

POSITION DESCRIPTION

SR HEALTHCARE FNANCL ANAL, GS-0501-14

SETID	HUD01	JOB CODE	HH0171	DATE	10/27/2005	OPM CERT #			
PAY PLAN	GS	SERIES	0501	GRADE	14	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	SENIOR HEALTHCARE FINANCIAL ANALYST								
SPVY LEVEL	Other	POSITION SENSITIVITY	NCrit Sens	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	0015
FLSA	Exempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	
CLASSIFIER	Marlene D Thrash								
CLASS STANDARD	JFS FOR PROFESSIONAL AND ADMINISTRATIVE WORK IN THE ACCOUNTING AND BUDGET GROUP, GS-500								
DATE CLASSIFIED	10/27/2005								

MAJOR DUTIES

Senior Healthcare Financial Analyst, GS-0501-14

This position is located in the Office of Insured Health Care Facilities (OIHCF) within the Office of Housing in Headquarters. The incumbent directs or performs analytical and evaluative work that requires a comprehensive knowledge of the theory and principles of finance as they apply to the full range of hospital financial operations and transactions; the operations and practices of HUD organizations; pertinent statutory or regulatory provisions; and related basic economic, accounting, and legal principles. The incumbent serves as a senior financial analyst who deals with the most complex situations. Provides expert advice to the Director, OIHCF, serves as a mentor to less experienced staff members, and advises managers and staff members at the Department of Health and Human Services who support the Section 242 program under an Interagency Agreement. The purpose of the work is to enable the Director to make correct decisions on complex financial transactions that HUD has been asked to approve. In turn, those decisions enable HUD to continue to insure mortgage loans to needed hospitals nationwide while avoiding the payment of insurance claims.

-Serves as an expert in analyzing the finances of hospitals proposed for insurance to help the program manager determine if the hospital is a sound credit risk and if the proposed lender should be granted insurance for the hospital's loan. In this role, the incumbent is assigned to assist a HUD HHS underwriting team when particularly complex financial issues are discovered. Examples of such issues might be the hospital's deviation from accepted healthcare accounting standards, questionable claims filed with Medicare and other insurers, use of "off-balance sheet" transactions, and restatements of prior year financial statements. The incumbent must determine if there are financial issues that would cause the hospital to be a poor credit risk and therefore not a candidate for Section 242 financing and or recommend acceptable and effective means to mitigate those risks.

-Provides accounting and financial analysis expertise to monitor the financial performance of portfolio hospitals, provide early warning of financial deterioration, and recommend actions or interventions needed to effect a financial turnaround and avoid a default on the HUD-insured mortgage. Establishes and monitors an early warning system to identify hospitals in the portfolio that are showing signs of financial weakness, then applies diagnostic techniques to pinpoint the area(s) within the hospital that need to be strengthened.

-Reviews proposed major financial transactions proposed by hospitals already in the insured portfolio. Examples of such transactions are mergers, refinancings, affiliations, transfers of funds to affiliates, additional indebtedness, and participation in financial derivative transactions such as interest rate swaps. The incumbent's review assesses the transaction's financial impact on the hospital and the effect on HUD's insurance risk. The incumbent advises the Director as to what action to take in response to the hospital's request.

-Leads on-site reviews of hospitals that present accounting and financial challenges. As team leader, directs the review of reports, books and records to determine hospital compliance with laws and its Regulatory Agreement, and to identify ways for the hospital to improve its financial performance.

SR HEALTHCARE FNANCL ANAL, GS-0501-14

- Presents results of analyses to the Director, FHA Commissioner, hospital governing boards and managers, state healthcare finance agencies and health departments, and others as needed.
- Serves as a member of the HUD HHS Program Management Group, which functions as advisory and credit committee to the Office Director.
- Develops policies and procedures for the Section 242 program with respect to financial and accounting matters. Policies and procedures include underwriting standards, use of financial ratios in monitoring the portfolio, requirements for financial record-keeping by hospitals in the portfolio, and use of accounting guidelines published by the American Institute of Certified Public Accountants, American Hospital Association, and the Government Accountability Office.
- Performs other work-related duties as may be assigned. Examples of other work the incumbent may be assigned include, but are not limited to, directing the work of HUD's healthcare consultants, serving on interagency task forces, conducting healthcare market analyses, representing the Director in public forums, and assisting in the development of audit guidance for Section 242 insured hospitals.

