



# GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDĀT ESPETĀT MIMURIĀT GUĀHĀN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913

Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



## MEDIA RELEASE

January 21, 2025

Pursuant to 4GCA § 6303.1 – Transparency and Disclosure

### PETITION FOR CREATION OF POSITION

The Guam Memorial Hospital Authority is proposing to create the following position:

#### **REVENUE CYCLE MANAGEMENT ADMINISTRATOR (GMHA)**

Pay Grade: R (General Pay Plan)

This position will be established in the classified service within the Guam Memorial Hospital Authority. To view the petition, visit [www.gmha.org](http://www.gmha.org), under the Employee Portal - GMHA Human Resource Department.

Comments should be emailed to [human.resources@gmha.org](mailto:human.resources@gmha.org) no later than February 03, 2025. Should you have any questions, contact the Human Resources Department at (671) 647-2409.

TONY C. AGUON

Personnel Services Administrator



# GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDÁT ESPETÁT MIMURIÁT GUĀHĀN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913  
Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



October 21, 2024

## MEMORANDUM

**TO:** Chairperson and Members of the Board of Trustees  
**FROM:** Hospital Administrator/CEO  
**SUBJECT:** Petition for Creation of Position  
RE: Revenue Cycle Management Administrator (GMHA)

*Hafa Adai!* This is to respectfully request approval to establish a classification specification (Exhibit A) for the Revenue Cycle Management Administrator position in the classified service within the Guam Memorial Hospital Authority (GMHA), pursuant to Title 4, Guam Code Annotated, Chapter 6, § 6303(d) – Creation of Positions in the Autonomous Agencies and Public Corporations.

Pursuant to 4 GCA, Chapter 6, § 6303(d), the position meets all requirements as follows:

- A) The justification for new position:** Effective March 23, 2023, the GMHA organizational chart was updated and the Fiscal Services Division was restructured encompassing the identification of two essential functions: Revenue Cycle Management (RCM) and General Accounting (Exhibit C). Based on the correspondence received from the Chief Financial Officer dated July 24, 2023 (Exhibit B), GMHA seeks to create a Revenue Cycle Management Administrator position within the Fiscal Services Division.

Revenue Cycle Management focuses on achieving financial sustainability and revenue optimization. The evolution of RCM in healthcare settings remain constant through emerging technological advances, continuous development of standards and patient-centric approaches.

Thus, the RCM Administrator will be responsible for the management of efficient healthcare revenue cycle processing and revenue generation. GMHA acknowledges and recognizes the importance of streamlining the RCM processes to provide an exceptional patient experience, from patient registration to collections. Alongside all Fiscal Services leadership, this position will contribute towards the GMHA strategic goal of achieving financial viability.

- B) Essential Details concerning the creation of the position:** Upon receipt of the approved request, the Human Resources Office reviewed the proposed Position Description Questionnaire (PDQ), submitted organizational and functional charts and comparable job standards. The proposed job standard is attached for reference.
- C) Analysis of the similarities and differences between the position to be created and positions listed pursuant to 4 GCA, Chapter 4, § 4101.1(d):** The Classification Specifications listing under the Department of Administration (DOA) maintains all active positions being utilized in the Government of Guam to include job description and pay grade.



# GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDÁT ESPETÁT MIMURIÁT GUĀHĀN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913  
Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



The current standards of Program Coordinator IV, Management Analyst IV and General Accounting Supervisor were reviewed (Exhibit D). However, no job specification is comparable to the proposed creation. The RCM Administrator will oversee hospital specific revenue cycle management processes focused on both administrative and clinical functions. In addition, supervisory experience in a healthcare environment is required.

- D) Position Description:** The completed position description (Exhibit A) is attached. The position description confirms the nature of work, illustrative examples of work, and the minimum experience, knowledge, abilities and skills necessary to satisfactorily achieve such essential functions.
- E) Proposed pay range and demonstration of compliance with § 6301 of this Title:** The Hay Guide Chart-Profile Method was used to assign the pay range (pay grade) and determine the relative pay and value of the requested position. For demonstration of compliance with 4 GCA, § 6301, the U.S. National Annual Mean Wage Estimate (from the U.S. Department of Labor – Bureau of Labor Statistics) are attached for reference (Exhibit E). Samples of RCM openings within the United States are attached for additional demonstration (Exhibit E). The recommended Hay Evaluation is stated on the last page of the proposed job standard.
- F) A fiscal note as that term is described in 2 GCA § 9101 et seq.; and any other pertinent information:** The budget for the proposed position will be appropriated from the identification and conversion of a current vacant GMHA position.

Based on the information given and supporting documents provided, this office requests your approval to create the Revenue Cycle Management Administrator position at Pay Grade R. Should you have any questions, please do not hesitate to contact me. *Si Yu'os Ma'ase!*

Respectfully,

  
LILLIAN Q. PEREZ-POSADAS, MN, RN

Attachments

**Revenue Cycle Management Administrator (GMHA)**  
(Proposed Creation)

**NATURE OF WORK IN THIS CLASS:**

Administers the Revenue Cycle Management (RCM) departments within the Fiscal Services Division at Guam Memorial Hospital Authority (GMHA). This is complex managerial work responsible for the development, application and management of efficient healthcare revenue cycle processes and revenue generation hospital-wide.

**ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)**

Orchestrates the development, execution and measurement of all RCM strategies and programs that will aid in achieving financial viability.

Analyzes RCM trends to identify opportunities and threats. Conducts routine analysis to identify gaps and correct components in relation to maximizing cash flow and reimbursement for claims billed to support GMHA operations.

Establishes policies and procedures for the RCM departments in collaboration with the Fiscal Services leadership team.

Leads, communicates and coordinates with all RCM staff to ensure established strategic goals and department objectives are met. Provides effective training and direction to staff regarding streamlining RCM processing in compliance with revenue cycle and regulatory requirements, accrediting bodies, Health Insurance Portability and Accountability Act (HIPAA), Centers for Medicare and Medicaid Services (CMS) standards and other governing requirements.

Collaborates effectively with GMHA leadership, GMHA Information and Communication Technology Department, hospital staff and other related personnel. Cultivates and maintains relationships with external parties including third party payers, vendors, insurance carriers and other related parties.

Maintains knowledge of revenue cycle and regulatory requirements associated with governmental, managed care and commercial payers to optimize reimbursement, accounts receivable and net revenue.

Submits comprehensive reports and correspondence concerning data, research and other related activities.

Performs related work as assigned.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of healthcare revenue cycle management key performance indicators and best practices.

Knowledge of Health Maintenance Organization, Medicare, Medicaid and other governing requirements and regulations relevant to healthcare RCM.

Knowledge of trends and current developments that will contribute to and support the success of healthcare RCM.

Knowledge of RCM systems, applications and methodologies that will aid in efficient healthcare revenue cycle processes.

Ability to interpret and apply pertinent laws, rules, regulations and program guidelines to make sound management decisions.

Ability to direct and perform administrative, consultative and managerial functions towards a medium to large team within a hospital setting.

Ability to compile, analyze and interpret complex data to support informed decision making to achieve targeted objectives.

Ability to establish and maintain effective working relationships with internal and external personnel.

Ability to communicate effectively, both orally and in writing.

**MINIMUM EXPERIENCE AND TRAINING:**

Two (2) years of managerial experience in a healthcare environment and

- A. Master's degree in Accounting, Business Administration, Health Administration or related field from a recognized educational institution and two (2) years of professional Revenue Cycle Management experience; **or**
- B. Bachelor's degree in Accounting, Business Administration, Health Administration or related field from a recognized educational institution and three (3) years of professional Revenue Cycle Management experience.

**ESTABLISHED:**

**PAY GRADE/PLAN:** R (GPP)

**HAY EVALUATION**

KNOW HOW	E+II3	350
PROBLEM SOLVING	E4(43%)	152
ACCOUNTABILITY	E4C	200
TOTAL POINTS:		<hr/> 702

---

**THERESA OBISPO, CHAIRPERSON**  
**Board of Trustees**



# GUAM MEMORIAL HOSPITAL AUTHORITY

## ATURIDÁT ESPETÁT MIMURIÁT GUAHĀN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913  
Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



July 24, 2023

### MEMORANDUM

**TO:** Lillian Perez-Posadas, MN, RN  
Hospital Administrator/CEO

**FROM:** Chief Financial Officer

**SUBJECT:** Request for new position: Revenue Cycle Management Administrator

I am requesting the creation of a Revenue Cycle Management Administrator, a new position for the Fiscal Division. Hospitals across the country employ Revenue Cycle leadership as a best practice to ensure patient encounters are positive experiences that begin with proper patient registration and end with intact collections. A hospital's sustainability, like any other business, depends on revenues to meet its expenses. There are many components of the revenue cycle that require unique focus, organization, and attention that cannot be mastered individually by the different GMHA RCM-related departments. These departments are Patient Registration, Patient Affairs, and Medical Records. A new Revenue Integrity department will also be incorporated. To effectively manage GMHA's RCM, we need a strong, capable, trained leader to administer, manage, monitor, and coordinate all the RCM workflows.

There are several challenges brought on by increased medical claim denials, lost charges, difficulties collecting payment for medical services rendered, and increased inquiries by patients who are now closely reviewing their bills. We need to invest in our revenue cycle management systems to evaluate, enhance, and continue effective processes. An abundance of literature offers best practices for all hospitals to consider including engaging an independent assessment and assigning a key management role to oversee the revenue cycle.

Since June 2021, GMHA has been engaged in a project to revamp and improve its RCM and the key component to maintaining these improvements is the RCM Administrator.

Thank you for your attention and I look forward to your favorable consideration of this vital role.

*Yukari Hechanova*  
Yukari Hechanova, MAcc, CPA, CIA, CGFM

Approved  
 Disapproved

*Lillian Perez-Posadas*  
Lillian Perez-Posadas, MN, RN  
Hospital Administrator/CEO

*7/25/2023*  
Date

RECEIVED  
#11343  
JUL 27 2023  
HR, GMHA  
*je*



**GUAM MEMORIAL HOSPITAL AUTHORITY  
POSITION DESCRIPTION QUESTIONNAIRE**

Class Code

**RECEIVED**

JUL 27 2023

**HR, GMHA**

**I. IDENTIFICATION**

Official Position Title: <u>Revenue Cycle Management Administrator</u>		Official Position No.: _____
Job Location: <u>Guam Memorial Hospital Authority</u>	<u>Fiscal Services</u>	(Section/Unit)
(Department/Agency)		(Division)
Name: _____		
Pay Grade: _____	[ X ] Classified	[ ] Unclassified [ ] Position Vacant
Supervisor: <u>Yukari Hechanova</u>	<u>Chief Financial Officer</u>	
(Name of Direct Supervisor)	Title of Supervisor	

**II. DESCRIPTION OF DUTIES**

Duty NO or % of Time	<p><b>ESSENTIAL FUNCTIONS:</b> Organize and list duties and responsibilities that <b>MUST</b> be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals 100%).</p> <p>(3) Order of importance, beginning with the most important.</p> <p>Mark (✓ or X) one format only: [ ] (1), [ ] (2), [ X ] (3)</p>
	<p><b>1. Strategy:</b></p> <ul style="list-style-type: none"> <li>- Develop all aspects of the operation and implementation of revenue cycle processes from charge capture to account resolution and ensure maximum reimbursement for claims billed.</li> <li>- Responsible for ensuring all revenue cycle functions – Patient Registration, Patient Billing, Follow-Up, Collections, Managed Care/Payor Relations, Revenue Integrity, Charge Description Master, Medical Records/Health Information Management, Coding, Financial Counseling – are meeting all established goals, objectives, and key performance indicators.</li> <li>- Develop revenue cycle strategy aligned with GMHA's overall strategic plan primarily focused on the goal to <i>Achieve Financial Viability</i> but all strategic goals as well.</li> <li>- Develop strategy to evaluate tools and technology for optimizing GMHA's revenue cycle.</li> <li>- Ensure effective RCM system integration and interfaces in collaboration with the Information Technology Department. These systems include but are not limited to Patient Financial/Accounting System, Electronic Health Record System, and various ancillary systems in Radiology, Laboratory, Pharmacy, etc.</li> <li>- Responsible for training and learning experiences for staff that help develop all revenue cycle skills as a result of developing a deep understanding of the strengths and weaknesses of the departments.</li> <li>- Maintain effective and cordial payor relations in accordance with managed care contractual provisions.</li> <li>- Maintains extensive knowledge of revenue cycle and regulatory requirements associated with governmental, managed care, and commercial payers to optimize reimbursement, accounts receivable and net revenue.</li> </ul> <p><b>2. Program Oversight:</b></p> <ul style="list-style-type: none"> <li>- Responsible for leadership, decision making, planning, directing, organizing, evaluating, financial management, quality management, and problem-solving to achieve overall cash collection goals to maximize cash flow to support GMHA operations.</li> <li>- Establish reasonable KPIs and productivity goals and monitor and address shortfalls.</li> <li>- Closely monitor accounts receivables and ensure aging categories are within established benchmarks.</li> <li>- Ensure patient accounts are timely coded, accurately billed, and effectively monitored for collection.</li> <li>- Ensure effective and timely management of denials by the reimbursement team.</li> <li>- Ensure effective utilization review process in collaboration with UR department.</li> <li>- Ensure medical records are safeguarded and maintained in accordance with CMS and HIPAA standards.</li> <li>- Ensure revenue cycle processes are optimized and streamlined to bring the best value to GMHA.</li> <li>- Ensure a cohesive and collaborative work environment and address staff issues immediately in collaboration with the Human Resources department.</li> </ul>

