X
Data Analytics and Business Intelligence	4010	Chief Data Officer	Has primary responsibility for data governance, data management, data processing and data quality standards across organization. Maintains primary ownership of internal data warehouse and structure of enterprise architecture. Establishes data policies across organization.	X
Data Analytics and Business Intelligence	4030	Data Analytics/Business Intelligence Management	Applies and integrates statistical, mathematical, predictive modeling and business analysis skills to manage and manipulate complex high volume data from a variety of sources. Develops infrastructure systems that connect internal data sets. Manages analysis of large quantities of data and presents insights and predictions to support management planning, execution and monitoring of business decisions. Use Supervisory/Management (M) Career Band.	X
Department Administrators	8985	Anesthesiology Management	Manages activities of the Anesthesiology department. Reviews and evaluates patient condition reports. May participate with physicians in developing specific services for individual patients. Implements and maintains established practices, procedures and objectives. Serves as liaison with all professional, administrative and support staff. Prepares reports on the activities of the operation for review by senior administration. Use Supervisory/Management (M) Career Band.	X
Department Administrators	8855	Cardiology Management	Manages activities of the Cardiology department. Reviews and evaluates patient condition reports. May participate with physicians in developing specific services for individual patients. Implements and maintains established practices, procedures and objectives. Serves as liaison with all professional, administrative and support staff. Prepares reports on the activities of the operation for review by senior administration. Use Supervisory/Management (M) Career Band.	X
Department Administrators	9017	Critical Care Management	Manages activities of the Critical Care department. Reviews and evaluates patient condition reports. May participate with physicians in developing specific services for individual patients. Implements and maintains established practices, procedures and objectives. Serves as liaison with all professional, administrative and support staff. Prepares reports on the activities of the operation for review by senior administration. Use Supervisory/Management (M) Career Band.	X
Department Administrators	0216	Emergency Department Management	Manages activities of the Emergency department. Reviews and evaluates patient condition reports. May participate with physicians in developing specific services for individual patients. Implements and maintains established practices, procedures and objectives. Serves as liaison with all professional, administrative and support staff. Prepares reports on the activities of the operation for review by senior administration. Use Supervisory/Management (M) Career Band.	X
Department Administrators	9022	Geriatrics Management	Manages activities of the Geriatrics department. Reviews and evaluates patient condition reports. May participate with physicians in developing specific services for individual patients. Implements and maintains established practices, procedures and objectives. Serves as liaison with all professional, administrative and support staff. Prepares reports on the activities of the operation for review by senior administration. Use Supervisory/Management (M) Career Band.	X
Department Administrators	9145	Hospitalist Medicine Management	Manages activities of the Hospitalist Medicine department. Reviews and evaluates patient condition reports. May participate with physicians in developing specific services for individual patients. Implements and maintains established practices, procedures and objectives. Serves as liaison with all professional, administrative and support staff. Prepares reports on the activities of the operation for review by senior administration. Use Supervisory/Management (M) Career Band.	X
Department Administrators	9160	Interventional Cardiology/Cath Lab Management	Manages activities of the Interventional Cardiology/Cath Lab department. Reviews and evaluates patient condition reports. May participate with physicians in developing specific services for individual patients. Implements and maintains established practices, procedures and objectives. Serves as liaison with all professional, administrative and support staff. Prepares reports on the activities of the operation for review by senior administration. Use Supervisory/Management (M) Career Band.	X
Department Administrators	9027	Neurology Management	Manages activities of the Neurology department. Reviews and evaluates patient condition reports. May participate with physicians in developing specific services for individual patients. Implements and maintains established practices, procedures and objectives. Serves as liaison with all professional, administrative and support staff. Prepares reports on the activities of the operation for review by senior administration. Use Supervisory/Management (M) Career Band.	X

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Department Administrators	8825	Nuclear Medicine Management	Manages activities of the Nuclear Medicine department. Reviews and evaluates patient condition reports. May participate with physicians in developing specific services for individual patients. Implements and maintains established practices, procedures and objectives. Serves as liaison with all professional, administrative and support staff. Prepares reports on the activities of the operation for review by senior administration. <i>Use Supervisory/Management (M) Career Band.</i>	X
Department Administrators	9060	Obstetrics/Gynecology Management	Manages activities of the Obstetrics/Gynecology department. Reviews and evaluates patient condition reports. May participate with physicians in developing specific services for individual patients. Implements and maintains established practices, procedures and objectives. Serves as liaison with all professional, administrative and support staff. Prepares reports on the activities of the operation for review by senior administration. <i>Use Supervisory/Management (M) Career Band.</i>	X
Department Administrators	9065	Oncology/Hematology Management	Manages activities of the Oncology/Hematology department. Reviews and evaluates patient condition reports. May participate with physicians in developing specific services for individual patients. Implements and maintains established practices, procedures and objectives. Serves as liaison with all professional, administrative and support staff. Prepares reports on the activities of the operation for review by senior administration. <i>Use Supervisory/Management (M) Career Band.</i>	X
Department Administrators	9165	Orthopedics Management	Manages activities of the Orthopedics department. Reviews and evaluates patient condition reports. May participate with physicians in developing specific services for individual patients. Implements and maintains established practices, procedures and objectives. Serves as liaison with all professional, administrative and support staff. Prepares reports on the activities of the operation for review by senior administration. <i>Use Supervisory/Management (M) Career Band.</i>	X
Department Administrators	9082	Pediatrics Management	Manages activities of the Pediatrics department. Reviews and evaluates patient condition reports. May participate with physicians in developing specific services for individual patients. Implements and maintains established practices, procedures and objectives. Serves as liaison with all professional, administrative and support staff. Prepares reports on the activities of the operation for review by senior administration. <i>Use Supervisory/Management (M) Career Band.</i>	X
Department Administrators	9085	Psychiatry Management	Manages activities of the Psychiatry department. Reviews and evaluates patient condition reports. May participate with physicians in developing specific services for individual patients. Implements and maintains established practices, procedures and objectives. Serves as liaison with all professional, administrative and support staff. Prepares reports on the activities of the operation for review by senior administration. <i>Use Supervisory/Management (M) Career Band.</i>	X
Department Administrators	9087	Radiation Oncology Management	Manages activities of the Radiation Oncology department. Reviews and evaluates patient condition reports. May participate with physicians in developing specific services for individual patients. Implements and maintains established practices, procedures and objectives. Serves as liaison with all professional, administrative and support staff. Prepares reports on the activities of the operation for review by senior administration. <i>Use Supervisory/Management (M) Career Band.</i>	X
Department Administrators	9140	Radiology Management	Manages activities of the Radiology department. Reviews and evaluates patient condition reports. May participate with physicians in developing specific services for individual patients. Implements and maintains established practices, procedures and objectives. Serves as liaison with all professional, administrative and support staff. Prepares reports on the activities of the operation for review by senior administration. <i>Use Supervisory/Management (M) Career Band.</i>	X
