

INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

Announcement Number:	2004-169	Opening Date:	10/7/04	Closing Date:	10/18/04
Position/Position Number:	BUSINESS MANAGER (#63320) Temporary Promotion NTE 1 year GS-301-15	Organizational Location:	BUSINESS OFFICE TEMPLE ICF		
Salary Range:	GS-15: \$96,970 - \$126,064 Per Annum (INCLUDES 10.90% LOCALITY COMPARABILITY PAY)	Area of Consideration:	CURRENT PERMANENT EMPLOYEES OF CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM		

Duties and Responsibilities:

The Business Manager has full delegated line authority over a Service Line consisting of Finance Service, Acquisition Material Management (Logistics) Service, and Patient Financial and Support Services. The incumbent will have overall responsibility for planning, organizing, directing, coordinating, controlling, reviewing, evaluating and improving patient support activities and the above mentioned administrative operations of a health care facility which administers a variety of medical care and treatment for a large geographic area. Must be cognizant of and assure that all administrative programs are in compliance with JACHO and other accrediting bodies and regulatory standards. The incumbent is responsible for making recommendations concerning the disposition and utilization of funds, manpower, space, equipment and other resources and then monitoring their compliance. Responsibilities include generation of resources. The Business Manager oversees the process of reviewing, updating, and formulating Medical Center policies and procedures regarding all areas within the Business Office. Responsible for the development and execution of the CTVHCS budget, equipment management and logistics support, compliance-related activities to ensure consistency among the various divisions and services (i.e., proper coding; proper insurance billing; medical records; means testing, etc.) new revenue generation and the creation and distribution of useful management reports and data to CTVHCS managers. Participates as a full member of the top management team. The incumbent serves as Acting Deputy Director as designated in the absence of the Deputy Director.

Qualification Requirements:

Qualifications are derived from the Office of Personnel Management Group Coverage Qualification Standard for Administrative and Management Positions, available in Human Resources Management Service. At the GS-15 level, must have one year of specialized experience equivalent to a GS-14. Specialized experience is that which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the position to be filled. **MUST MEET TIME-IN-GRADE REQUIREMENTS OF ONE YEAR AT GS-14 LEVEL IN FEDERAL SERVICE.**

Rating and Ranking:

Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:

- a. Ability to plan, organize, direct, control, evaluate and review activities of Finance Service, Logistics Service, and Patient Financial and Support Services (Health Services Administration/MAS, Managed Care/Medical Accounts Management & Patient Support Management, and Revenue Generation/Data Management) in a large health care facility.
- b. Knowledge of financial programs such as budget, billing, new revenue generation, and compliance/reasonable charges.
- c. Ability to analyze, synthesize and evaluate data from varying sources to recommend sound logical decisions and alternative courses of actions based on available information and the willingness to defend the actions and decisions.
- d. Knowledge of regulations pertaining to Federal statues, Comptroller general decisions, U.S. Treasury Department, GAO, Office of the Inspector General, the Office of Management and Budgeting and Joint Commission on Accreditation of Health Care Organization (JCAHO) standards.
- e. Skill in making optimum usage of the medical center resources, i.e. manpower, space, and equipment.
- f. Skill in the operation of a health care organization or system and of the principles and practices of health care management.
- g. Ability to influence people toward achieving the defined vision, missions and values of the organization.
- h. Ability to establish and maintain effective oral and written communication with internal and external groups and individuals.

How to apply:

Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: <http://www.texvet.com/HRMS/forms.htm>. VA FORMS 5-4078, 5-4676A AND 5-4667B MUST BE RECEIVED IN HRMS, TEMPLE, BY CLOSE OF BUSINESS ON CLOSING DATE OF ANNOUNCEMENT. Refer all questions to Karen Young, Human Resource Specialist, extension 40311.

NOTE: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Karen Young ext 39-5513. The decision on granting accommodation will be on a case-to-case basis.

THIS IS A NON-BARGAINING UNIT POSITION.

CTVHCS IS A SMOKE-FREE ENVIRONMENT.

IF PATIENT NEEDS ARISE, THE INCUMBENT OF THE ABOVE POSITION MAY BE REASSIGNED TO THE WACO OR MARLIN INTEGRATED CLINICAL FACILITY WITHIN THE CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM.

EQUAL EMPLOYMENT OPPORTUNITY: ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS, WHICH ARE PROHIBITED BY LAW.