	<b>3. Compliance/Risk:</b> <ul style="list-style-type: none"> <li>- Oversee Revenue Cycle policy and procedures to ensure compliant alignment with regulatory and legal requirements from the Centers for Medicare and Medicaid Services, HIPAA, and other regulatory bodies.</li> <li>- Provide necessary governance with optimal integration and operational control of disparate revenue cycle functions and systems to optimize revenue cycle management is compliant with regulatory requirements.</li> <li>- Develop and maintain internal controls for revenue recovery by identifying charge capture, coding, and reimbursement problems then recommending/establishing solutions.</li> <li>- Ensure compliance with relevant regulations, standards, and directives from regulatory agencies and third-party payers associated with medical billing and CMS.</li> <li>- Ensure risks for revenue losses and leakage are kept to a minimum and in accordance with reasonable benchmarks.</li> </ul>
	<b>NON-ESSENTIAL OR ADDITIONAL FUNCTIONS:</b> List duties and responsibilities not listed above that may be performed, as assigned.
1	Adheres to and enforces accreditation organizations and CMS requirements.
2	Enforces, facilitates, and participates in GMHA's Quality Assessment and Performance Improvement (QAPI) plan.
3	Enforces and participates in GMHA's Safety Learning System.
4	Enforces and adheres to the Health Insurance Portability and Accountability Act (HIPAA) and complete mandatory training.
5	Enforces and adheres to infection control practices and participates in mandatory annual Infection Control Fair and Patient Safety Fair.
6	Enforces and adheres to Anti-Bullying and Harassment policy and complete mandatory training.
7	Enforces and adheres to Drug and Smoke Free Environment policy.
8	Enforces and adheres to English-only Language in the Work Place policy.
9	Enforces and adheres to Sexual Harassment policy.
10	Enforces and adheres to Code of Ethical Conduct.
11	May be called upon to assist support and or serve as a resource during disasters or hospital emergency conditions.
12	

**III. CONTACTS:** Departments, agencies and individuals you deal with during the course of your daily activities.

<b>A. Within your department / agency. Mark (X or \) one box:</b>	
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours <input type="checkbox"/> 15 – 50% of total working hours <input checked="" type="checkbox"/> Over 50%
<b>B. Outside your department / agency. Mark (X or \)</b>	
<input type="checkbox"/> None	<input checked="" type="checkbox"/> Up to 15% of total working hours <input type="checkbox"/> 15 – 50% of total working hours <input type="checkbox"/> Over 50%

**IV. SUPERVISION RECEIVED:** How closely is the employee's/jobholder's work reviewed by the direct supervisor? Mark (X or \) one correct response.

<input type="checkbox"/>	Detailed and specific instructions / procedures received or followed for each assignment.
<input type="checkbox"/>	General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
<input type="checkbox"/>	Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
<input checked="" type="checkbox"/>	General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines. using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**V. SUPERVISION EXERCISED:** The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.



Number Supervised	Position Title	Description of Responsibilities
1	Business Office Manager	Oversees Patient Affairs department including billing, follow-up, collections
1	Chief of Admissions	Oversees Patient Registration department
1	Medical Health Records Administrator	Oversees Medical Records department including coding
1	Program Coordinator II	Oversees Revenue Integrity department including denials and charge capture
1	Administrative Assistant	Administrative work, timekeeping, correspondence, etc.

**VI. EQUIPMENT:** List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
Computer and related software (desktop/laptop)	90%
Copying Machine/Printer/Scanner/Fax	4%
Telephone	6%

**VII. JOB REQUIREMENTS**

Mark (✓ or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

**A. MINIMUM QUALIFICATION REQUIREMENTS:** List the minimum experience and training a qualified applicant must have before employment.

<b>1. WORK EXPERIENCE:</b> List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (✓ or X) "No work experience required."	
<input type="checkbox"/> No work experience is required.	
General:	
Minimum	
Specialized:	
At least 5-7 years of experience in the all revenue cycle areas (patient access, health information mgmt., coding, billing, collections, payer relations, etc.) in healthcare	
Supervisor / Management:	
At least 3-5 years of experience managing RCM departments, or other similar departments	
If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.	
<b>2. FORMAL EDUCATION OR TRAINING:</b>	
Mark (✓ or X) the most applicable education level required.	

a.  Below High School – Show Number of Years  
 b.  High School Graduation / GED  
 c.  Vocational / Technical School

Show specific training that is required by this position.

---



---



---



---

d.  Some College

Show number of  Semester Hours \_\_\_\_\_ or  Quarter Hours \_\_\_\_\_

Show specific courses required by the essential functions of this job.

---



---



---



---

e. College Degree (Show major area of study required.)

Associate's : \_\_\_\_\_

Bachelor's: Accounting, Business, Public Health, Healthcare Administration, or related field required.

Master's: Preferred in Health and Business Administration

Beyond Masters: \_\_\_\_\_

**3. CRITICAL SKILLS / EXPERTISE:** List specialized skills or specialization needed to perform essential functions.

Expert knowledge in hospital admissions, billing and collection processes and functions, patient access, denials management; health information management, patient accounting, reconciliation, payment modeling, Medicare and Medicaid rules and regulations, government audits, RCM strategies, payor relations.

High level of analytical skills.

Advanced Excel skills.

Knowledge of RCM automation/software.

**4. LICENSE, REGISTRATION OR CERTIFICATION:**  
 List possession of required license, professional registration/certification needed to perform essential functions.

Preferred: certification in one or more revenue cycle management areas.

---



---



---

**B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:**

**1. Mark (√ or X) the most appropriate physical requirement(s) for the job.**

Sitting                      The job requires the employee to sit in a comfortable position most of the time. The employee can move about.

Sitting                        Employee is required to sit for extended periods or time without being able to leave the work area.

- Sitting/Standing/Walking**    The employee is required to sit, stand, walk most of the time.
- Climbing**    Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
- Lifting**    Employee is required to raise or lower objects from one level to another regularly.
- Pulling and/or Pushing**    The job requires exerting force up to \_\_\_\_\_ pounds on a regular basis to move the object to or away from the employee.
- Carrying**    The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
- Reaching**    The employee is regularly required to use the hands and arms to reach for objects.
- Stooping and Crouching**    The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
- Crawling**    Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
  
- Speaking**    The job requires expressing ideas by the spoken word.
- Listening**    The job requires the perception of speech or the nature of sounds in the air.
- Other**    Describe the requirement.  
 \_\_\_\_\_  
 \_\_\_\_\_

**2. Mark (✓ or X) the most appropriate mental / visual requirement for the job.**

- General Intelligence** (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills** (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet** (typical for tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence** (typical for counselors, customer service representatives, etc.)
- Numerical Intelligence** (typical for an accounting clerk, cargo checker, etc.)
- Other:**    Critical thinking skills for decision-making

**3. The job's most appropriate work environment and the weather exposure.**

Show what percent of a typical workday is spent.  
(Select one response only)

- 100 %    Indoors in a comfortable temperature-controlled environment (for instance, in an office).
- \_\_\_\_\_ %    Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)
- \_\_\_\_\_ %    Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- \_\_\_\_\_ %    Outdoors but in an enclosed vehicle protected from extreme weather conditions.

**4. Other physical working conditions**

Mark (X or \) if none of the following is applicable.

Show what percent of a typical workday this position is exposed to:

- % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).
- % Vibration (i.e., operating jackhammer, impact wrench).
- % Noise (Exposure at a level enough to cause hearing loss or fatigue).
- % An improperly illuminated or awkward and confining work space.
- % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).
- % Lifting or carrying items or objects. Describe item/object and weight:  
 \_\_\_\_\_  
 \_\_\_\_\_
- % Heat. (Hot or Cold) Describe source and degree of high or low temperature.  
 \_\_\_\_\_  
 \_\_\_\_\_
- % Medication accessibility: This position may be expose to areas where medication is accessible.  
 \_\_\_\_\_  
 \_\_\_\_\_
- % Other hazards. Describe:  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.  
 Mark (X or √) if not applicable.

**CONDITION**

**FREQUENCY OF EXPOSURE**

**C. Work Schedule/Hours** – Mark (✓ or X) the most appropriate work schedule/hours for the job.

- Regular – Standard Eight (8) hours daily, Monday – Friday
- Irregular – Shift work – A 24-hour work operation.
- Regular / Irregular – Overtime hours with overtime pay entitlement

State Purpose and Total Hours required per pay period:  
 \_\_\_\_\_  
 \_\_\_\_\_

- Regular / Irregular – Overtime hours without overtime pay entitlement

State Purpose and Total Hours required per pay period:  
 \_\_\_\_\_  
 \_\_\_\_\_

The information given on this position is complete and correct.

\_\_\_\_\_  
 Signature of Employee

\_\_\_\_\_  
 Date

**VIII. SUPERVISOR'S REVIEW**

**IMPORTANT: This Block To Be Filled Out Only By The Direct Supervisor**

a.	(1) Has the employee correctly stated his or her official payroll position title? [ X ] Yes      [ ] No								
	(2) If not, what is the correct title? _____								
b.	(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [ X ] Yes      [ ] No								
	(2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____								
c.	What positions under your supervision perform the same essential functions Give name and title: <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:70%; text-align: center;">Name</th> <th style="width:30%; text-align: center;">Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">None</td> <td></td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Name	Title	None		_____	_____	_____	_____
Name	Title								
None									
_____	_____								
_____	_____								
d.	Does this position require (mark one) [ ] Immediate supervision on a regular basis. [ ] Immediate supervision only for new/complex tasks, or [ X ] Little immediate supervision.								
e.	Does the employee participate in (mark those appropriate) the [ X ] Formulation, [ X ] Interpretation, and/or [ X ] Application of Agency/Department policy. Give examples: <u>System integration, Regulation Standards, Billing, collection, coding, and registration policies and procedures</u> _____ _____								
f.	The employee (mark one) [ ] Performs routine, well-defined tasks. [ ] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [ X ] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.								

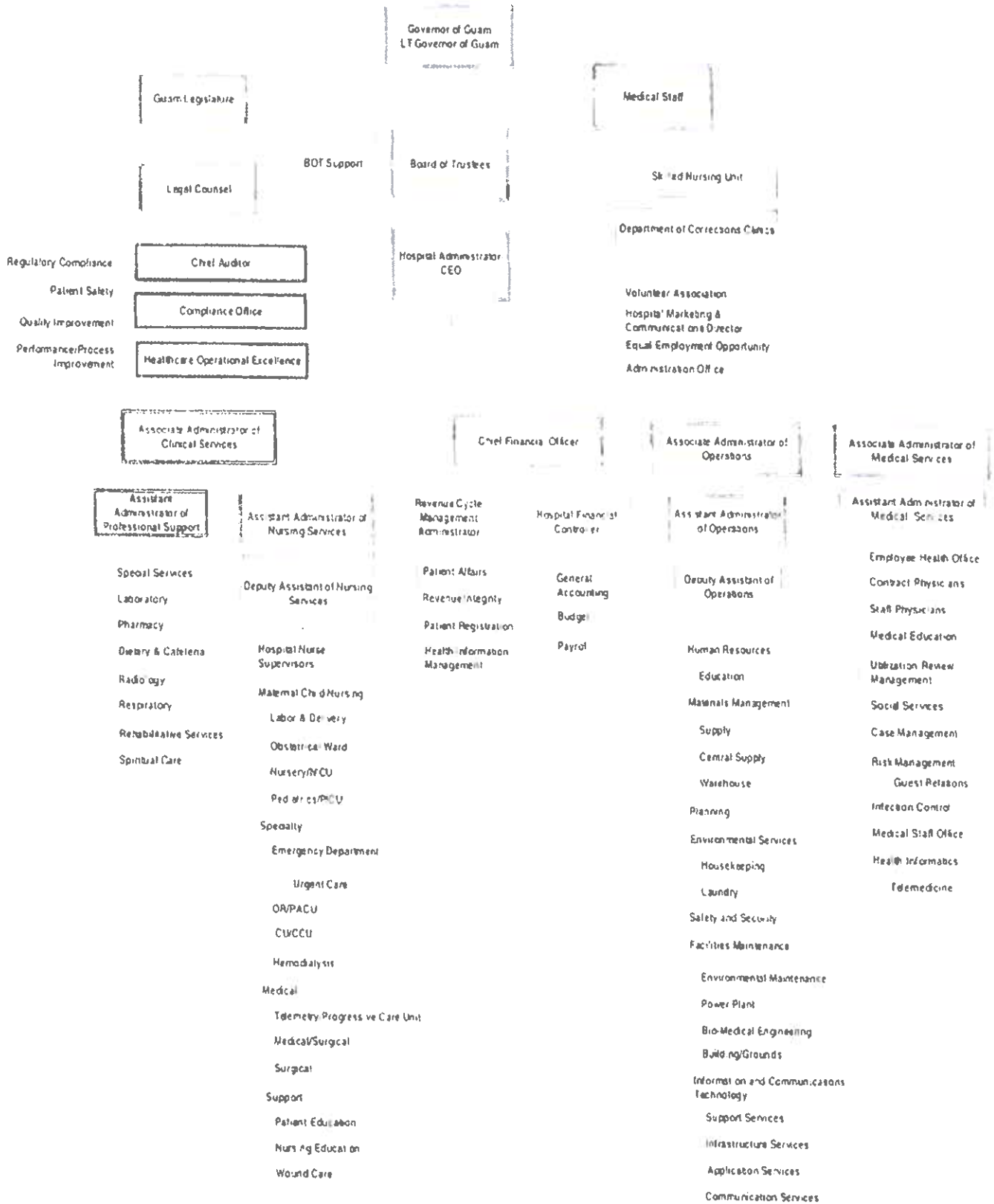
I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

Michanov                      7/24/2023  
Signature of Immediate Supervisor                      Date

Michanov                      7/24/2023  
Signature of Division Manager                      Date

\_\_\_\_\_  
Signature of Department Manager                      Date  
Killian                      8/26/2023  
Signature of Agency Head                      Date