Department Administrators	9177	Transplant Services Management	Manages activities of the Transplant Services department. Reviews and evaluates patient condition reports. May participate with physicians in developing specific services for individual patients. Implements and maintains established practices, procedures and objectives. Serves as liaison with all professional, administrative and support staff. Prepares reports on the activities of the operation for review by senior administration. <i>Use Supervisory/Management (M) Career Band.</i>	X
Department Administrators	9178	Trauma Management	Manages activities of the Trauma department. Reviews and evaluates patient condition reports. May participate with physicians in developing specific services for individual patients. Implements and maintains established practices, procedures and objectives. Serves as liaison with all professional, administrative and support staff. Prepares reports on the activities of the operation for review by senior administration. <i>Use Supervisory/Management (M) Career Band.</i>	X
Department Administrators	9179	Urgent Care Management	Manages activities of the Urgent Care department. Reviews and evaluates patient condition reports. May participate with physicians in developing specific services for individual patients. Implements and maintains established practices, procedures and objectives. Serves as liaison with all professional, administrative and support staff. Prepares reports on the activities of the operation for review by senior administration. <i>Use Supervisory/Management (M) Career Band.</i>	X
Dietary Services	2162	Cafeteria Management	Manages activities in cafeteria food service. Negotiates contracts with food service companies to provide eating facilities where appropriate. <i>Use Supervisory/Management (M) Career Band.</i>	X

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Function	Code	Title	Description	
Dietary Services	8662	Clinical Nutrition Management	Manages the operation and activities of the clinical nutrition department. Oversees clinical nutrition services and staff involved in the nutritional care of patients. Manages quality improvement and staff educational programs for dieticians, dietetic technicians and diet aides and students. Implements standards of nutrition care for patients in accordance with clinical policies and procedures. <i>Use Supervisory/Management (M) Career Band.</i>	X
Dietary Services	8680	Food Service Management	Manages food service for patients, visitors and employees. Develops and administers policies and procedures in conformance with administrative directives and professional tenets. Reviews menus and oversees the handling, storage and preparation of food, maintenance of equipment, records and sanitation in accordance with prescribed standards. <i>Use Supervisory/Management (M) Career Band.</i>	X
External and Government Affairs	3372	Top External Affairs Executive	Has primary responsibility for the public relations, public affairs, government relations (local, state, and/or federal levels), marketing and branding, fundraising, networking, advocacy and community relations. Continually monitors community needs and attitudes to ensure the organization participates responsibly within the community. May serve as top executive to the organization's foundation.	X
External and Government Affairs	3395	Top Mission Services Executive	Has primary responsibility for promoting and integrating the mission and vision of the organization across all activities of the organization. Assists with strategic planning process to ensure organization's mission is embedded in all planned initiatives.	X
External and Government Affairs	3370	Top Public Relations Executive	Has primary responsibility for media relations and external communications. Oversees communications with the press and the wider community to gain understanding and acceptance for the organization. Develops and maintains lines of communication with media contacts and other external audiences.	X
External and Government Affairs	3385	Community Relations Management	Manages efforts to represent the organization in the communities in which it operates. Establishes relationships with community leaders and coordinates programs that promote good corporate citizenship and enhance community good will toward the organization. May manage the organization's charitable contributions program, including screening requests for financial support, coordinating the approval process and managing the disbursement of funds. Administers related activities, such as matching gift and volunteer programs. <i>Use Supervisory/Management (M) Career Band.</i>	X
Facilities, Environmental Services and Engineering	2622	Top Facilities Management and Engineering Executive	Has primary responsibility for the organization's facilities, including maintenance, biomedical engineering, environmental and laundry services, groundskeeping and utility system operations.	X
Facilities, Environmental Services and Engineering	2623	Top Facilities Project Management Executive	Has primary responsibility for the development of plans and designs for major construction or modernization projects. Oversees architects, project managers and external contractors to ensure compliance with design specifications, schedules and contractual commitments. Directs and plans for the effective use of construction resources and project operating budget. Represents the organization in matters associated with land development, planning commissions, city and county governing bodies, and miscellaneous associations.	X
Facilities, Environmental Services and Engineering	3675	Biomedical Engineering Management	Manages activities and staff who provide safety testing, maintenance and repair on biomedical patient care equipment and electronic communications equipment. Conducts training and provides engineering and technical counsel to appropriate patient care personnel on equipment operation, problems, codes, standards and maintenance. <i>Use Supervisory/Management (M) Career Band.</i>	X
Facilities, Environmental Services and Engineering	2387	Building/Facilities Management	Manages assigned staff in the maintenance of buildings and grounds. Evaluates and recommends equipment improvements to improve availability, capability and yield. Schedules preventative maintenance and repairs on equipment and systems (e.g., mechanical, electrical). Supervises janitorial services and grounds maintenance such as landscaping, lawn care and snow removal. <i>Use Supervisory/Management (M) Career Band.</i>	X
Facilities, Environmental Services and Engineering	3630	Engineering/Facilities Management	Manages the technical and mechanical maintenance of buildings, grounds and equipment, and the procurement, generation and operation of all utilities and utility systems. <i>Use Supervisory/Management (M) Career Band.</i>	X
Facilities, Environmental Services and Engineering	3640	Engineering Operations Management	Manages the activities of workers who operate and maintain refrigeration, power, heat and cooling distribution systems. <i>Use Supervisory/Management (M) Career Band.</i>	X
Facilities, Environmental Services and Engineering	8710	Environmental Services Management	Manages the housekeeping program in order to maintain a sanitary, attractive and orderly condition. Establishes and maintains standards, work procedures and schedules for the housekeeping staff. <i>Use Supervisory/Management (M) Career Band.</i>	X
Facilities, Environmental Services and Engineering	2674	Facilities Planning Management	Manages professional services in coordinating all capital expenditures in the design, development, construction, alteration or installation of facilities and equipment. Participates in the initial planning and conceptualization of building plans. Coordinates among architects, designers, engineers, construction companies and employer to develop designs that fit needs. <i>Use Supervisory/Management (M) Career Band.</i>	X

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Facilities, Environmental Services and Engineering	8730	Laundry Management	Manages the activities of laundry personnel. Sets and maintains schedules. Establishes and reviews operating standards and procedures. Supervises the compilation and maintenance of department operating and inventory records. Use Supervisory/Management (M) Career Band.	X
Financial Services	0230	Chief Financial Officer/Top Financial Executive	Has primary responsibility for the organization's overall financial plans and policies, accounting practices and relationships with lending institutions, shareholders and the financial community. Directs such functions as treasury, budgeting, tax, accounting, information systems, real estate, insurance activities and various administrative functions for the organization and its subsidiaries. Develops and coordinates necessary and appropriate accounting and statistical data and reports.	X
Financial Services	0250	Controller (if not Top Financial Executive)	Has primary responsibility for the establishment and maintenance of the organization's accounting principles, practices and procedures for the maintenance of its fiscal records and the preparation of its financial reports. Directs general and property accounting, cost accounting and budgetary control. Appraises operating results in terms of costs, budgets, operating policies, trends and increased profit opportunities.	X
