

Confidential

ID: 12059BR
Status: Pending
Template: HSC (El Paso) Standard Req

Details

Section 1 - Job Details (HM Completes)

*Hiring Manager	Franceware, Rosa (R00534449)	*Job Type	Full Time
*Position Type	Staff	*Job Category	Other professionals
*Position Class Code	S1102 Clinical Dept Admin	*Job Group	Other Administrative
*Extended Job Title	Clinical Dept Admin	*Pay Basis	Monthly
*Org Level 7	534001 - Pediatrics Supply Elp	*FLSA Type	Exempt
*Work Location	El Paso	*Salary Grade	807
*Position Number	E97185 - Clinical Dept Admin	*Minimum Hire Rate	5298.75
*No. of Positions	1	*Mid Point Hire Rate	9246.33
<i>Only increase for Pooled positions.</i>		*Maximum Hire Rate	13241.67
Offers Remaining		Pay Statement	Compensation is commensurate upon the qualifications of the individual selected and budgetary guidelines of the hiring department, as well as, the institutional pay plan. For additional information, please reference the institutional pay plan on the Human Resources webpage.
*FTE	1	*Org Level 1	Texas Tech Univ Hlth Sci Ctr El Paso
Enter FTE Percent as a decimal up to 1		*Org Level 3	Paul L Foster School of Medicine
*Requisition Type	Replacement	*Org Level 4	SOM Clinical Departments Elp
*Last Incumbent	Alicia Gacharna		
*Funding Source (FOP)	103149-534002-612002-40/133015-534002-612002-40		
*Departmental Contact	Rene Vallejo		
*Dept. Contact Phone / Email	915-215-5311/rene.vallejo@ttuhsc.edu		

*Human Resources	Employment Services, El Paso (E00000001)	Campus	HSC - El Paso
*Hiring Team	Rodriguez, Patty (R00899362) Franceware, Rosa (R00534449) Salazar, Veronica (R10416173) Vallejo, Rene (R11049403)	*Department	Pediatrics Supply Elp

Section 2 - Job Description and Requirements (HM Completes)

Confidential Posting?	Yes	*Grant Funded?	No
*Position Description	Employees in this position are responsible for managing the day-to-day administrative operations of a clinical department. Persons in this position must exercise a high degree of initiative and independent judgment, and should have a general knowledge of Health Sciences Center policies and procedures as they relate to department financial management and personnel administration. Provide direct supervision to department staff personnel. Work is performed under usual office conditions; deadlines, meetings and maybe some travel. Additionally, work requires considerable contact and coordination with HSC administrative officials, administrative personnel of other departments and units, granting agencies, other institutions, and government organizations.	*Internal Candidates Only?	No
		*Travel Required	Up to 25%
		*Shift	Other
		Schedule Details	as directed by Department Chair
		*Relocation Reimbursement Available?	No
		*Does this position work in a research laboratory?	No
		*Does this position handle money, procurement card or other institutional assets?	Yes
		*Does this position need a professional license?	Yes
			No

<p>*Major/Essential Functions</p>	<p>Relieves Department Chair of various administrative tasks. Plans, coordinates, and directs broad and complex financial and management functions for the department. Develops, manages and monitors expenditures and operating budget for the department. Oversees the communication and implementation of TTUHSC policy within the department and develops internal policies and procedures. Networks with other administrators, attends departmental, institutional and external meetings. Supervises, hires, trains, evaluates and provides leadership to departmental staff. Verifies accurate completion of documents within the department.</p>	<p>*Does this position work with minors in camps and/or programs affiliated with the University?</p>
<p>Occasional Duties</p>	<p>Complies relevant data and statistics for performance reports and prepares other reports as needed. Develops, implements, negotiates and maintains contracts and grants. Coordinate special projects.</p>	<p>Requested Job Specific Questions</p> <p>Do you have a Bachelor's degree in health care administration or business-related area and two years of progressively responsible administrative and supervisory experience? Are you familiar with the principals and fundamentals relating to budgeting, accounting, recordkeeping and business writing? Please describe your experience with accounts payable, purchasing, procurement cards or other payment services. Please describe your knowledge and experience with the State of Texas purchasing policies and regulations. Please describe your experience with handling financial ledgers, budgets and grants. Please describe your experience communicating and interacting with upper management and administrators. How many years of experience do you have in implementing or supporting an electronic health records system and/or advanced clinical information systems?</p>
<p>*Required Qualifications</p>	<p>Bachelor's degree in health care administration or business-related area. Two years of progressively</p>	

responsible administrative and supervisory experience. Working knowledge of the principles and fundamentals relating to budgeting, accounting, recordkeeping, and business writing; ability to establish and maintain effective working relationships; knowledge of general administrative procedures that apply to functions such as personnel, payroll, and purchasing; ability to communicate effectively, both orally and in writing; ability to exercise judgment in unusual or new situations, and able to exercise discretion when processing confidential material.

Please describe your knowledge of budgets, financial and accounting systems. Please describe any knowledge and experience related to Texas Tech Banner systems.

Requested Job Specific Questions Not in List

Preferred Qualifications

Five to ten years of progressively responsible administrative and supervisory experience. Managerial experience in an education/health care environment, particularly with planning, organizing, training, supervising and budgeting.

EEO Statement s

Required Attachments Resume / CV

Optional Attachments

Req notes

Turn off Autofiler notification for this req

Section 3 - Physical Requirements (HM Completes)

***Physical Demands**

<1/3 of time
Stand
Reach with hands and arms
Stoop, kneel, crouch, or crawl
Lift up to 25 pounds

1/3-2/3 of the time
Walk
Sit
Use hands to finger, handle, feel
Lift up to 10 pounds

>2/3 of the time
Talk or hear

Approval routing

Job title	User	Date	Message
HR Approval	Employment Services, El Paso (E00000001)		
Hiring Manager	Franceware, Rosa (R00534449)		
Department Head	Vallejo, Rene (R11049403)		
Dean/Next Level	Bypass	12-Oct-2017	
AVP/VP/Provost	Bypass	12-Oct-2017	
EEO Office	Bypass	12-Oct-2017	

***Notify upon approval completion** Employment Services, El Paso (E00000001)