Factor 1 - Knowledge Required by the Position

Incumbent must either be credentialed as a Certified Public Accountant and have extensive experience serving as a Chief Financial Officer of acute care hospitals, or have extensive financial management experience in both individual hospitals and multi-hospital systems. Specific knowledge requirements:

- Expert knowledge of finance, accounting and organizational structures (i.e. LP, LLC, and Corporations)
- Expert knowledge of Generally Accepted Accounting Principles as they apply to hospitals.
- Expert knowledge of the various types of short-term and long-term financing options, their characteristics, and the business circumstances to which they would be applied
- Expert knowledge of the theories, dynamics and factors underlying hospital finance and accounting to enable authoritative and independent handling of difficult problems
- Expert knowledge of the roles, responsibilities and programs of government agencies, private sector interests, and others involved in capital projects for hospitals sufficient to guide and coordinate external contributions to programs and services and to disseminate information to concerned agencies
- Expert knowledge and significant experience sufficient to serve as a recognized technical authority in hospital finance and accounting to serve as an authoritative spokesperson to outside organizations
- Strong verbal skills and writing ability, sufficient to speak and write convincingly to audiences including outside agencies and private sector representatives with divergent and conflicting views, on issues involved
- Ability to effectively and independently analyze highly complex and sensitive business industry issues policies and to communicate sound and authoritative recommendations on them.
- Ability to research and analyze financial data, draw conclusions and devise recommend solutions to unique situations.

Factor 2 - Supervisory Controls

The incumbent is under the general supervision of the Asset Management Officer, OIHCF. Advice and guidance from the supervisor are sought only as needed on important policy matters. The incumbent carries out work in conformance with general FHA policies and is expected to manage output so that it is technically authoritative. Work output is subject to review solely from the standpoint that it meets and furthers organizational objectives.

Factor 3 - Guidelines

Guidelines internal to HUD are the statutes and regulations governing the Section 242 program; the policies and organizational objectives of FHA; and the Section 242 program policies, procedures and objectives as determined by the Office Director. Guidelines external to HUD are the accounting guidelines applicable to hospitals that are published by the American Institute of Certified Public Accountants, American Hospital Association, Healthcare Financial Management Association, and the Government Accountability Office. The employee is recognized as a technical authority in the

development and interpretation of guidelines.

Factor 4 - Complexity

The work requires the incumbent to draw upon extensive knowledge of hospital financial management to assess the credit risk posed by applicant hospitals and to help portfolio hospitals effect financial turnaround plans and avoid defaults. Each hospital presents a unique set of circumstances that requires development and execution of a unique strategy to address its problems and reduce HUD's insurance risk. Because HUD mortgage insurance serves a sector of the hospital market that is not financially robust, portfolio hospitals are prone to develop financial difficulties and resolving these difficulties can be a challenge. The incumbent must be imaginative and have the ability to gain the cooperation of hospital executives and governing boards as well as a wide range of officials within FHA, the Department, other Federal agencies, and state agencies. The incumbent often must manage multiple projects concurrently.

Factor 5 - Scope and Effect

The purpose of the work is to control HUD's insurance risks while making affordable financing available to a wide range of hospitals. In the Section 242 program, a single loan can amount to hundreds of millions of dollars. A major capital project to modernize a hospital has a far-reaching economic effect on the community. Conversely, if HUD has to pay insurance claims on large hospital loans, the negative impact on the FHA General Insurance Fund can be significant.

Factor 6 - Personal Contacts

Personal contacts are with key officials of the Department, other Federal agencies, state agencies, hospital executives and governing boards, mortgage lenders, industry representatives, advocacy groups, and the public.

Factor 7 - Purpose of Contacts

The purpose of contacts is to evaluate the financial strength of hospitals proposed for mortgage insurance; to establish and carry out programs of monitoring hospitals in the portfolio; to coordinate intervention and financial turnaround strategies in dealing with financially troubled hospitals; and to ensure program activities comport with Departmental and FHA policies and objectives.

Factor 8 - Physical Demands

The work is primarily sedentary and requires no special physical demands. It may involve some walking, standing, bending, or carrying of light items. It involves occasional travel within the United States and its territories.

Factor 9 - Work Environment

Incumbent performs work in office or similar setting involving everyday risks or discomforts requiring normal safety precautions. The work area contains adequate light, heat, and ventilation.

JOB COMPETENCIES (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

EVALUATION STATEMENT

1-8	1550
2-5	650
3-5	650
4-5	325
5-5	325
6-3	60
7-3	120

SR HEALTHCARE FNANCL ANAL, GS-0501-14

8-1 5
9-1 5

Total 3690 = GS-14 (3605 - 4050)