Financial Services	0169	Top Reimbursement Executive	Has primary responsibility for the activities of the claims and provider reimbursement department. Sets procedures for filing reimbursement claims and ensures timely and accurate claims payments. Monitors, evaluates, and reviews all cost reporting in support of reimbursement claims.	X
Financial Services	0167	Top Revenue Cycle Management Executive	Has primary responsibility for managing the organization's revenue cycle to improve cash flow, minimize bad debt and manage the organization's receivables. Plans, organizes and directs operations that affect the revenue cycle (e.g., billing, collections, payment processing). Develops and implements processes to meet revenue cycle goals in collaboration with medical practices. Oversees related training, monitoring, analysis and reporting on revenue cycle processes and results. Develops and implements practice-specific process improvement recommendations.	X
Financial Services	0260	Assistant Controller	Assists in the direction and administration of the organization's financial operations. Manages the preparation and review of budgets, and various other financial operating reports. May manage one or more accounting departments, as delegated by the Controller.	X
Financial Services	0335	Budget Management	Manages the budget and implements and manages a strategic financial planning process. Schedules, organizes and implements the budget process, including the preparation of seminars, guidelines and worksheets for departments. Collaborates with the Controller in the preparation, analysis and presentation of financial reports and statistics to the governing board and administration. May serve as fiscal department representative for program planning review and evaluation. Use Supervisory/Management (M) Career Band.	X
Financial Services	0398	Business Office Management	Manages several business office operations including the billing and collection of patient accounts, preparation of insurance claims, admissions, etc. Formulates policies and procedures according to organization standards and legal requirements. Use Supervisory/Management (M) Career Band.	X
Financial Services	0830	Claims Processing Management	Manages the organization's claims function. Oversees claims programs for all lines of insurance. Manages the review and settlement of complex or high dollar claims. Develops procedures and policies to enhance and improve the processing, investigation, and settlement of claims. Use Supervisory/Management (M) Career Band.	X
Financial Services	0810	Credit and Collection Management	Manages the credit and collection activities of the organization. Manages the investigation of credit risks involving customers and suppliers and the collection of amounts due to the organization for goods and services rendered. Use Supervisory/Management (M) Career Band.	X
Financial Services	0825	Electronic Claims Management	Manages electronic claims management systems. Oversees all aspects of electronic claims management system start-up, implementation, training, connectivity, facility support/help desk and ongoing operations. Use Supervisory/Management (M) Career Band.	X
Financial Services	0280	General Accounting Management	Manages general accounting functions and the preparation of reports and statistics reflecting earnings, profits, cash balances and other financial results. Formulates and administers approved accounting practices throughout the organization to ensure that financial and operating reports accurately reflect the condition of the business and provide reliable information necessary to control operations. Use Supervisory/Management (M) Career Band.	X
Financial Services	0225	Internal Audit Management	Manages the organization's overall audit program. Provides management with a review of accounting, financial, information systems and departmental operations by measuring and evaluating the effectiveness of accounting and management controls. Use Supervisory/Management (M) Career Band.	X

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Financial Services	0252	Managed Care Finance Management	Manages accounting and information systems in support of managed care contracts. Conducts primary negotiations on behalf of the organization for payment rates under all managed care agreements. Develops strategies for improving levels of reimbursement under managed care agreements. Instructs affected departments regarding the implications of capitation for their operations. Develops and helps guide organizational structure and processes necessary to support managed care agreements. Use Supervisory/Management (M) Career Band.	X
Financial Services	7767	Patient Financial Services Management	Manages the activities of the staff of credit, collection, insurance and billing staff. May supervise one or more of the following areas: collections, insurance, cashier and/or customer relations. Coordinates activities and schedules work assignments to meet rigid billing deadlines. Provides guidance and instruction in the interpretation of policies, procedures and practices. Responsible for consistency in extension of credit and collectability of accounts, following up on collection problems and recommending accounts to be written off as bad debts. Use Supervisory/Management (M) Career Band.	X
Financial Services	0480	Payroll Management	Manages the preparation, documentation and disbursement of payroll checks, payroll taxes and employee benefit payments. Coordinates the maintenance of individual payroll records, payroll distribution and preparation of year-end tax forms and Social Security reports. Oversees the compilation of periodic and special reports on payroll matters. Use Supervisory/Management (M) Career Band.	X
Financial Services	7765	Reimbursement Services Management	Manages the activities of the claims and provider reimbursement personnel. Develops and implements procedures for filing reimbursement claims and ensures timely and accurate claims payment. Reviews, evaluates and monitors all cost reporting in support of reimbursement claims. Use Supervisory/Management (M) Career Band.	X
Financial Services	8615	Risk Management	Manages the organization's risk management program and activities to identify, evaluate and implement corrective action against risks that may result in injury to patients, visitors and employees, and in property loss or damage or legal liability. Follows up on proposed corrective actions. Use Supervisory/Management (M) Career Band.	X
Health Information Management	0183	Top Medical Informatics Executive	Has primary responsibility for information system programs and initiatives designed to support clinicians in the delivery of patient care and meet clinical data requirements. Collaborates with information technology and clinical leadership in medical, nursing, pharmacy and other key areas to ensure that clinical and information systems are fully integrated.	X
Health Information Management	8559	Health Information Services Management	Manages the activities of the Health Information/Medical Records department. Provides systems for acquiring, analyzing and retrieving information so that information is readily available when needed. Ensures medical records and department procedures meet the standards of various accrediting and regulatory agencies. Use Supervisory/Management (M) Career Band.	X
Human Resources	0890	Top Human Resources Executive	Has primary responsibility for the organization's human resource policies and programs covering employment, employee/labor relations, wage and salary administration, benefit programs, orientation and training, employee safety and health and employee services. Directs the development and consistent implementation of human resources policies and practices.	X
Human Resources	1080	Compensation and Benefits Management	Manages the organization's compensation and benefit programs, including but not limited to: job evaluation, performance appraisal, salary and incentive programs, life and health insurance, disability, pension and profit sharing programs, etc. Evaluates compensation and benefits programs and recommends modifications to maintain the organization's objectives and competitive position in the marketplace. Use Supervisory/Management (M) Career Band.	X
Human Resources	1030	Compensation Management	Manages the overall job evaluation, performance appraisal and wage and salary management programs for the organization. Develops and administers all incentive programs. Conducts or participates in wage and salary surveys and recommends changes to ensure the maintenance of the organization's compensation objectives and competitive position in the marketplace. Use Supervisory/Management (M) Career Band.	X
Human Resources	0960	Employee Benefits Management	Manages the various employee benefit programs, including but not limited to life and health insurance, disability, pension, profit-sharing and related programs. Recommends new and/or improved employee benefit plans and cost-saving measures. Ensures compliance with all legal requirements of various employee benefit programs and prepares and files required legal reports. Use Supervisory/Management (M) Career Band.	X
