

**HEALTH CARE FINANCIAL ANALYST 2****Nature of Work**

Under general supervision, performs work at the advanced level by reviewing and analyzing financial information for the more complex requests submitted by hospitals and health care providers regulated by the Health Care Cost Review Authority. Performs financial analysis independently. Collects, compiles and analyzes data obtained from research studies, source documents and surveys. Works in either the Certificate of Need Program, the Rate Review Program, the Research, Data and Development Division, or the Health Planning Division. May have supervisory or lead worker responsibilities. Performs related work as required.

**Distinguishing Characteristics**

This level is assigned duties which are more complex, difficult and varied, relative to the work in this class series. This level has considerable latitude, more impact and consequent of error than the "1" level. This series level may be assigned lead work duties.

**Examples of Work**

- Reviews submitted information for completeness and conformity to cost criteria; analyzes financial data for the development of new services and facilities, analyzes data to determine whether the estimated cost is accurate, whether possible hidden costs exist, and the financial impact the service or facility will have on other services.
- May assist in training subordinate financial analysts in the methods of financial and economic analysis.
- May assist in coordinating work flow and may make work assignments to subordinate analysts assisting with large projects.
- May initiate and plan special studies and projects as assigned by the program director and may make staff assignments accordingly.
- May develop and/or design graphs or charts to improve ease of understanding by users.

**In the Certificate of Need Program:**

- Analyzes the financial feasibility studies included in proposals submitted by health care providers for the development of new services and facilities; analyzes data to determine whether the estimated cost is accurate, whether possible hidden costs exist and the financial impact the service or facility will have on other services.
- Determines the need for the proposed services and facilities by evaluating utilization data and comparing that data to the State Health Plan.
- Participates in public hearings regarding the review of Certificate of Need proposals.

**HEALTH CARE FINANCIAL ANALYST 2 (CONT'D)****Examples of Work (cont'd)**

Writes administrative decisions in accordance with the decisions of the Authority's Board.

Researches and compiles information for special projects as assigned.

Researches national health care information to maintain awareness of new procedures, their costs, market trends, the use of new technology and treatments.

Advises health care providers in the completion of applications; verifies information submitted.

Participates in health planning activities with other agencies.

May direct and advise staff during review of complex proposals.

**In the Rate Review Program:**

Analyzes the financial condition of hospitals by weighing the effects of such areas as cash flow, return on equity, capital costs and financial obligations.

Performs financial and statistical audits of books and records of hospitals, performs financial statement analysis ratios.

Reviews and analyzes rate applications in order to ascertain and evaluate the cost of services provided by the hospital.

Reviews expenditures to determine whether more effective management of resources would alleviate the need for a rate increase.

Writes administrative decisions in accordance with the decisions of the Authority's Board.

Maintain awareness of new procedures, their costs, market trends, the use of new technology and national trends in health care cost management.

Recommends management options to health care providers in order to slow the increasing cost of health care.

Determines appropriate revenue requirements and makes recommendations to the Authority's Board with respect to the rate of increase.

Represents the agency at public hearings and industry task forces.

Prepares and presents testimony on the financial and economic issues of hospital rate requests before the Authority's Board.

Develops and coordinates research on specific health care issues.

Provides policy analysis and recommendations to the Authority's Board on technical matters relating to hospital finance and accounting.

**HEALTH CARE FINANCIAL ANALYST 2 (CONT'D)****In the Research, Data and Development OR Health Planning Division**

Locates, verifies and analyzes data gathered for immediate publication, press releases, or use by the Governor's Office, the Legislature, Federal Department of Labor, or other state agencies.

Designs and implements complex research studies and surveys used to gather information.

Evaluates and analyzes the information obtained from complex research projects.

Makes recommendations to managers and other agency officials to carry out goals and objectives of the agency.

Writes memoranda, correspondence and detailed reports.

Revises on-line data entry and display systems.

Analyzes automated complex reporting systems, writes recommendations for complex system modifications, assists programmers in complex system modifications.

Answers complex inquiries from unit/local offices regarding reporting procedures and/or problem resolutions on automated systems.

Assists unit/local office personnel in writing data processing requests.

May draft revisions to instruction manuals and train staff on use of automated reporting system.

Provides technical expertise to program personnel involved in evaluation efforts.

Maintains files and records of data collected, compiled and analyzed.

May represent the agency at public hearings and industry task forces.

May assist subordinates with unique work procedures or problem areas.

May assist in the development of data collection procedures, data analysis plans and methods of dissemination of information.

May oversee normal operations of the unit in the supervisor's absence.

May provide policy analysis and recommendations to the Authority's Board on technical matters relating to health care data issues.

**Knowledge, Skills and Abilities**

Knowledge of the principles and techniques of financial and economic analysis.

Knowledge of health issues and trends.

Knowledge of business management principles.

**HEALTH CARE FINANCIAL ANALYST 2 (CONT'D)****Knowledge, Skills and Abilities (cont'd)**

Knowledge of research techniques.  
 Knowledge of state and federal laws, rules and regulations which apply to the area of assignment.  
 Knowledge of statistics and statistical techniques.  
 Knowledge of and ability to use database and spread sheet programs to develop queries, graphs and output.  
 Ability to evaluate technical and financial data.  
 Ability to comprehend information from technical, financial, and legal services.  
 Ability to formulate logical decisions.  
 Ability to communicate effectively with a wide variety of people both orally and in writing.  
 Ability to evaluate economic and financial trends.  
 Ability to design and implement research studies and surveys.  
 Ability to analyze and resolve problems for automated reporting systems.

**Minimum Qualifications**

**TRAINING:** Graduation from an accredited four-year college or university with a major in business administration, accounting, auditing, finance, economics, management, health care administration, public health administration or planning, hospital administration, nursing, mathematics, statistics, or a related health sciences field.

**SUBSTITUTION:** Full-time or equivalent part-time paid experience as listed below may substitute on a year-for-year basis for the training requirement.

**EXPERIENCE:** Three years of full-time or equivalent part-time paid professional experience in accounting, finance, economics, statistics, management, research or consulting with a business, hospital, health planning, health organization or qualifying work experience in a health care cost review or regulatory agency involving review of financial information submitted by hospitals and health care providers.

**SUBSTITUTION:** A Master's degree in business administration, public health administration, hospital administration, health care management, economics, or health planning may substitute for one year of experience.

**NOTE:** Applicants for vacancies in the Rate Review Section must have a minimum of 9 semester hours in accounting.

Established: 8/20/92  
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