



## Senior Clinical Administrative Director II, Keck School Of Medicine Job Description

### JOB INFORMATION

Job Code:	111102
Job Title:	Senior Clinical Administrative Director II, Keck School Of Medicine
FLSA Status:	Exempt
Supervisory:	Manages through multiple layers of subordinate supervisors.
Job Family:	Administrator
Job Family Group:	Administration
Management Level:	4 Administrator

### JOB SUMMARY

Directs and oversees clinical, administrative, financial, and research operations for a Keck School of Medicine (KSOM) clinical department through subordinate managers, supervisors and professional staff. Provides administrative leadership, guidance and oversight of all administrative and operational functions including finance, business strategy and planning, program development, human resource management, compliance, research administration, and facilities. Collaborates with the department Chair on strategic planning initiatives, quality assurance, and staff development. Develops, recommends, and implements operating policies and procedures for the effective and optimal functioning for the department as a whole. This is the top administrative position of a KSOM clinical department with a total expense budget between \$20-\$40 million and between 100 and 200 faculty and staff.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Master's degree	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		7 years	
	X	10 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Degree in Business Administration, Accounting, or related field.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Management experience in a large, multi-faceted clinical department/division for a school, corporate or hospital environment. Thorough knowledge of management principles, budgeting, finance, accounting, marketing, and applicable laws/regulations.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directs the development and implementation of the clinical department's business strategy and market positioning in collaboration with the Keck Medical Center of USC and KSOM's strategic plan. Performs on-going analysis of development of proposals of realistic business strategy for department. Develops and implements new programs and processes to enhance clinical operations and generate revenue through savings or income production. Reviews and approves all proposals submitted.				
Directs the overall finances of the department across all funding groups, dean's allocations, research, county, clinical, outside contracts and hospital funding. Directs the funds flow in and out of the departments and provides oversight of all department expenditures. Establishes annual revenue goals for department. Develops annual budget with strategic plan highlighting a method for estimating revenue, revenue growth projections, and expense projections. Has signature authority for departmental accounts on all financial and payroll transactions. Makes major budgetary and resource allocation decisions. Analyzes financial data for trends and develops forecasts. Advises faculty and/or staff regarding budget preparation. Apprises Chair of the financial status of the department. Responsible for determining that the department has strong internal controls in areas such as maintaining and reviewing receipts, procurement, disbursements and payroll.				
Oversees the department's clinical activities. Develops and monitors annual revenue goals for the department and monitors revenue cycle performance. Manages all faculty schedules to ensure that they are meeting their assigned clinical FTE and are aligned with AAMC benchmarks. Maintains a strong working relationship with the USC Care and the Hospital to actively manage utilization of the clinics and the operating rooms.				
Directs activities aimed at improving relationships with local physicians and retains and grows physician volume. Monitors inpatient with outpatient physician volume metrics on a monthly basis in conjunction with the hospital CEO, Medical Group CEO and the hospital administrative team. Discusses volume variances with physicians; establishes physician recruitment priorities based on alignment with the medical center's strategic plan. Develops processes for successful physician recruitment and/or employment. Provides insight to cultivate and develop referral relationships with other facilities, including nursing homes.				
Has responsibility for Medical School Operating Agreement (MSOA) stewardship including ensuring maintenance of daily accurate AmlOn schedules for all services provided to LAC/USC. Provides oversight of twice annual Provider Time Study (PTS). Ensures departmental MSOA funds are used appropriately and department is compliant with all performance requirements (i.e., resident supervision, medical record completion, etc.). Informs Dean's Office of any departmental issues related to the MSOA.				
Directly or indirectly manages all staff assigned to the department, usually through subordinate managers or supervisors. Determines organizational structure, reporting relationships and short and long-range staffing needs based on department goals. Reviews and recommends hiring and salary actions to the Keck School of Medicine to ensure compliance with policy. Oversees performance appraisal process for staff and remains informed of any disciplinary actions required. Provides general administrative oversight for department's educational programs in conjunction with the Residency Director or the Vice Chair for education. Monitors all expenditures for department's educational programs.				
Oversees the department's research activities. Oversees the grant proposal submissions (both Federal and Industry) for the department including review and approval of proposed salaries and effort, appropriate application of fringe benefits and indirect cost rates. Reviews, approves, and tracks any cost sharing				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
commitments by the department. Provides oversight and guidance on grant budget spending and provides spending projects to PIs as needed. Maintains currency with, understands and enforces university and Keck research compliance policies for research subject's use, conflict of interest disclosure, biosafety and effort certification. Coordinates activities between PIs and the USC Clinical Trials Office (CTO) for all industry awards and proposals. Ensures agency requirements, deadlines and internal schedules for tracking proposal development and responses are communicated.				
Reviews and coordinates all faculty offers with the Office of Faculty Affairs. Manages on-boarding of faculty in terms of required dossier and appointment documents for academic appointment, payroll assignment of funding, demographic data, credentialing, etc. Determines organizational structures, reporting relationships and short and long-term staffing needs.				
Negotiates contracts or agreement terms, reviews contracts and other legal documents. Coordinates with legal counsel concerning all legal matters. Represents Chair in legal matters, as assigned.				
Develops and maintains an effective communication program within the clinical department or division. Ensures the timely reciprocal exchange of information among top management, faculty and staff. Maintains effective communication and a strong working relationship with USCare and Hospital to actively manage utilization of clinics and operating rooms.				
Resolves issues and requests referred to the Chair by faculty, staff or students. Meets with concerned parties to discuss requests or complaints and determines best course of action for effective resolution.				
Establishes and maintains appropriate network of professional contacts. Maintains currency through professional organizations and publications. Attends meetings, seminars and conferences; makes formal presentations.				
Develops and oversees implementation of internal policies and procedures covering clinical administration, finance, safety, etc., ensuring compatibility with university policies. Consults with relevant hospital administrators and university staff to develop and implement internal policies and procedures, as needed. Interprets applicable laws, rules, regulations, policies and procedures. Ensures clinical department compliance with local, state and federal regulations.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.