Human Resources	1480	Employee Communications Management	Manages employee communications functions. Develops internal human resources communications materials regarding policies and procedures, compensation, benefit changes, etc. May develop and maintain the organization's policy and procedure manual as it relates to the human resources function. May assist in the preparation of speeches and other presentations directed towards employees. Use Supervisory/Management (M) Career Band.	X

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Human Resources	1490	Employee Health Management (RN)	Manages the employee health service functions of the organization. Ensures all medical records are kept in a manner compliant with appropriate policies and procedures. May be responsible for administering employee physicals, injury related diagnoses, or other types of referrals according to OSHA regulations. May provide consultation regarding workers' compensation, infection control or other employee health related issues. Requires certification as a registered nurse. Use Supervisory/Management (M) Career Band.	X
Human Resources	1220	Employee Services Management	Manages organization-sponsored employee services and activities in order to enhance the employee relations climate. Use Supervisory/Management (M) Career Band.	X
Human Resources	1130	Employee Training Management	Manages the organization's training by conducting needs assessments, developing appropriate programs (including the preparation of aids/materials) and conducting a variety of training programs. May contract with outside vendors in the development and conduct of training programs. Coordinates employee participation in outside vendor training. Use Supervisory/Management (M) Career Band.	X
Human Resources	1260	Employment/Recruiting Management	Manages the recruiting and selection activities of the company to employ, place and/or transfer internal and external executives, managers, professionals, technicians and support staff to ensure adequate staffing. Identifies sources of candidates, and initiates and maintains relationships with outside sources (e.g., employment agencies, recruiters, colleges, job fair sponsors). Coordinates the design and placement of employment advertising. Evaluates selection criteria and testing techniques to ensure compliance to standards. Participates in the development and implementation of revisions. Develops and controls employment/recruiting expenditures budget. Ensures adherence to all federal, state and local regulations governing the employment process. Use Supervisory/Management (M) Career Band.	X
Human Resources	1180	Equal Employment Opportunity Management	Manages the corporate Affirmative Action/Equal Employment Opportunity (AA/EEO) programs for minority and female employment and advancement, in compliance with legislation and management directives. Investigates complaints and compiles and submits required AA/EEO statistical reports. Use Supervisory/Management (M) Career Band.	X
Human Resources	1463	Human Resources Information System (HRIS) Management	Manages the implementation and maintenance of human resources records into human resources information system (HRIS) and/or other electronic data processing systems. Implements efficient means of data collection and maintenance. Supervises generation of regular and special reports regarding employee skills, pay data and related information. Recommends changes in methods or procedures to increase efficiency. Use Supervisory/Management (M) Career Band.	X
Human Resources	0910	Human Resources Management	Manages activities and staff covering several of the following: employment, labor relations, wage and salary administration, orientation and training, placement, safety and health, benefits and employee services. Use Supervisory/Management (M) Career Band.	X
Human Resources	1420	Labor Relations Management	Manages the organization's labor-management relations. Formulates and administers the organization's labor relations policy. Represents management in labor relations, including the negotiation, interpretation and administration of collective bargaining agreements. Use Supervisory/Management (M) Career Band.	X
Human Resources	1495	Organizational Development Management	Manages organization development activities to support the assessment of organizational needs and the design. Implements and evaluates programs that facilitate the professional development and continuous learning of team members, particularly executives and emerging leaders. Use Supervisory/Management (M) Career Band.	X
Information Systems	1600	Chief Information Officer/Top IT Executive	Has primary responsibility for information systems planning and functions, including all phases of systems design, programming, installation and operations. Reviews and evaluates project feasibility studies based on management's requirements and priorities, and implements the installation and operation of information systems and equipment.	X
Information Systems	1640	Applications Programming Management	Manages the development, installation and maintenance of computer programs for business and/or scientific applications. Develops and establishes department standards and procedures. Assigns, directs and coordinates the work of the programming staff, providing technical support and direction. Use Supervisory/Management (M) Career Band.	X
Information Systems	2380	Clinical Informatics Management	Manages the design, and implementation of the system requirements of the Meaningful Use (MU) program. Supports the development, and execution of clinical informatics initiatives, with a focus on process changes that utilize technology to improve clinical and business functions across the organization. Use Supervisory/Management (M) Career Band.	X

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Function	Code	Title	Description	
Information Systems	1608	Clinical Information Systems Management	Manages the design, implementation and maintenance of clinical information systems (e.g., utilization review, operating rooms scheduling, remote physician access, nursing services, etc.) to effectively apply clinical information technology solutions to improve clinical operations. Coordinates projects with Information Technology (IT) to ensure effective integration of clinical systems with other institutional applications. Supports planning, development and programming for Health Information Exchange. Use Supervisory/Management (M) Career Band.	X
Information Systems	1760	Data Entry Management	Manages the operation of key entry devices to record a variety of alpha/numeric data onto various storage media. Use Supervisory/Management (M) Career Band.	X
Information Systems	1730	Information Systems Operations Management	Manages the activities of computer operations, exclusive of the systems and programming function. Develops and establishes department standards and procedures, and assigns work to the operations staff. Prepares activity and progress reports. Use Supervisory/Management (M) Career Band.	X
Information Systems	1987	Network Planning Management	Manages the planning, development and installation of network systems by evaluating current and future business requirements. Develops, maintains and communicates project plans and schedules, prioritizes requirements and coordinates human and financial resources. Ensures all software and hardware products are compatible with network integration. Use Supervisory/Management (M) Career Band.	X
Information Systems	2385	Nursing Informatics Management	Manages the implementation, integration and ongoing evolution of clinical information systems at the hospital. This individual serves as a liaison between clinicians, ancillary departments, and Information Technology (IT) to align clinical and IT standards with department workflow, processes and policies. Use Supervisory/Management (M) Career Band.	X
Information Systems	2371	Picture Archiving and Communication System (PACS) Management	Manages Picture Archiving and Communication System (PACS) functions to ensure smooth operations of the PACS department. Ensures compliance with hospital standards, security and operational standards. Use Supervisory/Management (M) Career Band.	X
Information Systems	1890	Systems and Programming Management	Manages the planning, development and installation of network systems by evaluating current and future business requirements. Develops, maintains and communicates project plans and schedules, prioritizes requirements and coordinates human and financial resources. Ensures all software and hardware products are compatible with network integration. Use Supervisory/Management (M) Career Band.	X
Information Systems	1656	Website Management	Manages the organization's internet web site including technical programming and database development and design (e.g., site content, aesthetic look and feel) as well as the site's day-to-day operations. Must manage the activities of one or more jobs dedicated to the website, such as Web Developer, Web Author, Web Administrator and/or Webmaster. Use Supervisory/Management (M) Career Band.	X
Institute/Service Line Directors	9310	Behavioral Medicine Institute/Service Line Director (MD/DO)	Has primary responsibility for all medical/clinical activities in the Behavioral Medicine institute/service line. Plans and implements standards for medical policies and practices in compliance with patient care protocols, laws and regulations. Oversees guidance, counseling and direction of medical/clinical staff. May be responsible for budget and cost controls in accordance with organizational objectives.	X