# EXHIBIT C

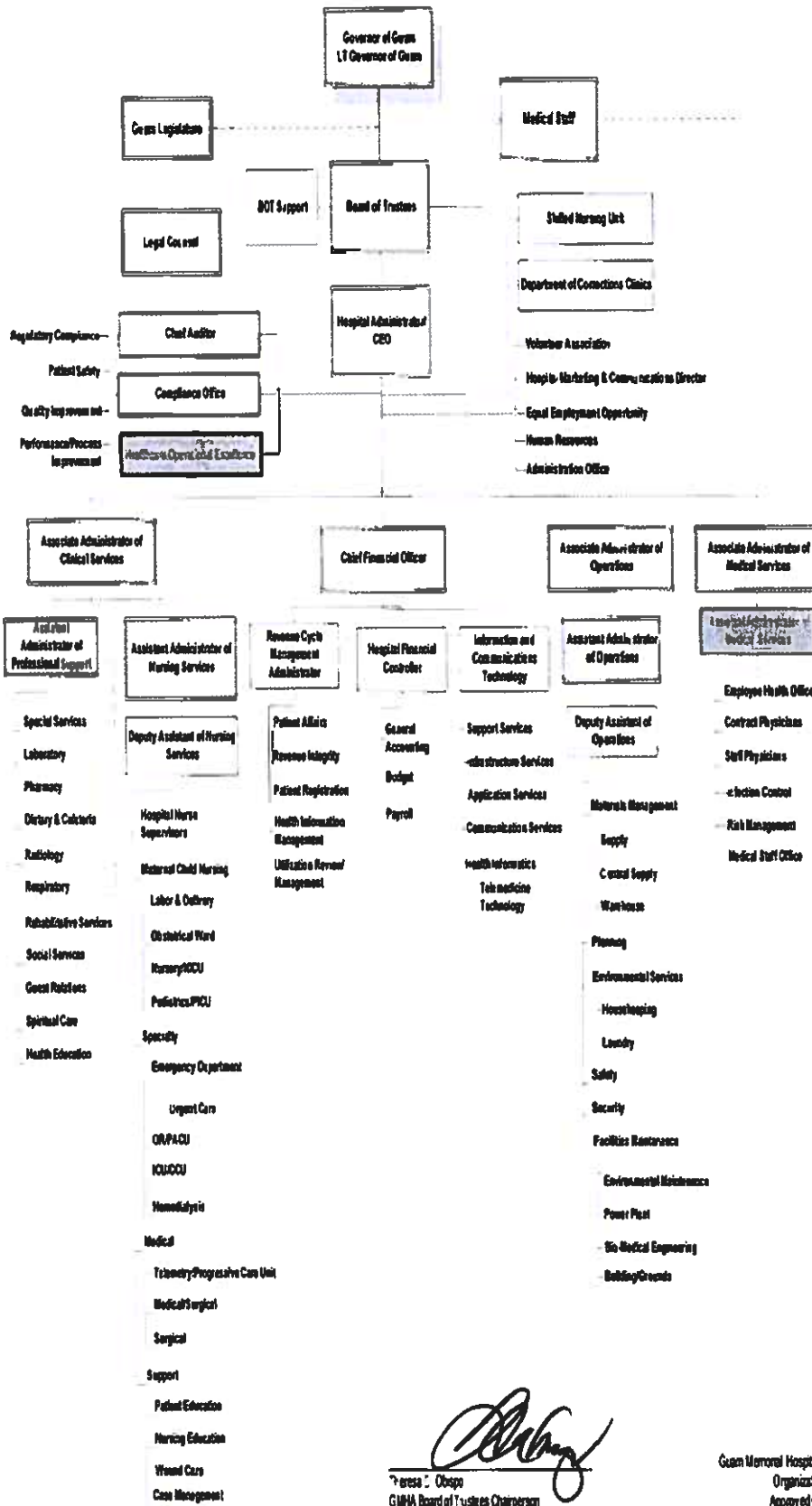


Approved:

Teresa Obispo  
Chairperson, OCHA Board of Trustees

Guam Memorial Hospital Authority  
Organizational Chart  
Updated 03/23/2023





*[Signature]*  
 Teresa C. Obispo  
 GMAHA Board of Trustees Chairperson

## PROGRAM COORDINATOR IV

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of federally funded programs.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Directs the planning, development, coordination and implementation of programs and projects under federal grants and aids.

Directs the development and preparation of comprehensive plans and annual work program.

Provides consultation and technical assistance to program staff.

Monitors and evaluates the administration and operation of all federal programs; implements corrective action to improve the overall efficiency and effectiveness of all programs; develops and establishes procedural manual in the administration of program.

Establishes program priorities to determine the most effective distribution of available federal funds; approves, rejects or modifies subgrantee applications.

Confers with public officials and others to achieve the fullest utilization of federal grants and aids.

Oversees the maintenance and proper control of records of all expenditures and obligations relating to the programs; reviews payment requests and recommends appropriate adjustments to budgetary requirements or needs.

Reviews and analyzes budget requests for federal funding submitted by departments and agencies.

Directs various phases of research and statistical activities in support of the programs.

Assesses staff training and technical assistance needs according to short and long range goals.

Keeps abreast of developments and changes in federal laws, regulations and congressional bills on federal grants and aid programs.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of modern public administration.

Ability to interpret and apply applicable laws, rules, regulations, policies and procedures regarding federal aid programs.

Ability to administer the programs and activities of federally funded programs.

Ability to evaluate operational effectiveness implement changes in program functions to improve effectiveness.

Ability to make work decisions in accordance with pertinent laws, rules and regulations and to apply departmental policies to work problems.

Ability to work effectively with the public and employees.

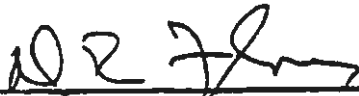
Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Four years of experience in planning, developing, coordinating or implementing of programs or projects and graduation from a recognized college or university with a Bachelor's degree; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July, 1980

  
\_\_\_\_\_  
DAVID R. FLORES, Executive  
Director,  
Civil Service Commission

## MANAGEMENT ANALYST IV

NATURE OF WORK IN THIS CLASS:

This is complex technical and supervisory work involved in analyzing and developing improved managerial procedures and practices.

Employees in this class supervise a management analysis program of a large number of interrelated organizational units and a wide variety of work processes, functions, and programs.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises management studies of departmental/agency policies and operations; assigns and evaluates the work of task force personnel and assists with unusual problems encountered; analyzes problems in terms of organizational objectives, statutory requirements, budgetary constraints, manpower utilization, and management information requirements; reviews and presents recommendations based upon study findings.

Identifies and defines management problems and coordinates the scope and priority of improvement studies; coordinates management analysis studies with other staff services.

Collaborates with data processing specialists in the design and installation of data processing and management information systems.

Recommends organizational structures, performance criteria, and administrative policies and develops management methods and techniques.

Directs the preparation of user manuals; recommends approval/disapproval of deviations from procedures.

Coordinates reviews of proposed legislation; determines impact upon organizational operations; estimates effects and monitors progress.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices, methods and techniques of modern management and public administration and statistical analysis.

Knowledge of the application and uses of modern office equipment and appliances.

Knowledge of the basic trends and current development in general management.

Page 2  
MANAGEMENT ANALYST IV

Knowledge of departmental/agency program objectives, policies, standards, procedures and activities.

Ability to supervise a management analysis program.

Ability to make work decisions in accordance with appropriate guidelines.

Ability to evaluate operational effectiveness and recommend changes to improve effectiveness.

Ability to develop methods and procedures for analyzing systems, procedures or organizational changes.

Ability to make oral and written reports and presentations, and prepare charts and graphs clearly and concisely.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.


Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) One year of experience as a Management Analyst III or equivalent work and graduation from a recognized college or university with a Bachelor's degree in public or business administration, industrial management or closely related field; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: July 1980

  
\_\_\_\_\_  
DAVID R. FLORES, Executive Director  
Civil Service Commission

**GENERAL ACCOUNTING SUPERVISOR****NATURE OF WORK IN THIS CLASS:**

This is complex supervisory and professional accounting and fiscal management work.

Employees in this class serve as department/agency accounting and fiscal officer responsible for accounting, budget administration, and related fiscal functions; or assist the department/agency fiscal officer in directing the fiscal operations of a large department or agency.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Supervises the accounting, budget and related fiscal activities of the department/agency.

Reviews, analyzes and interprets fiscal reports, statements, and analysis; determines the validity and utility of financial records; appraises the adequacy of internal controls and the quality of accounting procedures; develops and implements new accounting techniques and establishes or modifies existing systems and procedures to provide management with data necessary for policy and program planning.

Participates in policy and program planning; provides advice in regard to projected costs, reasonable program levels, trends, revenue and expenditure estimates, and possible funding problems and solutions.

Establishes procedures and guidelines in the formulation and administration of the budget, for billing and collection activities, and other related fiscal functions.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles and practices of accounting.

Knowledge of the principles and practices of management.

Knowledge of electronic data programming, equipment and systems analysis.

Ability to supervise accounting, budget and related fiscal functions.

Ability to make decisions in accordance with program guidelines and requirements.



**GENERAL ACCOUNTING SUPERVISOR**  
Page 2

Ability to interpret and apply pertinent laws, rules and regulations and other guidelines.

Ability to analyze and interpret fiscal data and give advice regarding projected costs, reasonable program levels, trends, revenue and expenditure estimates, and possible funding problems and solutions.

Ability to design complex accounting systems and prepare complex financial records and statements.

Ability to work effectively with the public and employees.

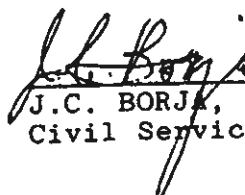
Ability to communicate effectively, orally and in writing.

**MINIMUM EXPERIENCE AND TRAINING:**

- A) Two years of experience as an Accountant II or equivalent work and graduation from a recognized college or university with a Bachelor's degree in accounting or related field, including or supplemented by 24 semester credit hours of accounting/auditing subjects; or
- B) Two years of experience as an Accountant II or equivalent work and possession of a certificate as a Certified Public Accountant obtained through written examination in a state, territory or the District of Columbia indicating the certificate number, date, place of issuance, and whether the certificate was obtained through written examination; or
- C) Four years of experience as an Accountant II or equivalent work and graduation from a recognized college or university with an Associate's degree in Accounting or related field, including or supplemented by 24 semester credit hours of accounting/auditing subjects.

**ESTABLISHED: JULY, 1980**

**AMENDED: DECEMBER, 1986**

  
\_\_\_\_\_  
J.C. BORJA, Executive Director  
Civil Service Commission



# Occupational Employment and Wage Statistics

Search Occupation  Go

- [OEWS Home](#)
- [OEWS Publications](#)
- [OEWS Data](#)
- [OEWS Methods](#)
- [About OEWS](#)
- [Contact OEWS](#)

## Occupational Employment and Wages, May 2023

### 11-9111 Medical and Health Services Managers

Plan, direct, or coordinate medical and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.

[National estimates for Medical and Health Services Managers](#)

[Industry profile for Medical and Health Services Managers](#)

[Geographic profile for Medical and Health Services Managers](#)

#### National estimates for Medical and Health Services Managers:

Employment estimate and mean wage estimates for Medical and Health Services Managers:

Employment (1)	Employment RSE (2)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
515,100	0.6 %	\$ 64.64	\$ 134,440	0.5 %

Percentile wage estimates for Medical and Health Services Managers:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 32.65	\$ 41.38	\$ 53.21	\$ 75.79	\$ 104.21
Annual Wage (2)	\$ 67,900	\$ 86,080	\$ 110,680	\$ 157,640	\$ 216,750

#### Industry profile for Medical and Health Services Managers:

Industries with the highest published employment and wages for Medical and Health Services Managers are provided. For a list of all industries with employment in Medical and Health Services Managers, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in Medical and Health Services Managers:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<a href="#">General Medical and Surgical Hospitals</a>	147,250	2.58	\$ 69.90	\$ 145,390
<a href="#">Offices of Physicians</a>	68,370	2.41	\$ 64.58	\$ 134,330
<a href="#">Outpatient Care Centers</a>	38,150	3.59	\$ 62.26	\$ 129,500
<a href="#">Nursing Care Facilities (Skilled Nursing Facilities)</a>	28,100	2.04	\$ 51.21	\$ 106,520
<a href="#">Home Health Care Services</a>	25,750	1.61	\$ 52.55	\$ 109,300

Industries with the highest concentration of employment in Medical and Health Services Managers:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<a href="#">Outpatient Care Centers</a>	38,150	3.59	\$ 62.26	\$ 129,500
<a href="#">Specialty (except Psychiatric and Substance Abuse) Hospitals</a>	9,150	3.20	\$ 68.66	\$ 142,820
<a href="#">Medical and Diagnostic Laboratories</a>	8,390	2.61	\$ 65.30	\$ 135,830
<a href="#">General Medical and Surgical Hospitals</a>	147,250	2.58	\$ 69.90	\$ 145,390

Other Ambulatory Health Care Services	8,860	2.57	\$ 52.33	\$ 108,840
---------------------------------------	-------	------	----------	------------

