

### Class Concept

The Certificate of Need Assistant Chief has direct responsibility for all operational activities necessary to ensure health care providers comply with the requirements of the Certificate of Need law. This includes determining if proposals are subject to the law, determining if certificate holders are developing their projects in a timely manner consistent with representations in their application and imposing penalties if necessary. This position might also withdraw certificates of need, as well as prepare the Section's monthly reports for posting on the web, review and edit decisions and findings on certificate of need applications. It will also be necessary to defend those decisions in court.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Considerable knowledge of health care and other related delivery systems, health policies and programs at the State and Federal level.
- Working knowledge of relevant areas of health care law.
- Working knowledge of financial analysis and administrative law.
- Skills and abilities include comprehension of complex issues, financial analysis, clear and concise writing, and clear articulation of positions.
- Ability to assign work and supervise subordinates in completing complex planning assignments.
- Ability to exercise judgment and discretion in interpreting and applying management directives in regard to development of required agency findings.
- Ability to think analytically; and to meet and deal effectively with superiors. department/agency/program management, governmental officials, attorneys and facility planners and administrators.

#### Minimum Education and Experience

Master's degree in business, health administration, hospital administration, public administration, public health, law or accounting from an appropriately accredited institution and five years' experience working in the above fields within the health care field; or

Bachelor's degree from an appropriately accredited institution in the above fields and six years of progressive experience in health care planning and administration; or an equivalent combination of education and experience.