Institute/Service Line Directors	9315	Cancer Center Institute/Service Line Director (MD/DO)	Has primary responsibility for all medical/clinical activities in the Cancer Center institute/service line. Plans and implements standards for medical policies and practices in compliance with patient care protocols, laws and regulations. Oversees guidance, counseling and direction of medical/clinical staff. May be responsible for budget and cost controls in accordance with organizational objectives.	X
Institute/Service Line Directors	9000	Cardiovascular (Heart Center) Institute/Service Line Director (MD/DO)	Has primary responsibility for all medical/clinical activities in the Cardiovascular (Heart Center) institute/service line. Plans and implements standards for medical policies and practices in compliance with patient care protocols, laws and regulations. Oversees guidance, counseling and direction of medical/clinical staff. May be responsible for budget and cost controls in accordance with organizational objectives.	X
Institute/Service Line Directors	9320	Neuroscience Institute/Service Line Director (MD/DO)	Has primary responsibility for all medical/clinical activities in the Neuroscience institute/service line. Plans and implements standards for medical policies and practices in compliance with patient care protocols, laws and regulations. Oversees guidance, counseling and direction of medical/clinical staff. May be responsible for budget and cost controls in accordance with organizational objectives.	X
Institute/Service Line Directors	9325	Orthopedics Institute/Service Line Director (MD/DO)	Has primary responsibility for all medical/clinical activities in the Orthopedics institute/service line. Plans and implements standards for medical policies and practices in compliance with patient care protocols, laws and regulations. Oversees guidance, counseling and direction of medical/clinical staff. May be responsible for budget and cost controls in accordance with organizational objectives.	X
Institute/Service Line Directors	9330	Pediatrics Institute/Service Line Director (MD/DO)	Has primary responsibility for all medical/clinical activities in the Pediatrics institute/service line. Plans and implements standards for medical policies and practices in compliance with patient care protocols, laws and regulations. Oversees guidance, counseling and direction of medical/clinical staff. May be responsible for budget and cost controls in accordance with organizational objectives.	X

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Function	Code	Title	Description	
Institute/Service Line Directors	9335	Primary Care Institute/Service Line Director (MD/DO)	Has primary responsibility for all medical/clinical activities in the Primary Care institute/service line. Plans and implements standards for medical policies and practices in compliance with patient care protocols, laws and regulations. Oversees guidance, counseling and direction of medical/clinical staff. May be responsible for budget and cost controls in accordance with organizational objectives.	X
Institute/Service Line Directors	9340	Surgical Services Institute/Service Line Director (MD/DO)	Has primary responsibility for all medical/clinical activities in the Surgical Services institute/service line. Plans and implements standards for medical policies and practices in compliance with patient care protocols, laws and regulations. Oversees guidance, counseling and direction of medical/clinical staff. May be responsible for budget and cost controls in accordance with organizational objectives.	X
Institute/Service Line Directors	9345	Women's Health Institute/Service Line Director (MD/DO)	Has primary responsibility for all medical/clinical activities in the Women's Health institute/service line. Plans and implements standards for medical policies and practices in compliance with patient care protocols, laws and regulations. Oversees guidance, counseling and direction of medical/clinical staff. May be responsible for budget and cost controls in accordance with organizational objectives.	X
Laboratory Services	8857	Cardiac Catheterization Laboratory Management	Manages the activities of the Cardiac Catheterization Laboratory. Provides direction, training and guidance to staff and serves as a resource to Cardiologists within the lab. Coordinates care delivery in accordance with the direction of the Cardiologists. Use Supervisory/Management (M) Career Band.	X
Laboratory Services	8755	Laboratory Services Management	Manages the activities of the Laboratory Department. Ensures that chemical, microscopic and bacteriologic tests are performed accurately and efficiently, and that the results are reported in a timely manner. Use Supervisory/Management (M) Career Band.	X
Legal Services	3435	Top Legal Executive/General Counsel	Serves as chief legal adviser and counsels management on the legal implications of all organization activities and problems. Provides legal services as required in legal proceedings. Keeps abreast of legislative and administrative regulatory developments. Obtains the services of outside counsel as required to complement available internal legal resources.	X
Legal Services	3436	Second Level Legal Services Executive	Reporting directly to the Top Legal Executive, shares responsibility for managing the legal function. Provides advice and counsel regarding legal matters and ensures implementation of the Top Legal Executive's policies and procedures. This is usually a single incumbent position, but in large legal departments there may be multiple incumbents at this level. The position is typically not found in smaller legal departments.	X
Managed Care	7795	Top Managed Care Executive	Has primary responsibility for planning, directing, and coordinating all managed care operations. Develops and implements policies and procedures, short- and long-term goals, objectives and plans. Ensures that financial, managed care and physician contract and patient objectives are met.	X
Managed Care	2825	Managed Care Member Services Management	Manages and evaluates activities regarding all aspects of member services. Maintains records and reports on all membership information for the enrolled population of the plan. Supervisory/Management (M) Career Band.	X
Managed Care	2372	Managed Care Provider Relations Management	Manages the day-to-day activities of the provider relations function. Areas of responsibility include some or all of the following: health care provider network development, contracting, credentialing, provider relations and provider services. May monitor network performance, manage provider network communications, support provider orientation and education, and assist in resolution of provider issues. Use Supervisory/Management (M) Career Band.	X
Marketing, Communications and Account Services	3371	Top Communications Executive	Has primary responsibility for the strategic communication programs and activities of the internal/external communications of the organization. Develops communication policy and practice for the organization in the areas of marketing, media relations, advertising, public relations, promotions, investor relations, etc.	X
Marketing, Communications and Account Services	3165	Top Marketing Executive	Has primary responsibility for plans designing, developing and implementing policies related to the organization's marketing activities. Develops market objectives and strategies, and monitors performance against goals. Typically directs activities such as market research, brand/product management, advertising and promotion, and new product development.	X
Marketing, Communications and Account Services	3160	Top Sales and Marketing Executive	Has primary responsibility for the design, development and implementation of marketing and sales programs for the organization's products and services. Plans, directs and coordinates the efforts of marketing and sales toward of the accomplishment objectives. Maintains and constantly improves the organization's competitive position. Ensures maximum sales volume at minimum cost.	X
Marketing, Communications and Account Services	3170	Top Sales Executive	Has primary responsibility for developing and implementing sales programs and directing the sales force to achieve volume objectives for the organization's products. Tracks sales performance against objectives and informs management of results. May manage relationships with major clients.	X

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Function	Code	Title	Description	
Marketing, Communications and Account Services	2935	Brand Marketing Management	Manages the development and implementation of the organization's brand strategy. Increases internal and external awareness of the organization's brand image through marketing and communications programs, such as print advertising, public relations, marketing, events, online and community activities. Analyzes and reports on the results of brand marketing initiatives. <i>Use Supervisory/Management (M) Career Band.</i>	X
Marketing, Communications and Account Services	2905	Managed Care Marketing Management	Manages the marketing opportunities and activities in a managed care unit. Oversees the marketing of managed care programs to promote new business opportunities and maintain business relationships. Identifies and negotiates managed care marketing and sales opportunities to increase market penetration and increase revenue. <i>Use Supervisory/Management (M) Career Band.</i>	X