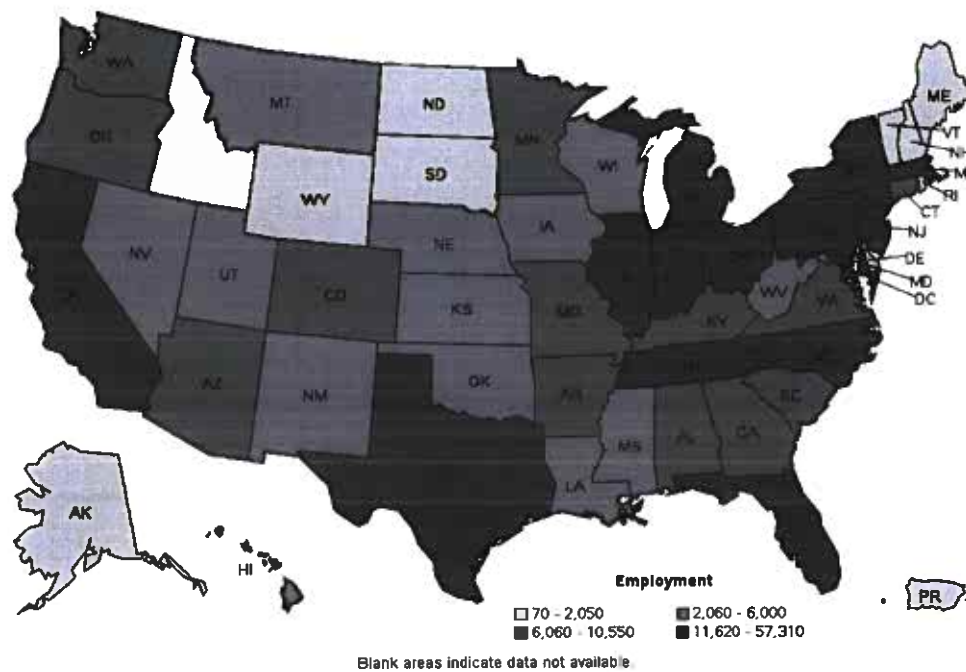
Top paying industries for Medical and Health Services Managers:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Wholesale Trade Agents and Brokers	150	0.03	\$ 122.43	\$ 254,660
Merchant Wholesalers, Nondurable Goods (4242 and 4246 only)	2,510	0.64	\$ 112.10	\$ 233,160
Pharmaceutical and Medicine Manufacturing	1,390	0.41	\$ 111.09	\$ 231,070
Scientific Research and Development Services	8,340	0.90	\$ 109.70	\$ 228,170
Navigational, Measuring, Electromedical, and Control Instruments Manufacturing	150	0.04	\$ 105.24	\$ 218,900

Geographic profile for Medical and Health Services Managers:

States and areas with the highest published employment, location quotients, and wages for Medical and Health Services Managers are provided. For a list of all areas with employment in Medical and Health Services Managers, see the [Create Customized Tables](#) function.

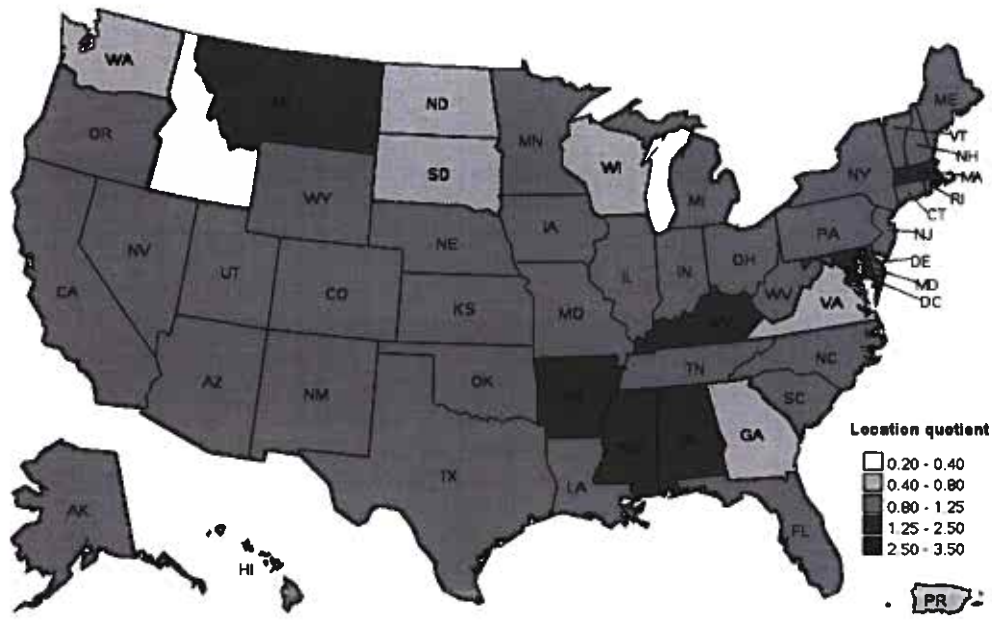
### Employment of medical and health services managers, by state, May 2023



States with the highest employment level in Medical and Health Services Managers:

State	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
California	57,310	3.19	0.94	\$ 75.07	\$ 156,140
Texas	51,030	3.76	1.11	\$ 57.79	\$ 120,200
Florida	35,950	3.76	1.11	\$ 59.65	\$ 124,070
New York	25,910	2.76	0.81	\$ 86.14	\$ 179,160
Pennsylvania	20,800	3.50	1.03	\$ 60.51	\$ 125,860

## Location quotient of medical and health services managers, by state, May 2023

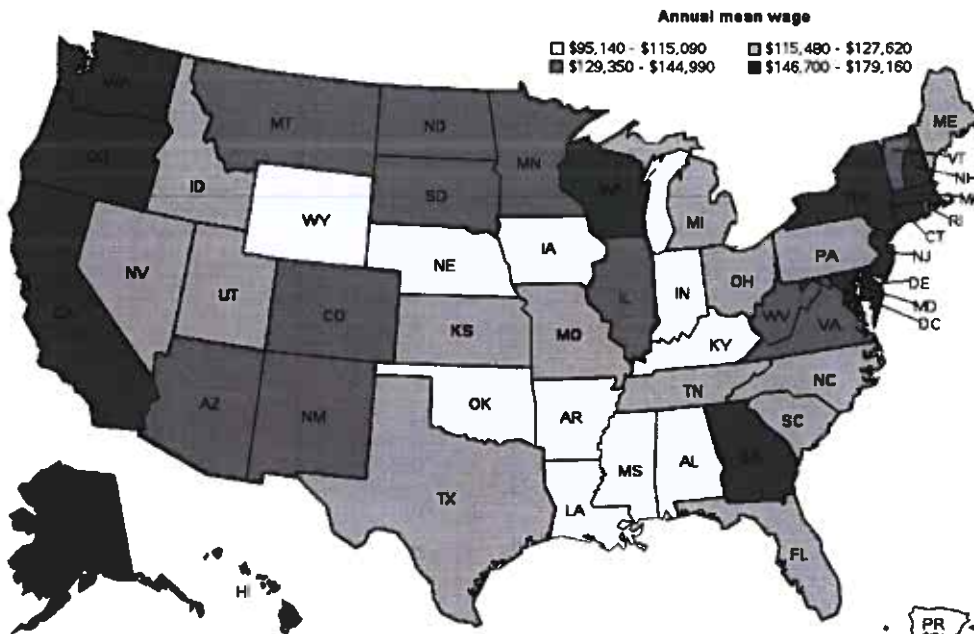


Blank areas indicate data not available.

States with the highest concentration of jobs and location quotients in Medical and Health Services Managers:

State	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
Maryland	14,770	5.52	1.63	\$ 72.40	\$ 150,590
Massachusetts	19,480	5.35	1.58	\$ 76.22	\$ 158,540
Arkansas	6,720	5.29	1.56	\$ 46.76	\$ 97,250
Montana	2,320	4.62	1.36	\$ 69.71	\$ 144,990
Alabama	9,290	4.53	1.33	\$ 47.73	\$ 99,270

## Annual mean wage of medical and health services managers, by state, May 2023

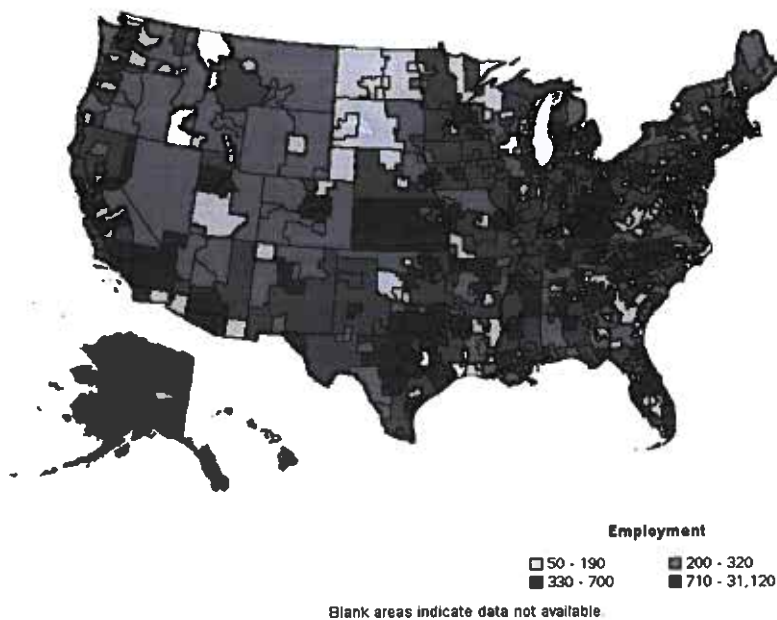


Blank areas indicate data not available.

Top paying states for Medical and Health Services Managers:

State	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
New York	25,910	2.76	0.81	\$ 86.14	\$ 179,160
District of Columbia	1,900	2.70	0.80	\$ 82.07	\$ 170,710
Delaware	1,420	3.02	0.89	\$ 78.94	\$ 164,190
New Jersey	17,070	4.06	1.20	\$ 78.09	\$ 162,430
Massachusetts	19,480	5.35	1.58	\$ 76.22	\$ 158,540

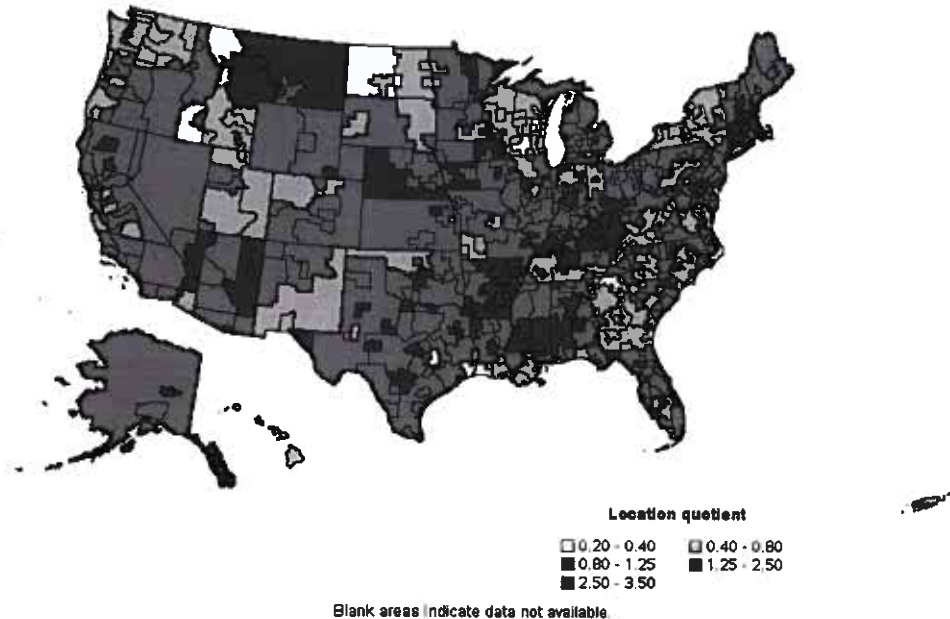
Employment of medical and health services managers, by area, May 2023



Metropolitan areas with the highest employment level in Medical and Health Services Managers:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
New York-Newark-Jersey City, NY-NJ-PA	31,120	3.28	0.97	\$ 86.22	\$ 179,330
Los Angeles-Long Beach-Anaheim, CA	18,790	3.04	0.90	\$ 71.46	\$ 148,650
Boston-Cambridge-Nashua, MA-NH	14,960	5.42	1.60	\$ 79.78	\$ 165,940
Dallas-Fort Worth-Arlington, TX	14,390	3.63	1.07	\$ 63.16	\$ 131,370
Chicago-Naperville-Elgin, IL-IN-WI	14,180	3.15	0.93	\$ 65.40	\$ 136,030
Houston-The Woodlands-Sugar Land, TX	11,620	3.65	1.08	\$ 60.13	\$ 125,070
Washington-Arlington-Alexandria, DC-VA-MD-WV	11,170	3.61	1.07	\$ 73.67	\$ 153,240
Miami-Fort Lauderdale-West Palm Beach, FL	10,570	3.89	1.15	\$ 60.74	\$ 126,340
Philadelphia-Camden-Wilmington, PA-NJ-DE-MD	9,960	3.52	1.04	\$ 72.03	\$ 149,810
San Francisco-Oakland-Hayward, CA	9,230	3.81	1.12	\$ 89.69	\$ 186,560

