

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Quality Improvement Administrator 2	<u>CLASS NUMBER:</u> 70507	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Office on Aging	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N19	<u>POSITION CONTROL #:</u> 110022
<u>POSITION LOCATION:</u> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director, CFO (110101)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Quality Improvement Specialist (110024, 110025, 110026, 110027), Management Analyst 2, Policy (110109)		

CLASSIFICATION PURPOSE:

The primary purpose of the Quality Improvement Administrator classification is to assist the director with defining departmental goals and objectives to include data analytics. Develop policies and procedures. Assist in the preparing department budget. Supervise assigned staff in one or more major department sections or divisions.

JOB DUTIES:

Interpret data, analyze results using statistical techniques and provide ongoing reports. Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality. Acquire data from primary or secondary data sources and maintain databases/data systems. Identify, analyze, and interpret trends or patterns in complex data sets. Filter and “clean” data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems. Work with management to prioritize department and information needs. Locate and define new process improvement opportunities.

Oversee the procurement process for all social service, vendor, and employment contracts based on needs assessments, competitive procurement, contract negotiations, contract program monitoring and compliance, on-going training and communication with various community providers and vendors. Establish and monitor contract data tracking system. Perform analysis of provider and vendor performance and expenditure forecasting for contracts managed by the department.

Assist in drafting grant applications in response to local, state, and/or federal funding solicitations that improve and enhance community based behavioral health, housing, and reentry opportunities aimed to reduce recidivism. Collect, prepare and collate data analysis of federal, state, local, and charitable grants as assigned.

Prepare, develop, and submit specialized reports to Commissioners, Director, Agency Executives, Supervisory and agency staff, and the community ensuring agency consistency and integrity of policy interpretation, development, and implementation related to areas of responsibility. Design and develop methods, including spreadsheets, to track statistical information, monitor progress, and issues reports to necessary staff. Maintain current and accurate manuals. Coordinate the availability and use of program data with partnering agencies and contract service providers. Provide information and response requests from within the agency and from outside groups on agency programs, services, and results. Make public presentations of research findings and other analytic and evaluative studies.

Review contracts and develop provider or program-specific monitoring tools to assess performance and compliance with contract provisions. Ensure all procurements and contracts/subgrants are compliant with relevant rules and regulations. Assist with the development and coordination of Requests for Proposals, Requests for Quotes, formal and informal bids, quotes, formal and informal procurement of goods and services and other assigned duties related to the procurement, negotiation, execution, and monitoring of contracts/subgrants. Work with community agencies and organizations to identify and recommend changes or new contracted services program outcomes, or collaborative arrangements to support agency objectives. Coordinate activities related to collaborative planning with community agencies and organizations. Plan, develop, and implement plans and projects to increase linkages and collaborative efforts between the agency and community agencies and organizations, including programs and services provided through contractual arrangements. Serve in informational and/or advisory capacity to agencies and organizations working with this agency to design and/or evaluate programs and services. Prepare and deliver presentations to community organizations, state and local agencies.

Represent the administrator on agency committees and on community agency boards, committees, and working groups. Direct the maintenance of policy and procedures to be followed by agency staff in administration of programs. Work with policy unit and agency staff to develop and submit reports as required by state and federal law. Facilitate the development and submission of continuous improvement and corrective action plans, as well as the implementation of these plans.

Supervise the review of legislation, administrative rules and policies proposed at the federal, state and local level and prepare comments for submission as part of the legislative and/or rules promulgation process. Act as liaison with governmental agencies, community organizations, courts, federal, state and local government, with respect to analyzing proposed policy changes. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; management; work force planning; supervision; public relations; human relations; agency policy and procedures; government structure and process; counseling; interviewing; business. Skill in word-processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; comprehend and record figures accurately; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; use statistical analysis; complete routine forms; maintain accurate records; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public; resolve complaints from angry citizens and government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in business management, public administration or related field with five (5) years of progressively responsible management experience in public administration, data analytics, business, government or related field.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date