Marketing, Communications and Account Services	2930	Marketing Management	Manages the design, development and implementation of the organization's marketing policies and programs. Develops marketing objectives and strategies, and monitors performance against goals. Typically directs activities such as market research, brand management, advertising and promotion. Evaluates competitive health care services, utilization of services and facilities, physician preferences and community needs. <i>Use Supervisory/Management (M) Career Band.</i>	X
Marketing, Communications and Account Services	3175	Sales Management	Manages the development and implementation of sales plans, strategies, and programs to new prospects and enhance existing accounts. Manages sales personnel. Prepares regular and special reports on sales. <i>Use Supervisory/Management (M) Career Band.</i>	X
Materials Management	5715	Top Supply Chain Executive	Has primary responsibility for all supply chain activities as well as all or most of the following: customer service, inventory management, procurement, transportation, warehousing and distribution.	X
Materials Management	6000	Materials Management	Manages programs to purchase, store, inventory and distribute materials, supplies and equipment. Directs supply and equipment negotiations for both individual purchase and continuing contractual relationships based upon the best cost-value relationship for the organization. Oversees personnel who order, receive, store and issue purchased items. Oversees personnel who decontaminate, assemble, sterilize, store, distribute and account for both one-time and reusable patient care and floor stock items. Prepares periodic reports on activities of the department. <i>Use Supervisory/Management (M) Career Band.</i>	X
Materials Management	6020	Purchasing Management	Manages the approval and control of the purchasing function, within limits of delegated authority. Investigates all new developments relative to material and supplies and makes recommendations designed to reduce costs and improve quality. <i>Use Supervisory/Management (M) Career Band.</i>	X
Non-Acute Care	8060	Top Ambulatory Care Executive	Has primary responsibility for planning and managing operations of all ambulatory care locations, including outpatient clinics, urgent care centers, outpatient surgery centers, laboratory draw stations, and others. Develops and implements policies and procedures, short-term and long-term goals, objectives and strategic plans for ambulatory care.	X
Non-Acute Care	7797	Top Long-Term Care Executive	Has primary responsibility for the overall operation, quality and financial performance of a long-term care program. Develops and implements policies and procedures, short-term and long-term goals, objectives and strategic plans. Provides direction and feedback to management. Ensures the facility is in compliance with all regulations and that all direct care providers meet and continue to maintain requirements and licensure.	X
Non-Acute Care	7780	Top Professional Services Executive	Has primary responsibility for all clinical divisions, departments and programs. Ensures that overall mission and goals are achieved by participating in the formulation of clinical objectives, services, policies and procedures. Develops and maintains administrative and regulatory compliance systems and optimal resource allocation criteria. Monitors performance and budgets of clinical services. Serves as liaison with all clinical professional, administrative and support staff. Serves as a member of the senior management group and various key committees.	X
Non-Acute Care	0204	Adult Day Care Management	Manages activities of adult day care programs and services designed for elderly individuals who do not live in a retirement or long-term care facility. Identifies health, education and psycho-social needs of older individuals in the community and develops programs, projects and activities based on assessed needs. <i>Use Management (M) Career Band.</i>	X
Non-Acute Care	8070	Ambulatory Services Management	Manages programs and staff of the ambulatory services department. Establishes and implements approved standards and guidelines for ambulatory services and programs. Monitors patient progress and maintains working relationships with community agencies. <i>Use Management (M) Career Band.</i>	X
Non-Acute Care	8555	Ancillary Services Management	Manages ancillary services such as pharmacy, respiratory, physical, recreational and occupational therapy services, and medical records, but excluding room, board, medical and nursing services. <i>Use Management (M) Career Band.</i>	X
Non-Acute Care	0198	Child Care Center Management	Manages the activities of the child care center. Reviews activities and makes recommendations for changes to improve the child care program. May serve as liaison with local community organizations to ensure that the child care program meets community needs. <i>Use Management (M) Career Band.</i>	X

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Function	Code	Title	Description	
Non-Acute Care	0195	Home Health Care Management	Manages activities of the home health care unit. Schedules and coordinates nursing, therapeutic and related health services performed in patient homes. Participates with physicians in developing and delivering specific home health care services for individual patients. Prepares reports on services and costs. Use Management (M) Career Band.	X
Non-Acute Care	0214	Hospice Management	Manages the hospice program including home care, in-patient care and bereavement follow up. Evaluates hospice educational and informational programs. Implements and maintains established department, unit and organization policies, procedures and objectives as well as quality assurance, environmental and infection control policies. Prepares reports on the activities of the operation for review by senior administration. Use Management (M) Career Band.	X
Non-Acute Care	7760	House Management	Provides onsite management of the hospital or a significant section of the hospital during a specified shift, normally when hospital management is absent. Manages patient care delivery during that shift and addresses any issues that arise. Often responsible for ensuring adequate staffing for the oncoming shift. Works with patients, family members and physicians to ensure needs are met and problems are resolved. Manages occurrences during the shift, ensuring appropriate documentation and communication. Determines issues to be referred to the Administrator on call. Use Management (M) Career Band.	X
Non-Acute Care	0200	Nursing Home Management	Manages activities of the nursing home. Maintains direct patient contact and reviews patient condition reports and health care plans. Analyzes and evaluates nursing care and implements changes for improvement. Prepares and reports on the activities of the unit for review by senior administration. Use Management (M) Career Band.	X
Non-Acute Care	8100	Outpatient Services Management	Manages clinic activities. Establishes and administers outpatient policies and procedures in cooperation with other department heads and administrative personnel. Use Supervisory/Management (M) Career Band.	X
Non-Acute Care	0190	Professional Services Management	Manages activities of designated clinical divisions, departments and programs. Ensures that overall mission and goals are achieved by participating in the formulation of clinical objectives, services, policies and procedures. Develops and maintains administrative and regulatory compliance systems and optimal resource allocation criteria. Monitors performance and budgets of clinical services. Serves as liaison with all clinical professional, administrative and support staff. Serves as a member of the senior management group and various key committees. Use Supervisory/Management (M) Career Band.	X
Non-Acute Care	8897	Renal Dialysis Management	Manages activities of the renal dialysis unit. Provides clinical supervision for professional and technical hemodialysis, peritoneal dialysis, drug overdose and plasmapheresis. Develops operating budgets and standards of performance, and ensures that department operates within budget and in accordance with performance standards. Prepares reports on the activities of the unit for review by administration. Use Supervisory/Management (M) Career Band.	X
Non-Acute Care	0203	Retirement Center Management	Manages activities of the retirement center. Plans and oversees the activities program for residents, new or prospective resident needs, and identifies any physical or dietary limitations. Prepares reports on the activities and operations of the center for review by senior administration. Use Supervisory/Management (M) Career Band.	X
Non-Acute Care	0209	Same-Day Surgery Management	Manages activities of the same-day surgery unit. Ensures proper adherence to organizational policies, objectives and regulatory compliance in order to provide high quality patient care. Serves as a liaison with all professional, administrative and support staff. Prepares and reports on the activities of the unit for review by senior administration. Use Supervisory/Management (M) Career Band.	X