## Location quotient of medical and health services managers, by area, May 2023

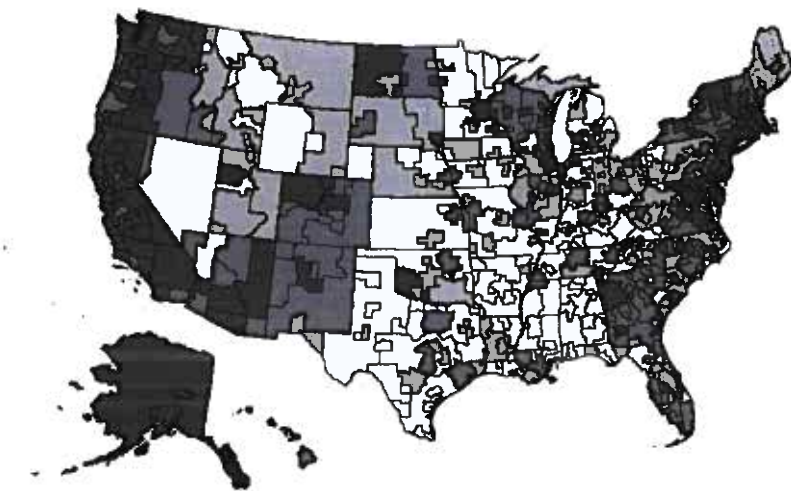


Metropolitan areas with the highest concentration of jobs and location quotients in Medical and Health Services Managers:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
<u>Rochester, MN</u>	1,280	10.74	3.17	\$ 65.70	\$ 136,650
<u>Little Rock-North Little Rock-Conway, AR</u>	2,680	7.74	2.28	\$ 48.99	\$ 101,890
<u>Jonesboro, AR</u>	410	7.00	2.06	\$ 51.76	\$ 107,670
<u>Iowa City, IA</u>	620	6.87	2.02	\$ 53.42	\$ 111,110
<u>Kankakee, IL</u>	280	6.81	2.01	\$ 50.33	\$ 104,690
<u>Killeen-Temple, TX</u>	960	6.54	1.93	\$ 60.36	\$ 125,550
<u>Gadsden, AL</u>	210	6.47	1.91	\$ 43.20	\$ 89,860
<u>Bloomsburg-Berwick, PA</u>	260	6.35	1.87	\$ 68.06	\$ 141,570
<u>Hot Springs, AR</u>	230	6.14	1.81	\$ 42.34	\$ 88,070
<u>Pine Bluff, AR</u>	180	6.12	1.80	\$ 43.04	\$ 89,530



## Annual mean wage of medical and health services managers, by area, May 2023



### Top paying metropolitan areas for Medical and Health Services Managers:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
<u>Trenton, NJ</u>	920	3.86	1.14	\$ 93.14	\$ 193,730
<u>San Francisco-Oakland-Hayward, CA</u>	9,230	3.81	1.12	\$ 89.69	\$ 186,560
<u>New York-Newark-Jersey City, NY-NJ-PA</u>	31,120	3.28	0.97	\$ 86.22	\$ 179,330
<u>San Jose-Sunnyvale-Santa Clara, CA</u>	3,360	2.94	0.87	\$ 84.92	\$ 176,640
<u>Napa, CA</u>	250	3.24	0.95	\$ 83.04	\$ 172,730
<u>Boston-Cambridge-Nashua, MA-NH</u>	14,960	5.42	1.60	\$ 79.78	\$ 165,940
<u>Danbury, CT</u>	300	3.87	1.14	\$ 79.76	\$ 165,910
<u>Vallejo-Fairfield, CA</u>	670	4.85	1.43	\$ 79.32	\$ 164,990
<u>California-Lexington Park, MD</u>	100	2.07	0.61	\$ 78.48	\$ 163,250
<u>Portland-Vancouver-Hillsboro, OR-WA</u>	3,680	3.05	0.90	\$ 77.44	\$ 161,070

### Nonmetropolitan areas with the highest employment in Medical and Health Services Managers:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
<u>Kansas nonmetropolitan area</u>	1,270	3.28	0.97	\$ 49.00	\$ 101,930
<u>Northeast Mississippi nonmetropolitan area</u>	950	4.20	1.24	\$ 43.89	\$ 91,280
<u>North Northeastern Ohio nonmetropolitan area (noncontiguous)</u>	910	2.79	0.82	\$ 51.38	\$ 106,860
<u>Central Kentucky nonmetropolitan area</u>	900	4.82	1.42	\$ 46.89	\$ 97,530
<u>North Texas Region of Texas nonmetropolitan area</u>	880	3.15	0.93	\$ 48.52	\$ 100,920

### Nonmetropolitan areas with the highest concentration of jobs and location quotients in Medical and Health Services Managers:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
----------------------	----------------	------------------------------	-----------------------	------------------	----------------------

<a href="#">East Kentucky nonmetropolitan area</a>	790	7.81	2.30	\$ 42.64	\$ 88,680
<a href="#">North Arkansas nonmetropolitan area</a>	740	6.31	1.86	\$ 41.09	\$ 85,460
<a href="#">Southwest Mississippi nonmetropolitan area</a>	380	5.34	1.57	\$ 41.28	\$ 85,860
<a href="#">Southwest Iowa nonmetropolitan area</a>	420	5.11	1.51	\$ 49.27	\$ 102,480
<a href="#">Connecticut nonmetropolitan area</a>	170	5.06	1.49	\$ 63.56	\$ 132,200

Top paying nonmetropolitan areas for Medical and Health Services Managers:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
<a href="#">West Central-Southwest New Hampshire nonmetropolitan area</a>	480	4.73	1.39	\$ 82.36	\$ 171,310
<a href="#">North Valley-Northern Mountains Region of California nonmetropolitan area</a>	370	3.62	1.07	\$ 75.13	\$ 156,280
<a href="#">Central Oregon nonmetropolitan area</a>	210	3.25	0.96	\$ 70.34	\$ 146,300
<a href="#">Eastern Sierra-Mother Lode Region of California nonmetropolitan area</a>	240	3.88	1.14	\$ 68.80	\$ 143,100
<a href="#">Alaska nonmetropolitan area</a>	430	4.21	1.24	\$ 68.28	\$ 142,010

[About May 2023 National, State, Metropolitan, and Nonmetropolitan Area Occupational Employment and Wage Estimates](#)

These estimates are calculated with data collected from employers in all industry sectors, all metropolitan and nonmetropolitan areas, and all states and the District of Columbia. The top employment and wage figures are provided above. The complete list is available in the [downloadable XLS files](#).

The percentile wage estimate is the value of a wage below which a certain percent of workers fall. The median wage is the 50th percentile wage estimate—50 percent of workers earn less than the median and 50 percent of workers earn more than the median. [More about percentile wages](#).

(1) Estimates for detailed occupations do not sum to the totals because the totals include occupations not shown separately. Estimates do not include self-employed workers.

(2) Annual wages have been calculated by multiplying the hourly mean wage by a "year-round, full-time" hours figure of 2,080 hours; for those occupations where there is not an hourly wage published, the annual wage has been directly calculated from the reported survey data.

(3) The relative standard error (RSE) is a measure of the reliability of a survey statistic. The smaller the relative standard error, the more precise the estimate.

(9) The location quotient is the ratio of the area concentration of occupational employment to the national average concentration. A location quotient greater than one indicates the occupation has a higher share of employment than average, and a location quotient less than one indicates the occupation is less prevalent in the area than average.

Other OEWS estimates and related information:

[May 2023 National Occupational Employment and Wage Estimates](#)

[May 2023 State Occupational Employment and Wage Estimates](#)

[May 2023 Metropolitan and Nonmetropolitan Area Occupational Employment and Wage Estimates](#)

[May 2023 National Industry-Specific Occupational Employment and Wage Estimates](#)

[May 2023 Occupation Profiles](#)

[Technical Notes](#)

**Last Modified Date:** April 3, 2024



# Occupational Employment and Wage Statistics

Search Occupational Statistics  Go

<a href="#">OEWS Home</a>
<a href="#">OEWS Publications</a>
<a href="#">OEWS Data</a>
<a href="#">OEWS Methods</a>
<a href="#">About OEWS</a>
<a href="#">Contact OEWS</a>

## Occupational Employment and Wages, May 2023

### 13-1111 Management Analysts

Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants. Excludes "Computer Systems Analysts" (15-1211) and "Operations Research Analysts" (15-2031).

- [National estimates for Management Analysts](#)
- [Industry profile for Management Analysts](#)
- [Geographic profile for Management Analysts](#)

#### National estimates for Management Analysts:

Employment estimate and mean wage estimates for Management Analysts:

Employment {1}	Employment RSE {3}	Mean hourly wage	Mean annual wage {2}	Wage RSE {3}
838,140	1.6 %	\$ 55.54	\$ 115,530	1.4 %

Percentile wage estimates for Management Analysts:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 27.81	\$ 35.84	\$ 47.80	\$ 62.89	\$ 82.83
Annual Wage {2}	\$ 57,840	\$ 74,540	\$ 99,410	\$ 130,800	\$ 172,280

#### Industry profile for Management Analysts:

Industries with the highest published employment and wages for Management Analysts are provided. For a list of all industries with employment in Management Analysts, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in Management Analysts:

Industry	Employment {1}	Percent of industry employment	Hourly mean wage	Annual mean wage {2}
<a href="#">Management, Scientific, and Technical Consulting Services</a>	220,090	11.91	\$ 58.41	\$ 121,500
<a href="#">Federal, State, and Local Government, excluding State and Local Government Schools and Hospitals and the U.S. Postal Service (OEWS Designation)</a>	72,520	3.39	\$ 51.60	\$ 107,330
<a href="#">Computer Systems Design and Related Services</a>	62,570	2.47	\$ 57.29	\$ 119,170
<a href="#">Management of Companies and Enterprises</a>	48,440	1.75	\$ 51.93	\$ 108,020
<a href="#">State Government, excluding Schools and Hospitals (OEWS Designation)</a>	43,470	2.05	\$ 34.63	\$ 72,030

Industries with the highest concentration of employment in Management Analysts:

Industry	Employment {1}	Percent of industry employment	Hourly mean wage	Annual mean wage {2}
----------	----------------	--------------------------------	------------------	----------------------

<b>Management, Scientific, and Technical Consulting Services</b>	220,090	11.91	\$ 58.41	\$ 121,500
<b>Monetary Authorities-Central Bank</b>	850	3.90	\$ 53.46	\$ 111,190
<b>Federal, State, and Local Government, excluding State and Local Government Schools and Hospitals and the U.S. Postal Service (OEWS Designation)</b>	72,520	3.39	\$ 51.60	\$ 107,330
<b>Insurance Carriers</b>	41,250	3.37	\$ 47.52	\$ 98,850
<b>Accounting, Tax Preparation, Bookkeeping, and Payroll Services</b>	34,260	3.11	\$ 65.13	\$ 135,470

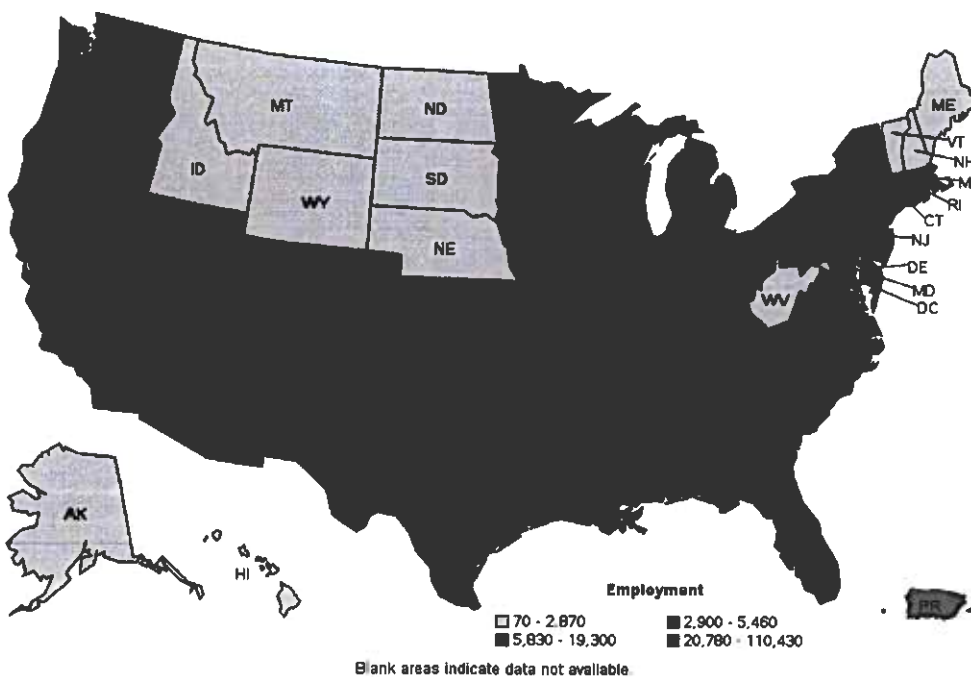
Top paying industries for Management Analysts:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<b>Other Professional, Scientific, and Technical Services</b>	11,560	1.35	\$ 236.59	\$ 492,100
<b>Computer and Peripheral Equipment Manufacturing</b>	1,590	0.99	\$ 71.86	\$ 149,470
<b>Other Heavy and Civil Engineering Construction</b>	80	0.06	\$ 69.65	\$ 144,860
<b>Petroleum and Coal Products Manufacturing</b>	210	0.19	\$ 69.09	\$ 143,710
<b>Metal Ore Mining</b>	70	0.16	\$ 67.36	\$ 140,100

Geographic profile for Management Analysts:

States and areas with the highest published employment, location quotients, and wages for Management Analysts are provided. For a list of all areas with employment in Management Analysts, see the [Create Customized Tables](#) function.

