

Management Analyst II
(Fire Emergency Services Analyst)
Recruitment #10-0096-02

Work Schedule:	Monday - Friday 8-5, + occasional evening meetings
Opening Date:	6/11/2010 5:00:00 PM
Closing Date:	8/6/2010 11:59:00 PM
Type of Recruitment:	Open Competitive
Salary:	\$4,770.13 - \$6,063.20/month + benefits
Employment Type:	Full Time Career
Department:	Fire
Bargaining Unit:	non represented

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INTRODUCTION

The Salem Fire Department is seeking an Analyst to manage a section in the Emergency Medical Services (EMS) division, providing on-going analysis of a wide range of high-level administrative, fiscal, budgetary and operational issues affecting EMS services. This position provides a central role in the supervision of ambulance billing and supervision of personnel involved in ambulance billing and customer service activities.

ESSENTIAL JOB FUNCTIONS

The work involves identifying problems, conducting research, working with other City Departments or outside agencies to formulate recommendations, knowledge of Federal and State ambulance billing and HIPAA rules and regulations; presenting information to groups and implementing ambulance billing policies and procedures and special projects as requested by the Fire Chief. The work involves representing the Fire Chief at board or commission meetings; providing leadership and supervision to personnel responsible for departmental records, coordinating, compiling and monitoring budget information for the division/department; working with the Fire Chief and management team to prioritize budget information; attending budget and City Council meetings; submitting capital improvement projects in planning for EMS Division equipment and facilities; preparing request for proposals, reports, statistical information, and other related duties as assigned.

MINIMUM QUALIFICATIONS

Candidates must have thorough experience in management analysis, fiscal management or government budgeting; knowledge of Federal and State ambulance billing, HIPAA and Red Flag rules and regulations; four year degree in public or business administration, fire administration or related field; or equivalent experience and training demonstrating a thorough knowledge of management principles and methods of organization and analysis, operations management, and fiscal administration.

Candidates must possess considerable knowledge of the practices and principles of business and public administration; medical billing practices; the functions of city government. Candidates must possess experience using personal computers for spreadsheets, word processing, data management and medical billing software.

Experience using Oracle 11i software for financial management is desirable.

KNOWLEDGE AND ABILITIES

- Supervise personnel.
- Translate generalized knowledge of management analysis techniques to the particular issues assigned.
- Communicate effectively verbally and in writing to a wide range of individuals
- Negotiate contract agreements and evaluate contract compliance may be required.
- Exercise resourcefulness, tact and leadership in conducting studies, preparing and explaining recommendations and assisting in the actual implementation of revised or new programs and procedures.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

WORK ENVIRONMENT

Work is generally performed in an office environment. Work requires candidates to

- Sit, keyboard, write, hear and speak for extended periods.
- Lift up to 20 pounds.

CONCLUSION

TO APPLY: Please complete the online Application and submit electronically by the close date. Applications must be received by the Human Resources Department by 11:59 p.m. on the closing date. You will receive an email confirmation of your submitted electronic application. The City cannot be responsible for material that is illegible or missing as a result of transmitting or which may be lost through the mail.

All newly selected finalists for City employment are subject to a criminal background check and may be subject to testing for drugs.

Equal Opportunity Employer

Women, Minorities and Disabled are Encouraged to Apply. ADA Accommodations Will be Provided Upon Request.

This announcement is not an implied contract and may be modified or revoked without notice.

Click on the link below to apply:

<http://www.jobaps.com/Salem/sup/images/default.asp>