Non-Acute Care	0205	Substance Abuse Center Management	Manages activities of the substance abuse center. Evaluates treatment procedures to ensure attainment of goals and objectives with regard to effective rehabilitation from drug/alcohol dependency. Complies with federal, state and local license requirements to maintain a high level of quality standards. Coordinates with community agencies and programs to ensure continuity in the type and level of patient care. Use Supervisory/Management (M) Career Band.	X
Nursing	8130	Top Nursing Services Executive	Has primary responsibility for the activities of professional nursing personnel and support staff. Implements and interprets administrative policies and procedures, regulates activities of the various nursing units, analyzes and evaluates nursing services rendered, and plans and directs orientation and in-service training programs for the nursing staff.	X
Nursing	8212	Care Coordination Management	Manages activities of key areas that significantly impact the coordination of effective patient care delivery as well as the financial effectiveness of care delivery, including patient care management, social work, patient access and intake, and utilization management. Sets strategy and approves operational policies and procedures within Patient Care Coordination. Serves as a key clinical leader with significant contribution to Patient Care Services strategy. Use Supervisory/Management (M) Career Band.	X
Nursing	2373	Nursing Management	Manages the activities of professional nursing personnel and support staff. Implements and interprets administrative policies and procedures, regulates activities of the nursing unit (or units), analyzes and evaluates nursing services rendered, and plans and directs orientation and in-service training programs for the nursing staff. Use Supervisory/Management (M) Career Band.	X

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Function	Code	Title	Description	
Nursing	8140	Nursing Services Executive - Second Level	Reporting directly to the Top Nursing Services Executive, shares responsibility for managing the activities of professional nursing personnel and support staff. Analyzes nursing and auxiliary services to improve the quality of patient care and attain maximum utilization of staff time and resources. Assumes other responsibilities delegated by the Top Nursing Services Executive.	X
Nursing	0219	Operating Room Management	Manages nursing services provided in the operating room and patient holding receiving areas including the establishment and maintenance of a clean and safe environment, procurement of necessary equipment and supplies, control of medications, preparation of patients for surgery and immediate post-operative care. Use Supervisory/Management (M) Career Band.	X
Nursing	8150	School of Nursing Education Management	Manages the activities of the school of nursing in coordination with the school faculty. Monitors and evaluates faculty performance. Formulates and administers the nursing education programs to achieve the school's objectives. Analyzes, revises and maintains educational programs consistent with current nursing practices and procedures. Use Supervisory/Management (M) Career Band.	X
Patient Services	0410	Top Patient Experience Executive	Has primary responsibility for the leadership, design, and implementation of initiatives that fulfill the mission of the organization, and promoting a culture that focuses on patient centered care and emphasizes outstanding service and compassion.	X
Patient Services	8570	Admissions Management	Manages the activities of personnel who arrange for the admission of patients. Ensures the accuracy and completion of required admitting records, the assignment of available accommodations and arrangements for the payment of charges. Organizes admitting procedures in accordance with the activities of other departments and policies and procedures. Use Supervisory/Management (M) Career Band.	X
Patient Services	8922	Call Center - Managing RN	Provides guidance to call center personnel on day-to-day activities. Provides technical and administrative direction to call center staff. Ensures expected call volume meets service level objectives. Use Supervisory/Management (M) Career Band.	X
Patient Services	8213	Case Management	Manages activities of the Case Management department in order to promote effective utilization of hospital resources, ensure processes support appropriate reimbursement for services rendered, support efficient patient throughput, and ensure compliance with all state and federal regulations related to case management services. Use Supervisory/Management (M) Career Band.	X
Patient Services	7772	Claims Management	Manages employees responsible for administering medical bills and claims, and counseling to claimants. Monitors and controls claims backlog and workflow. Coordinates resolution of claim issues and ensures that claims are settled in accordance with cost control standards. Use Supervisory/Management (M) Career Band.	X
Patient Services	8635	Infection Control Management	Manages activities of the Infection Control program at the organization and establishes related policies and practices. Monitors the delivery of patient care and investigates potential outbreaks of infection. Coaches and mentors the infection control team. Use Supervisory/Management (M) Career Band.	X
Patient Services	8557	Patient Relations Management	Manages the development and implementation of policies and procedures to ensure a high level of satisfaction in the delivery of quality care and services to patients and their families. Serves as liaison between patients and other health care service providers. Use Supervisory/Management (M) Career Band.	X
Pharmacy	8304	Pharmacy Management	Manages pharmacy activities, including the purchase, receipt, storage, compounding and dispensing of pharmaceuticals. As necessary, assists in dispensing medication, and oversees the maintenance of inventory, records, files and references. Consults with and advises medical staff regarding drugs and pharmaceuticals. Use Supervisory/Management (M) Career Band.	X
Physician Enterprise	0113	Top Physician Integration Executive	Has primary responsibility for the development of operational and clinical efficiencies for a network of physicians. Identifies needs and coordinates the development of physician relationships, cultural blending, shared technology, data and records management, and clinical/administrative process improvements.	X
Physician Enterprise	2369	Top Physician Network Executive	Has primary responsibility for the growth of physician networks through recruitment and coordination. Develops and implements the physician strategies, policies, provider network contract models and reimbursement methodologies. Coordinates physician services with requirements for individual health plans, claims processing, record-keeping, regulatory compliance, etc.	X
Physician Enterprise	0111	Top Physician Practices Executive	Has primary responsibility for the development and implementation of policies, procedures, and overall operations of multiple physician practices. Ensures the successful delivery of patient services and achievement of financial goals. May lead physician recruiting and contracting. Typically reports to the CEO of a health care system, the Board of Directors or other governing body.	X
Physician Enterprise	0192	Clinic Operations Management	Manages the day-to-day activities of the clinic operations in order to provide high quality health care services to the community. Ensures efficient and economical performance in accordance with clinic operating budgets, goals and objectives. Maintains effective communications with senior administration, medical staff, the community and all levels of clinic employees. Ensures compliance with applicable regulatory requirements. Use Supervisory/Management (M) Career Band.	X

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Function	Code	Title	Description	
Physician Enterprise	0253	Physician Practice Management	Manages the operations of a physician practice, including administrative, financial, clinical, and educational activities. Leads the identification and implementation of short and long-term goals for the practice, and ensures their achievement. Monitors practice activities to ensure compliance with all applicable governmental regulations and practice standards. Generally reports to the practice Board of Directors or other governing body. Use Supervisory/Management (M) Career Band.	X
Planning and Development	2368	Top Business Development Executive	Has primary responsibility for the development and implementation of goals and strategies to ensure the organization's financial growth and expansion of its market share. Identifies new lines of business and opportunities to enhance existing lines of business.	X
Planning and Development	0165	Top Strategic/Long-Range Planning Executive	Has primary responsibility for planning, implementation and achievement of strategic objectives in growth and structure through merger, acquisition and affiliation with other health care providers. Ensures the best use of organization resources in accordance with objectives for growth. Keeps top management informed on long-range health care trends and makes appropriate recommendations. Participates in the review of laws which have an effect on procedures and planning.	X