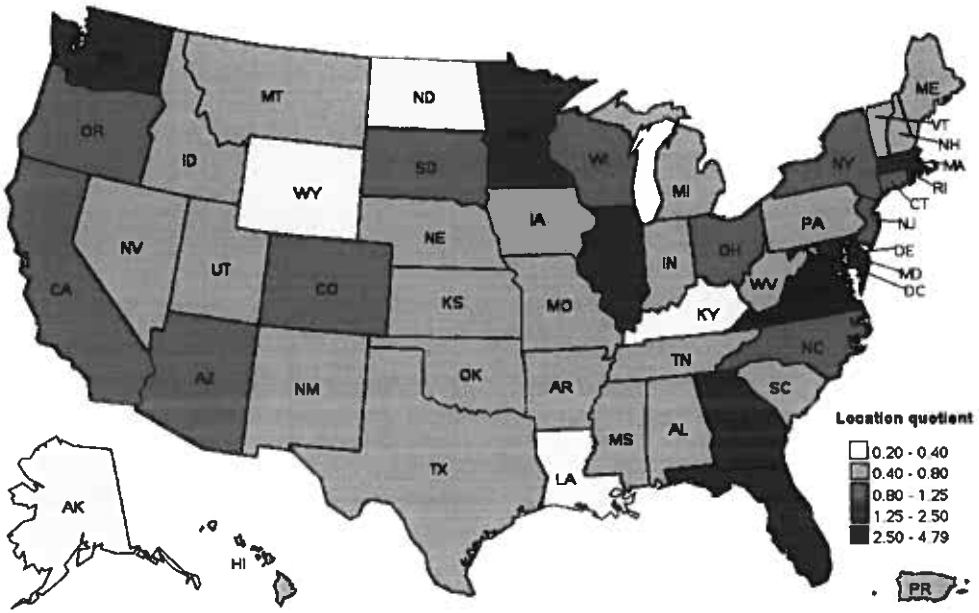
### Employment of management analysts, by state, May 2023



States with the highest employment level in Management Analysts:

State	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
<b>California</b>	110,430	6.15	1.11	\$ 57.39	\$ 119,370
<b>Florida</b>	68,540	7.16	1.30	\$ 46.11	\$ 95,920
<b>Virginia</b>	66,840	16.79	3.04	(8)	(8)
<b>New York</b>	59,640	6.35	1.15	\$ 60.79	\$ 126,450
<b>Texas</b>	50,900	3.75	0.68	\$ 51.25	\$ 106,600

## Location quotient of management analysts, by state, May 2023

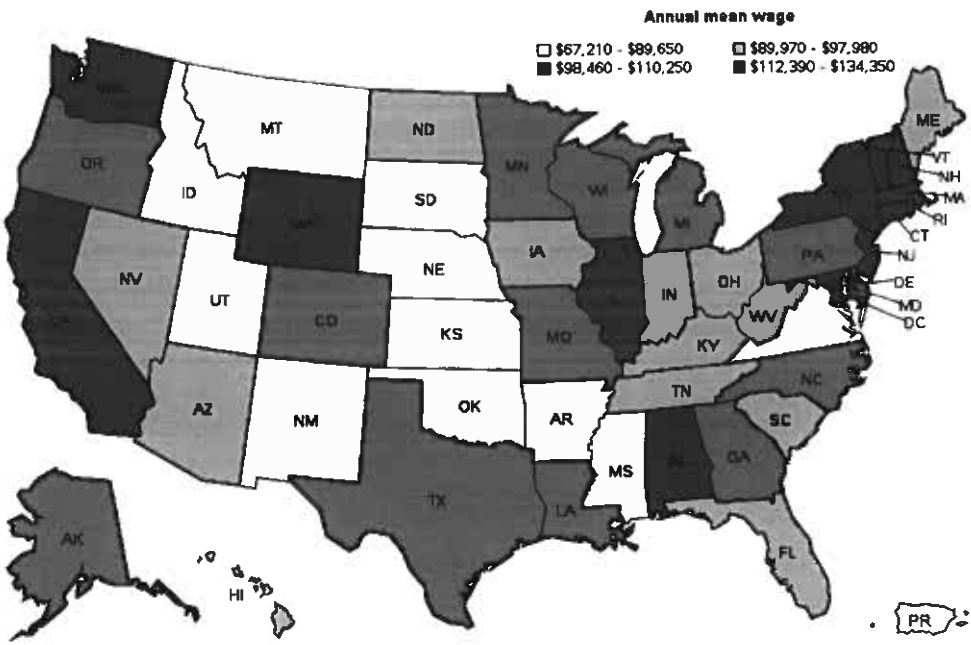


Blank areas indicate data not available

States with the highest concentration of jobs and location quotients in Management Analysts:

State	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
District of Columbia	18,570	26.46	4.79	\$ 57.92	\$ 120,480
Virginia	66,840	16.79	3.04	(8)	(8)
Delaware	4,440	9.46	1.71	\$ 48.80	\$ 101,500
Massachusetts	30,900	8.48	1.54	\$ 64.59	\$ 134,350
Rhode Island	4,050	8.29	1.50	\$ 54.94	\$ 114,260

## Annual mean wage of management analysts, by state, May 2023

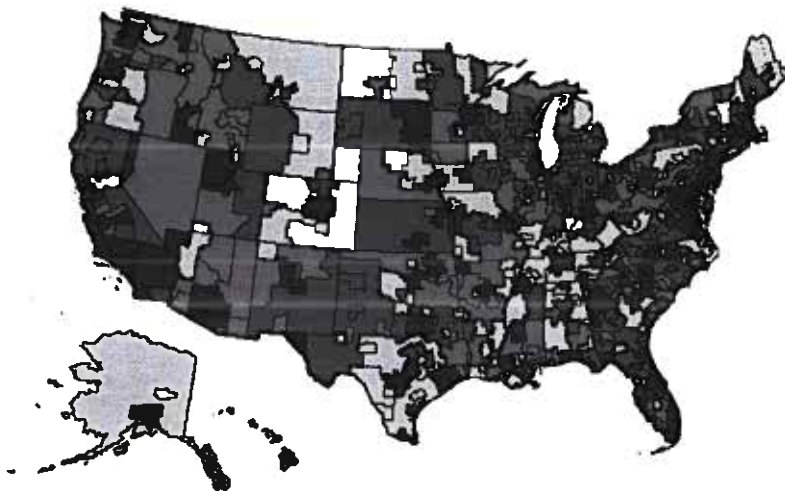


Blank areas indicate data not available.

Top paying states for Management Analysts:

State	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
<u>Massachusetts</u>	30,900	8.48	1.54	\$ 64.59	\$ 134,350
<u>Wyoming</u>	530	1.94	0.35	\$ 60.98	\$ 126,840
<u>New York</u>	59,640	6.35	1.15	\$ 60.79	\$ 126,450
<u>Vermont</u>	960	3.19	0.58	\$ 60.21	\$ 125,240
<u>New Jersey</u>	19,300	4.59	0.83	\$ 59.06	\$ 122,840

### Employment of management analysts, by area, May 2023



Employment

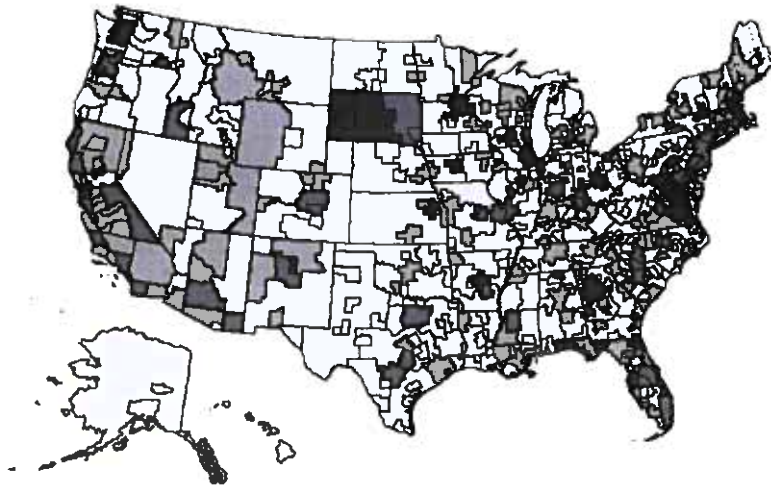


Blank areas indicate data not available.

Metropolitan areas with the highest employment level in Management Analysts:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
<u>Washington-Arlington-Alexandria, DC-VA-MD-WV</u>	71,340	23.07	4.18	\$ 80.38	\$ 167,190
<u>New York-Newark-Jersey City, NY-NJ-PA</u>	59,490	6.27	1.14	\$ 63.45	\$ 131,980
<u>Chicago-Naperville-Elgin, IL-IN-WI</u>	37,500	8.32	1.51	\$ 58.66	\$ 122,010
<u>Los Angeles-Long Beach-Anaheim, CA</u>	37,480	6.06	1.10	\$ 54.43	\$ 113,220
<u>Boston-Cambridge-Nashua, MA-NH</u>	26,990	9.77	1.77	\$ 65.25	\$ 135,730
<u>Atlanta-Sandy Springs-Roswell, GA</u>	25,380	9.01	1.63	\$ 54.63	\$ 113,630
<u>San Francisco-Oakland-Hayward, CA</u>	21,190	8.75	1.59	\$ 68.36	\$ 142,200
<u>Seattle-Tacoma-Bellevue, WA</u>	19,210	9.24	1.67	\$ 61.01	\$ 126,890
<u>Dallas-Fort Worth-Arlington, TX</u>	18,620	4.70	0.85	\$ 55.39	\$ 115,210
<u>Miami-Fort Lauderdale-West Palm Beach, FL</u>	18,180	6.68	1.21	\$ 46.74	\$ 97,220

## Location quotient of management analysts, by area, May 2023



Location quotient



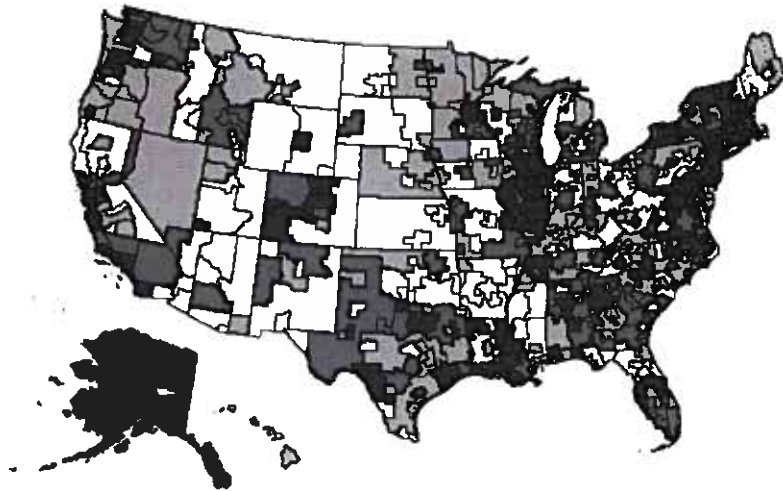
Blank areas indicate data not available.

Metropolitan areas with the highest concentration of jobs and location quotients in Management Analysts:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
<u>Tallahassee, FL</u>	5,700	31.50	5.71	\$ 27.21	\$ 56,590
<u>California-Lexington Park, MD</u>	1,390	29.38	5.32	\$ 57.20	\$ 118,970
<u>Washington-Arlington-Alexandria, DC-VA-MD-WV</u>	71,340	23.07	4.18	\$ 80.38	\$ 167,190
<u>Salem, OR</u>	3,280	18.03	3.27	\$ 44.90	\$ 93,400
<u>Olympia-Tumwater, WA</u>	2,050	16.71	3.03	\$ 40.20	\$ 83,610
<u>Carson City, NV</u>	490	15.74	2.85	\$ 33.10	\$ 68,850
<u>Topeka, KS</u>	1,140	10.08	1.83	\$ 32.58	\$ 67,770
<u>Richmond, VA</u>	6,410	9.90	1.79	\$ 47.67	\$ 99,160
<u>Boston-Cambridge-Nashua, MA-NH</u>	26,990	9.77	1.77	\$ 65.25	\$ 135,730
<u>Trenton, NJ</u>	2,300	9.65	1.75	\$ 48.29	\$ 100,430



## Annual mean wage of management analysts, by area, May 2023



Annual mean wage

\$50,630 - \$86,370    
  \$86,630 - \$93,320  
 \$93,370 - \$102,610    
  \$102,690 - \$167,190

Blank areas indicate data not available

### Top paying metropolitan areas for Management Analysts:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
<u>Washington-Arlington-Alexandria, DC-VA-MD-WV</u>	71,340	23.07	4.18	\$ 80.38	\$ 167,190
<u>San Jose-Sunnyvale-Santa Clara, CA</u>	7,760	6.80	1.23	\$ 75.84	\$ 157,750
<u>Grants Pass, OR</u>	50	1.79	0.32	\$ 68.44	\$ 142,350
<u>San Francisco-Oakland-Hayward, CA</u>	21,190	8.75	1.59	\$ 68.36	\$ 142,200
<u>Daphne-Fairhope-Foley, AL</u>	130	1.56	0.28	\$ 67.20	\$ 139,770
<u>Boston-Cambridge-Nashua, MA-NH</u>	26,990	9.77	1.77	\$ 65.25	\$ 135,730
<u>Wilmington, NC</u>	570	3.99	0.72	\$ 63.86	\$ 132,840
<u>New York-Newark-Jersey City, NY-NJ-PA</u>	59,490	6.27	1.14	\$ 63.45	\$ 131,980
<u>Lafayette, LA</u>	200	1.04	0.19	\$ 61.97	\$ 128,900
<u>Seattle-Tacoma-Bellevue, WA</u>	19,210	9.24	1.67	\$ 61.01	\$ 126,890

### Nonmetropolitan areas with the highest employment in Management Analysts:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
<u>Northeast Virginia nonmetropolitan area</u>	670	13.36	2.42	\$ 56.27	\$ 117,040
<u>East South Dakota nonmetropolitan area</u>	660	5.03	0.91	\$ 40.03	\$ 83,260
<u>West South Dakota nonmetropolitan area</u>	560	8.94	1.62	\$ 36.84	\$ 76,630
<u>Southwest Maine nonmetropolitan area</u>	550	2.92	0.53	\$ 35.74	\$ 74,330
<u>Kansas nonmetropolitan area</u>	530	1.37	0.25	\$ 35.18	\$ 73,180

### Nonmetropolitan areas with the highest concentration of jobs and location quotients in Management Analysts:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
<u>Northeast Virginia nonmetropolitan area</u>	670	13.36	2.42	\$ 56.27	\$ 117,040



<a href="#">West South Dakota nonmetropolitan area</a>	560	8.94	1.62	\$ 36.84	\$ 76,630
<a href="#">Eastern Sierra-Mother Lode Region of California nonmetropolitan area</a>	310	5.08	0.92	\$ 40.90	\$ 85,060
<a href="#">East South Dakota nonmetropolitan area</a>	660	5.03	0.91	\$ 40.03	\$ 83,260
<a href="#">North Coast Region of California nonmetropolitan area</a>	520	4.96	0.90	\$ 38.97	\$ 81,060

Top paying nonmetropolitan areas for Management Analysts:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
<a href="#">Southern Vermont nonmetropolitan area</a>	(8)	(8)	(8)	\$ 66.09	\$ 137,470
<a href="#">Central New Hampshire nonmetropolitan area</a>	330	3.53	0.64	\$ 62.50	\$ 130,010
<a href="#">Massachusetts nonmetropolitan area</a>	110	1.77	0.32	\$ 61.65	\$ 128,220
<a href="#">Northeast Louisiana nonmetropolitan area</a>	40	0.66	0.12	\$ 56.87	\$ 118,300
<a href="#">Northeast Virginia nonmetropolitan area</a>	670	13.36	2.42	\$ 56.27	\$ 117,040

[About May 2023 National, State, Metropolitan, and Nonmetropolitan Area Occupational Employment and Wage Estimates](#)

These estimates are calculated with data collected from employers in all industry sectors, all metropolitan and nonmetropolitan areas, and all states and the District of Columbia. The top employment and wage figures are provided above. The complete list is available in the [downloadable XLS files](#).

