



WEST KAUAI MEDICAL CENTER – MAHELONA MEDICAL CENTER
KAUAI VETERANS MEMORIAL HOSPITAL SAMUEL MAHELONA MEMORIAL HOSPITAL
HUMAN RESOURCES KAUAI REGION P. O. BOX 337 WAIMEA, HI 96796

AMENDED 07/22/2010

VACANCY ANNOUNCEMENT
CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: 07/20/2010
JOB TITLE: BUSINESS MANAGER V
RECRUITMENT NO.: KAUAI 033-10 (Permanent Full-Time)
JOB LOCATION: KAUAI VETERANS MEMORIAL HOSPITAL, Waimea, Kauai, Hawaii
SALARY RANGE: \$4062 per month (SR24)

Per the collective bargaining agreement as negotiated with HGEA, the salary amount will be 5% less than the posted salary schedule rate as of September 30, 2009.

Job Duties: *Manages the business affairs of the West Kauai Medical Center Clinics which includes activities such as: maintenance of fiscal records and handling patients' business matters; handling personnel matters for those employees that are supervised by this position; controlling allocation of appropriated budgets and directing the budget activities for the Clinics as directed by the Regional Fiscal Management Officer.*

* Position requires travel on a regular basis to and from facilities within the Kauai Region.

EDUCATION REQUIREMENT:

Bachelor's degree from an accredited four (4) year college or university. Excess experience of the type and quality described below, or any administrative, professional, or other responsible work which required a high degree of analytical skill may be substituted for education on a year-for-year basis up to a maximum of four years.

MINIMUM EXPERIENCE REQUIREMENTS:

To qualify, you must meet all of the following requirements. Please note that unless specifically indicated, the required education and experience are credited based on a 40-hour workweek.

Specialized Experience: Four (4) years of progressively responsible experience in financial management, budget preparation, budgetary control and related business management functions preferably in a Hospital or Medical Clinic organization specifically in revenue cycle and; clinic or hospital billing and collection cycle. One of the required four (4) years above must have included supervisory responsibilities which involved planning and directing the work of subordinates, assigning and reviewing such work, and training and developing new employees.

Supervisory Experience: One (1) year experience supervisory responsibilities which involved planning and directing the work of subordinates, assigning and reviewing such work; training, developing and conducting annual performance evaluations with all subordinate employees.

Substitution:

- 1) Possession of a master's degree from an accredited university with a major in business or public administration or a closely related field may be substituted for one year of the required experience.
- 2) A Certified Public Accountant (CPA) certificate obtained through written examination may be substituted for one year of the required experience.

Knowledge and Abilities preferred:

Knowledge of: Principles and practices of administration and supervision; principles and practices of financial management; budget preparation and budgetary control; office practices and procedures; public relations.

Ability to: Understand and interpret laws, rules and regulations; secure and analyze facts and make administrative decisions; develop new work procedures; analyze financial statements and reports; prepare clear and concise reports;

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plan, lay out, assign and review the work of others; maintain cooperative working relationships with others; supervise a varied program of business activities.

Physical and Medical Requirements:

Employees must be physically able to perform efficiently and effectively the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those employees who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause employees to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

QUALITY OF EXPERIENCE: Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of this position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week. Please note that experience will be based on a 40-hour workweek.

Note: We will not postpone the recruitment process because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements, including education, experience, other public employment requirements for State Civil Service employment, and HHSC Standards of Fitness. Only those applicants that are scheduled for an interview with the hiring manager will be contacted. Applications will be kept active for six (6) months.

CITIZENSHIP AND RESIDENCE REQUIREMENT: Applicants must be eligible to work in the U.S. and at the time of appointment will be required to become a Hawaii resident within a reasonable time from hire.

VETERAN'S PREFERENCE: If you are claiming Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The Hawaii Health Systems Corporation is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination, which includes a drug screening. For certain job categories, applicants may be referred to an HHSC-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations, except the cost for the drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation. The Hawaii Health Systems Corporation shall bear the cost of the drug screening.

CRIMINAL/BACKGROUND, CREDENTIALING CHECKS: Applicable checks will be conducted periodically and any associated costs may be borne by the applicant. If a job offer is made or employment is begun prior to completion of all applicable checks, any offer of employment or continued employment is contingent upon satisfactory return of all required checks.

HOW TO APPLY: Applications are available at the **Kauai Veterans Memorial Hospital**; Human Resources Office, 4643 Waimea Canyon Dr.; Waimea, HI 96796 and at **Samual Mahelona Memorial Hospital**, Human Resources Office, 4800 Kawaihau Rd, Kapaa, HI 96746. You can call (808) 338-9426, e-mail: kauaijobs@hhsc.org or visit our website at www.kvmh.hhsc.org. Application hours are: M-F 7:30 a.m. to 4:00 p.m., excluding holidays, at which time applicants are able to complete an application and have their application reviewed by the facility Human Resources Office. Only applicants that have been through a Human Resources (HR) applicant screening process will be considered for an interview with a hiring manager. Applications for announcements with a deadline date must be on file no later than the last day to file applications. Applications for announcements with "Continuous Recruitment Until Needs are Met" will be accepted as long as there are vacancies. Inactive/filled announcements will be taken off the HHSC website.

STEPS TO AN ADMINISTRATIVE REVIEW, SUBSEQUENT APPEALS: If you do not agree with a decision made by the Employment Office as to your non-qualification or non-selection for a position, you may complete a Request for Administrative Review form (available on the HHSC website) or you may submit a written request within twenty (20) days from the date of your sent notice to the Regional Chief Executive Officer/Designee. Your letter requesting the Administrative Review must include 1. The job title(s) and recruitment number(s), 2. the specific reason(s) you are requesting the review noting if there is a statute or rule violation, and 3. any additional information you want to submit to substantiate your request. If you do not submit your request within the twenty (20) days deadline, no Administrative Review will be conducted. Since the Administrative Review is a prerequisite to subsequent steps, failure to utilize this process will make you ineligible for subsequent appeals. The administrative review, formal complaint and/or appeals hearing will not necessarily postpone the recruitment process and/or rescind a selection.

If you do not agree with the Administrative Review, you may file a Formal Complaint and then, if you are still not satisfied, you can appeal to the HHSC Merit Appeals Board.