Population Health	4110	Top Population Health Executive	Has primary responsibility for developing organization's population health strategy. Lead clinical transformation initiatives coordinating activities across all areas of organization and track impact of initiatives on quality, cost and patient outcomes. Develop relationships with organizations across the health care continuum, including private physicians, post-acute care centers, social service agencies and community organizations to improve health of population across continuum.	X
Population Health	4120	Population Health Management	Manages population health programs and initiatives including clinical transformation activities, coordination of patient transitions across health care continuum, developing patient data analytics to identify high risk populations and other strategic initiatives. Works collaboratively with departments across organization and external health care providers and community organizations to improve population health. Use Supervisory/Management (M) Career Band.	X
Psychological/Social Services	8480	Psychological Services Management	Manages psychological services to patients, including the study, diagnosis, and treatment of mental, emotional, and behavioral disorders. Oversees testing and counseling services to patients with psychological disorders. Use Supervisory/Management (M) Career Band.	X
Psychological/Social Services	8490	Social Services Management	Manages activities of the Social Services Department programs in accordance with policies and accepted social work practice. May utilize and supervise the work of volunteers. Evaluates and coordinates the department's services and the needs of the patients and the community served. Use Supervisory/Management (M) Career Band.	X
Quality and Compliance	0222	Top Compliance Executive	Has primary responsibility for the development, implementation and enforcement of the compliance program. Ensures conformance with applicable laws, regulations and accreditation standards, e.g., Medicare/Medicaid reimbursement, Equal Employment Opportunity (EEO), the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), Intermediate Sanctions legislation, hazardous waste disposal, and the Americans with Disabilities Act (ADA).	X
Quality and Compliance	2668	Top Total Quality Management Executive	Has primary responsibility for the development and implementation of a total quality management (TQM) program to improve clinical processes and programs throughout the organization and its units.	X
Quality and Compliance	0221	Organizational Ethics Management	Manages ethics services, including bioethics and organizational ethics education. Participates in case reviews/consultations. Develops ethical decision making policies. Promotes and participates in the continuing process of education regarding medical ethics for the organization and the community. Serves on various committees dealing with issues of medical ethics and provides consultation on ethical issues inside and outside the organization. Use Supervisory/Management (M) Career Band.	X
Quality and Compliance	0217	Total Quality Management	Manages the implementation of total quality improvement (TQM) projects and establishes quality improvement project teams. Audits organization programs and policies to ensure that patient and physician needs are effectively addressed. Use Supervisory/Management (M) Career Band.	X
Rehabilitation Services	8380	Occupational Therapy Management	Manages programs and staff of the occupational therapy department. Establishes standards for therapy and patient participation. Consults with physicians, assigns therapists and schedules and monitors treatment and progress of patients. Use Supervisory/Management (M) Career Band.	X
Rehabilitation Services	8350	Physical Therapy Management	Manages programs and staff of the physical therapy department in the treatment of disabled, injured or diseased patients. Establishes standards for therapy and patient participation. Consults with physicians, assigns therapists and schedules and monitors treatment and progress of patients. Use Supervisory/Management (M) Career Band.	X
Rehabilitation Services	8400	Recreational Therapy Management	Manages programs and staff of the recreational therapy department. Confers with physicians, assigns and schedules duties, and monitors the treatment and progress of patients. Use Supervisory/Management (M) Career Band.	X

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Function	Code	Title	Description	
Rehabilitation Services	8340	Rehabilitation Services Management	Manages programs and staff of the rehabilitation services department. Establishes and implements approved guidelines for rehabilitation programs. Maintains working relationships with community agencies. Monitors treatment and progress of patients. <i>Use Supervisory/Management (M) Career Band.</i>	X
Rehabilitation Services	8450	Respiratory Therapy Management	Manages activities of the inhalation therapists and technicians who administer medicinal gases and aerosolized drugs to patients. <i>Use Supervisory/Management (M) Career Band.</i>	X
Rehabilitation Services	8430	Speech and Hearing Therapy Management	Manages activities of staff personnel in the speech and hearing therapy program. Reviews diagnoses and test evaluations of patients, and makes further recommendations for medical or social assistance. Assigns and schedules therapists, and monitors the treatment and progress of patients. <i>Use Supervisory/Management (M) Career Band.</i>	X
Safety and Security	1505	Top Safety and Security Executive	Has primary responsibility for establishing programs and policies that provide and maintain safe working conditions on the organization's premises in compliance with applicable guidelines/regulations (e.g., Occupational Safety and Health Association [OSHA] in the United States) and other legal enactments as well as standards established by senior management.	X
Safety and Security	1385	Fire Safety Management	Manages fire safety programs and systems for the organization to ensure compliance with all applicable local, state and federal laws and regulations concerning fire and safety standards. Reviews building construction designs and codes, fire inspection reports, property damage reports and fire prevention training activities. <i>Use Supervisory/Management (M) Career Band.</i>	X
Safety and Security	1500	Safety Management	Manages the promotion and maintenance of safe and healthy working conditions, and recommends measures to reduce or eliminate industrial accident and health hazards in compliance with Occupational Safety and Health Administration (OSHA) regulations. <i>Use Supervisory/Management (M) Career Band.</i>	X
Safety and Security	1530	Security Management	Manages guard personnel in the enforcement of security procedures for the protection of people and property. Establishes security programs, work schedules and assignments. Studies and makes recommendations on special security problems. Cooperates closely with law enforcement agencies. <i>Use Supervisory/Management (M) Career Band.</i>	X
School of Medicine	8090	Chief Academic Officer (MD/DO)	Has primary responsibility for the residency program of an academic medical center that is affiliated with a university. Manages relationship with the medical school. May direct the credentialing function.	X
School of Medicine	8092	Dean of the School of Medicine (MD/DO)	Has primary responsibility for medical school and residency programs. Formulates academic policies, programs and establishes employment, recruitment, development, promotion and tenure policies of the faculty, deans and other academic leaders.	X
School of Medicine	0180	Medical Director (MD/DO)	Has primary responsibility for all medical and related activities, with the exception of nursing services. Participates in establishing and implementing standards of medical service, and advises CEO/Administrator on medical and administrative questions and policies as they relate to medical practices. Plans for and participates in intern and resident physician education. Investigates and implements new medical practices and techniques. Serves as a consultant in unusual and difficult medical cases.	X
School of Medicine	8094	School of Medicine Department Chair	Directs and oversees the clinical, operational and financial management of an academic department. Ensures compliance to all organizational and accrediting/regulatory agency standards, policies and procedures. May be responsible for one or more residency or fellowship programs.	X
Telecommunications	1900	Telecommunications Installation and Maintenance Management	Manages the installation of telecommunications switch/cell/network and/or maintenance activities at the customer site or remotely from organization location. Oversees the training of installation and/or maintenance/repair technicians. Ensures all installation and maintenance functions are performed in accordance with established organization specifications. <i>Use Supervisory/Management (M) Career Band.</i>	X
Telecommunications	1980	Telecommunications Management	Manages voice, data and video communication systems throughout the organization, including the planning, design, installation and maintenance of networks in support of information systems. Oversees the budgeting and long-range planning of telecommunications systems and projects, including various word processing and facsimile equipment systems. Consults with information systems staff to coordinate telecommunications systems capabilities. Prepares activity and progress reports. <i>Use Supervisory/Management (M) Career Band.</i>	X