The percentile wage estimate is the value of a wage below which a certain percent of workers fall. The median wage is the 50th percentile wage estimate—50 percent of workers earn less than the median and 50 percent of workers earn more than the median. [More about percentile wages](#).

(1) Estimates for detailed occupations do not sum to the totals because the totals include occupations not shown separately. Estimates do not include self-employed workers.

(2) Annual wages have been calculated by multiplying the hourly mean wage by a "year-round, full-time" hours figure of 2,080 hours; for those occupations where there is not an hourly wage published, the annual wage has been directly calculated from the reported survey data.

(3) The relative standard error (RSE) is a measure of the reliability of a survey statistic. The smaller the relative standard error, the more precise the estimate.

(8) Estimate not released.

(9) The location quotient is the ratio of the area concentration of occupational employment to the national average concentration. A location quotient greater than one indicates the occupation has a higher share of employment than average, and a location quotient less than one indicates the occupation is less prevalent in the area than average.

Other OEWS estimates and related information:

[May 2023 National Occupational Employment and Wage Estimates](#)

[May 2023 State Occupational Employment and Wage Estimates](#)

[May 2023 Metropolitan and Nonmetropolitan Area Occupational Employment and Wage Estimates](#)

[May 2023 National Industry-Specific Occupational Employment and Wage Estimates](#)

[May 2023 Occupation Profiles](#)

[Technical Notes](#)

**Last Modified Date:** April 3, 2024



# Occupational Employment and Wage Statistics

Search Occupational Go

- [OEWS Home](#)
- [OEWS Publications](#)
- [OEWS Data](#)
- [OEWS Methods](#)
- [About OEWS](#)
- [Contact OEWS](#)

## Occupational Employment and Wages, May 2023

### 11-3031 Financial Managers

Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment. Excludes "Financial Risk Specialists" (13-2054).

[National estimates for Financial Managers](#)

[Industry profile for Financial Managers](#)

[Geographic profile for Financial Managers](#)

#### National estimates for Financial Managers:

Employment estimate and mean wage estimates for Financial Managers:

Employment (1)	Employment RSE (2)	Mean hourly wage	Mean annual wage (2)	Wage RSE (2)
787,340	1.0 %	\$ 84.05	\$ 174,820	0.5 %

#### Percentile wage estimates for Financial Managers:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 39.84	\$ 52.98	\$ 75.05	\$ 101.36	(5)
Annual Wage (2)	\$ 82,870	\$ 110,190	\$ 156,100	\$ 210,830	(5)

#### Industry profile for Financial Managers:

Industries with the highest published employment and wages for Financial Managers are provided. For a list of all industries with employment in Financial Managers, see the [Create Customized Tables](#) function.

#### Industries with the highest levels of employment in Financial Managers:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<a href="#">Credit Intermediation and Related Activities (5221 and 5223 only)</a>	106,250	5.21	\$ 69.17	\$ 143,870
<a href="#">Management of Companies and Enterprises</a>	91,150	3.29	\$ 91.59	\$ 190,520
<a href="#">Securities, Commodity Contracts, and Other Financial Investments and Related Activities</a>	60,080	5.65	\$ 119.84	\$ 249,260
<a href="#">Accounting, Tax Preparation, Bookkeeping, and Payroll Services</a>	47,830	4.35	\$ 90.99	\$ 189,250
<a href="#">Insurance Carriers</a>	33,440	2.73	\$ 87.18	\$ 181,340

#### Industries with the highest concentration of employment in Financial Managers:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<a href="#">Other Investment Pools and Funds</a>	1,170	6.28	\$ 112.04	\$ 233,050

<b>Securities, Commodity Contracts, and Other Financial Investments and Related Activities</b>	60,080	5.65	\$ 119.84	\$ 249,260
<b>Credit Intermediation and Related Activities (5221 and 5223 only)</b>	106,250	5.21	\$ 69.17	\$ 143,870
<b>Monetary Authorities-Central Bank</b>	970	4.47	\$ 98.85	\$ 205,600
<b>Nondepository Credit Intermediation</b>	24,160	4.39	\$ 84.91	\$ 176,610

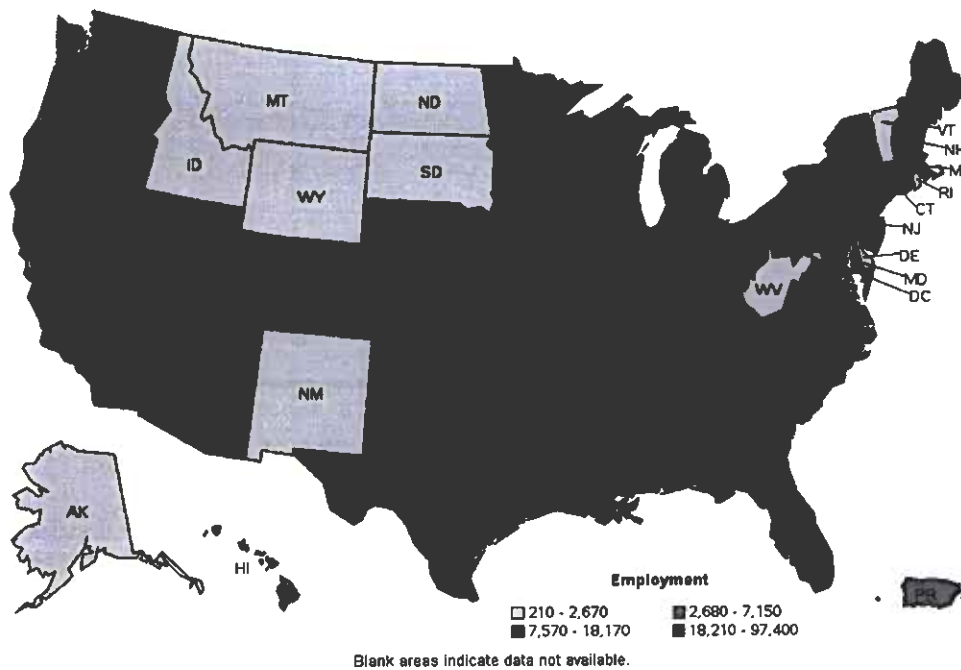
Top paying industries for Financial Managers:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<b>Securities, Commodity Contracts, and Other Financial Investments and Related Activities</b>	60,080	5.65	\$ 119.84	\$ 249,260
<b>Motion Picture and Video Industries</b>	2,680	0.66	\$ 116.98	\$ 243,310
<b>Pipeline Transportation of Natural Gas</b>	220	0.66	\$ 112.13	\$ 233,230
<b>Other Investment Pools and Funds</b>	1,170	6.28	\$ 112.04	\$ 233,050
<b>Water, Sewage and Other Systems</b>	260	0.44	\$ 111.85	\$ 232,660

Geographic profile for Financial Managers:

States and areas with the highest published employment, location quotients, and wages for Financial Managers are provided. For a list of all areas with employment in Financial Managers, see the [Create Customized Tables](#) function.

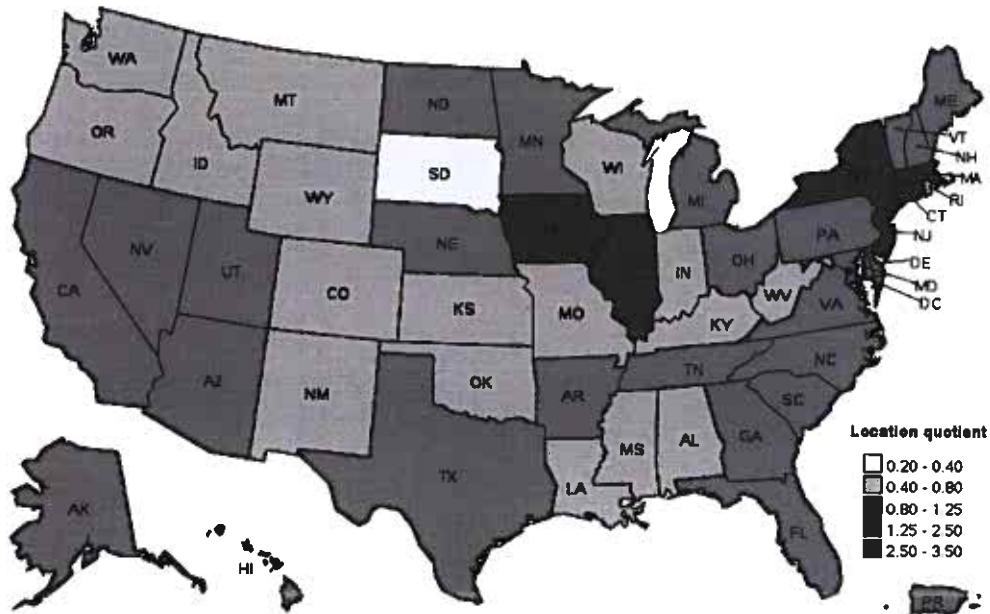
### Employment of financial managers, by state, May 2023



States with the highest employment level in Financial Managers:

State	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
<b>California</b>	97,400	5.43	1.05	\$ 94.55	\$ 196,670
<b>Texas</b>	63,800	4.71	0.91	\$ 82.20	\$ 170,970
<b>New York</b>	62,800	6.69	1.29	\$ 115.94	\$ 241,150
<b>Illinois</b>	48,810	8.12	1.57	\$ 83.28	\$ 173,210
<b>Florida</b>	42,740	4.47	0.86	\$ 77.97	\$ 162,180

## Location quotient of financial managers, by state, May 2023

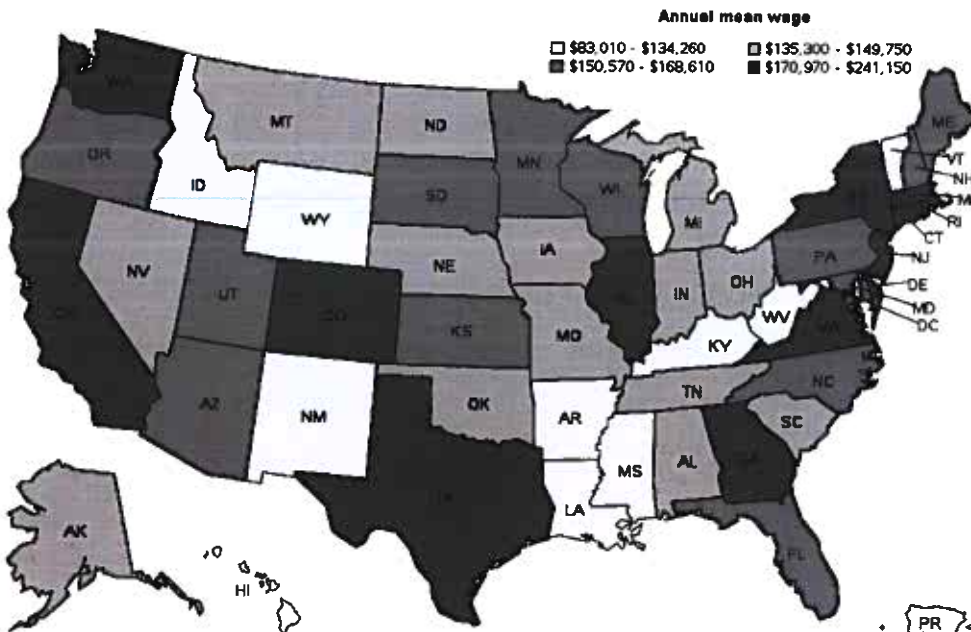


Blank areas indicate data not available

States with the highest concentration of jobs and location quotients in Financial Managers:

State	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
<u>Connecticut</u>	19,440	11.71	2.25	\$ 85.74	\$ 178,340
<u>District of Columbia</u>	7,570	10.79	2.08	\$ 91.65	\$ 190,630
<u>Massachusetts</u>	31,370	8.61	1.66	\$ 92.33	\$ 192,040
<u>New Jersey</u>	34,530	8.22	1.58	\$ 100.18	\$ 208,370
<u>Illinois</u>	48,810	8.12	1.57	\$ 83.28	\$ 173,210

## Annual mean wage of financial managers, by state, May 2023

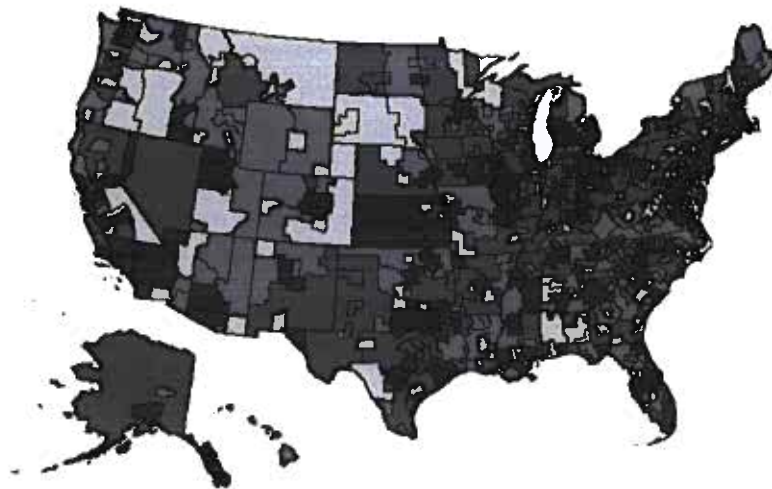


Blank areas indicate data not available.

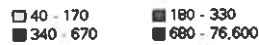
Top paying states for Financial Managers:

State	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
<u>New York</u>	62,800	6.69	1.29	\$ 115.94	\$ 241,150
<u>New Jersey</u>	34,530	8.22	1.58	\$ 100.18	\$ 208,370
<u>California</u>	97,400	5.43	1.05	\$ 94.55	\$ 196,670
<u>Delaware</u>	2,670	5.69	1.10	\$ 94.17	\$ 195,880
<u>Massachusetts</u>	31,370	8.61	1.66	\$ 92.33	\$ 192,040

### Employment of financial managers, by area, May 2023



Employment

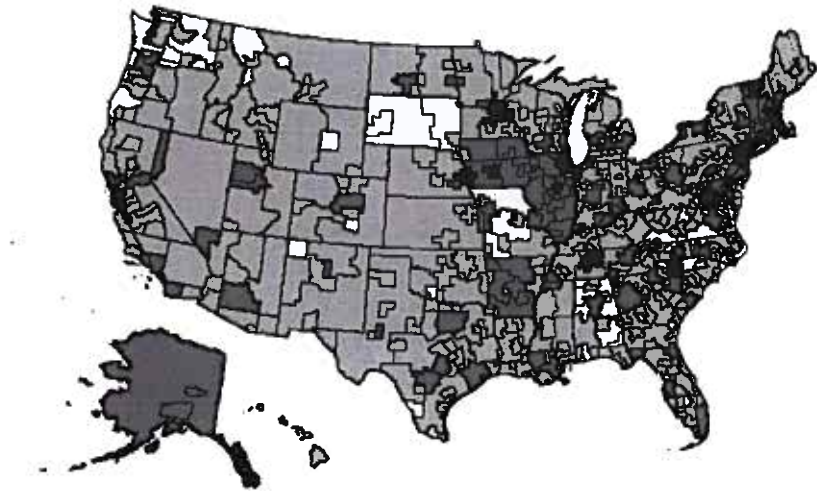


Blank areas indicate data not available

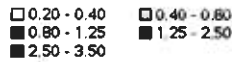
Metropolitan areas with the highest employment level in Financial Managers:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
<u>New York-Newark-Jersey City, NY-NJ-PA</u>	76,600	8.07	1.56	\$ 116.39	\$ 242,100
<u>Chicago-Naperville-Elgin, IL-IN-WI</u>	39,420	8.75	1.69	\$ 87.01	\$ 180,980
<u>Los Angeles-Long Beach-Anaheim, CA</u>	34,810	5.63	1.09	\$ 93.07	\$ 193,580
<u>Boston-Cambridge-Nashua, MA-NH</u>	27,030	9.79	1.89	\$ 94.75	\$ 197,080
<u>Dallas-Fort Worth-Arlington, TX</u>	23,520	5.93	1.14	\$ 84.02	\$ 174,770
<u>Washington-Arlington-Alexandria, DC-VA-MD-WV</u>	23,050	7.45	1.44	\$ 91.85	\$ 191,040
<u>San Francisco-Oakland-Hayward, CA</u>	19,760	8.16	1.57	\$ 107.66	\$ 223,930
<u>Atlanta-Sandy Springs-Roswell, GA</u>	16,180	5.74	1.11	\$ 91.35	\$ 190,000
<u>Philadelphia-Camden-Wilmington, PA-NJ-DE-MD</u>	16,110	5.69	1.10	\$ 85.22	\$ 177,250
<u>Houston-The Woodlands-Sugar Land, TX</u>	15,470	4.87	0.94	\$ 89.32	\$ 185,790

## Location quotient of financial managers, by area, May 2023



Location quotient

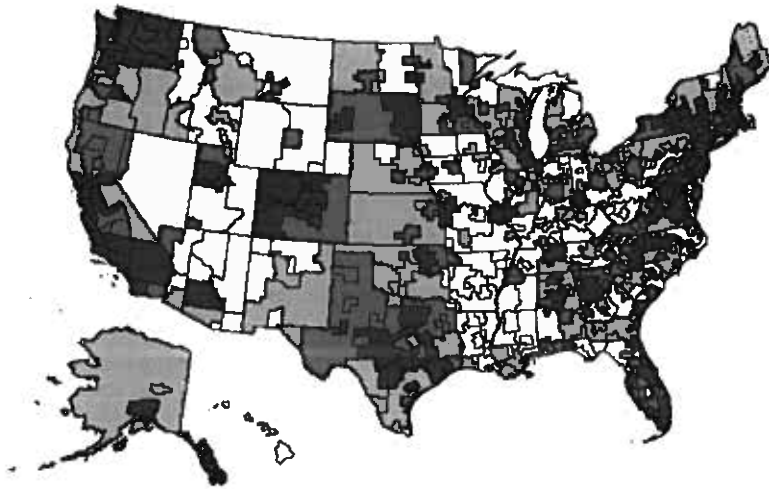


Blank areas indicate data not available.

Metropolitan areas with the highest concentration of jobs and location quotients in Financial Managers:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
<u>Bridgeport-Stamford-Norwalk, CT</u>	6,910	17.22	3.32	\$ 96.69	\$ 201,100
<u>Hartford-West Hartford-East Hartford, CT</u>	7,040	12.49	2.41	\$ 82.34	\$ 171,260
<u>Des Moines-West Des Moines, IA</u>	4,160	10.84	2.09	\$ 73.62	\$ 153,140
<u>Trenton, NJ</u>	2,470	10.35	2.00	\$ 94.12	\$ 195,760
<u>Boston-Cambridge-Nashua, MA-NH</u>	27,030	9.79	1.89	\$ 94.75	\$ 197,080
<u>Danbury, CT</u>	680	8.81	1.70	\$ 76.08	\$ 158,240
<u>Chicago-Naperville-Elgin, IL-IN-WI</u>	39,420	8.75	1.69	\$ 87.01	\$ 180,980
<u>San Francisco-Oakland-Hayward, CA</u>	19,760	8.16	1.57	\$ 107.66	\$ 223,930
<u>Dubuque, IA</u>	470	8.08	1.56	\$ 58.48	\$ 121,630
<u>New York-Newark-Jersey City, NY-NJ-PA</u>	76,600	8.07	1.56	\$ 116.39	\$ 242,100

## Annual mean wage of financial managers, by area, May 2023



**Annual mean wage**

□ \$68,210 - \$126,390	□ \$126,520 - \$139,410
■ \$139,510 - \$153,140	■ \$153,290 - \$242,100

Blank areas indicate data not available

### Top paying metropolitan areas for Financial Managers:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
<u>New York-Newark-Jersey City, NY-NJ-PA</u>	76,600	8.07	1.56	\$ 116.39	\$ 242,100
<u>San Jose-Sunnyvale-Santa Clara, CA</u>	8,580	7.51	1.45	\$ 113.89	\$ 236,890
<u>San Francisco-Oakland-Hayward, CA</u>	19,760	8.16	1.57	\$ 107.66	\$ 223,930
<u>Midland, TX</u>	640	5.54	1.07	\$ 98.80	\$ 205,500
<u>Bridgeport-Stamford-Norwalk, CT</u>	6,910	17.22	3.32	\$ 96.69	\$ 201,100
<u>Seattle-Tacoma-Bellevue, WA</u>	8,560	4.12	0.79	\$ 96.20	\$ 200,100
<u>Midland, MI</u>	240	6.76	1.30	\$ 95.37	\$ 198,360
<u>Boston-Cambridge-Nashua, MA-NH</u>	27,030	9.79	1.89	\$ 94.75	\$ 197,080
<u>Trenton, NJ</u>	2,470	10.35	2.00	\$ 94.12	\$ 195,760
<u>Boulder, CO</u>	750	3.87	0.75	\$ 93.87	\$ 195,240

### Nonmetropolitan areas with the highest employment in Financial Managers:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
<u>North Northeastern Ohio nonmetropolitan area (noncontiguous)</u>	1,120	3.43	0.66	\$ 61.65	\$ 128,240
<u>Balance of Lower Peninsula of Michigan nonmetropolitan area</u>	1,030	3.91	0.75	\$ 63.08	\$ 131,210
<u>Kansas nonmetropolitan area</u>	980	2.52	0.49	\$ 66.04	\$ 137,360
<u>Southeast Iowa nonmetropolitan area</u>	950	4.48	0.86	\$ 57.10	\$ 118,760
<u>West Northwestern Ohio nonmetropolitan area</u>	910	3.66	0.71	\$ 57.24	\$ 119,050

### Nonmetropolitan areas with the highest concentration of jobs and location quotients in Financial Managers:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
<u>Northern Vermont nonmetropolitan area</u>	470	6.77	1.31	\$ 57.88	\$ 120,390



<a href="#">Alaska nonmetropolitan area</a>	610	5.93	1.14	\$ 64.28	\$ 133,690
<a href="#">Connecticut nonmetropolitan area</a>	200	5.87	1.13	\$ 65.51	\$ 136,250
<a href="#">Northeast Iowa nonmetropolitan area</a>	550	5.60	1.08	\$ 52.39	\$ 108,960
<a href="#">Southern Vermont nonmetropolitan area</a>	570	5.58	1.08	\$ 61.48	\$ 127,880

Top paying nonmetropolitan areas for Financial Managers:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
<a href="#">East South Dakota nonmetropolitan area</a>	150	1.13	0.22	\$ 78.30	\$ 162,860
<a href="#">West Central-Southwest New Hampshire nonmetropolitan area</a>	520	5.14	0.99	\$ 77.53	\$ 161,260
<a href="#">Central East New York nonmetropolitan area</a>	410	2.62	0.51	\$ 77.33	\$ 160,850
<a href="#">Northwest Colorado nonmetropolitan area</a>	270	2.16	0.42	\$ 76.46	\$ 159,050
<a href="#">Hill Country Region of Texas nonmetropolitan area</a>	560	2.77	0.53	\$ 75.35	\$ 156,730

[About May 2023 National, State, Metropolitan, and Nonmetropolitan Area Occupational Employment and Wage Estimates](#)

These estimates are calculated with data collected from employers in all industry sectors, all metropolitan and nonmetropolitan areas, and all states and the District of Columbia. The top employment and wage figures are provided above. The complete list is available in the [downloadable XLS files](#).

The percentile wage estimate is the value of a wage below which a certain percent of workers fall. The median wage is the 50th percentile wage estimate—50 percent of workers earn less than the median and 50 percent of workers earn more than the median. [More about percentile wages.](#)

(1) Estimates for detailed occupations do not sum to the totals because the totals include occupations not shown separately. Estimates do not include self-employed workers.

(2) Annual wages have been calculated by multiplying the hourly mean wage by a "year-round, full-time" hours figure of 2,080 hours; for those occupations where there is not an hourly wage published, the annual wage has been directly calculated from the reported survey data.

(3) The relative standard error (RSE) is a measure of the reliability of a survey statistic. The smaller the relative standard error, the more precise the estimate.

(5) This wage is equal to or greater than \$115.00 per hour or \$239,200 per year.

(9) The location quotient is the ratio of the area concentration of occupational employment to the national average concentration. A location quotient greater than one indicates the occupation has a higher share of employment than average, and a location quotient less than one indicates the occupation is less prevalent in the area than average.

Other OEWS estimates and related information:

[May 2023 National Occupational Employment and Wage Estimates](#)

[May 2023 State Occupational Employment and Wage Estimates](#)

[May 2023 Metropolitan and Nonmetropolitan Area Occupational Employment and Wage Estimates](#)

[May 2023 National Industry-Specific Occupational Employment and Wage Estimates](#)

[May 2023 Occupation Profiles](#)

[Technical Notes](#)

**Last Modified Date:** April 3, 2024





Sign in

**What** Job title, keywords, or com

**Where** City, state, zip code, or "rer

Find Jobs

# Director of Revenue Cycle

The Portland Clinic · 3.2 ★

Portland, OR

\$103,946 - \$155,919 a year - Full-time

## The Portland Clinic

★★★★☆ [77 reviews](#)

[Read what people are saying about working here.](#)



You must create an Indeed account before continuing to the company website to apply

Apply now



## Profile insights

Find out how your skills align with the job description

### Skills

Do you have experience in **Supervising experience?**

Yes No

### Education

Do you have a **Bachelor's degree?**

Yes No

## Job details

Here's how the job details align with your [profile](#).

### Pay

\$103,946 - \$155,919 a year

### Job type

**Full-time**

**Shift and schedule**

**Monday to Friday**

**Location**

**Portland, OR**

**Benefits**

Pulled from the full job description

- 401(k) matching
- AD&D insurance
- Dental insurance
- Disability insurance
- Flexible spending account

Show more 

**Full job description**

*At The Portland Clinic our mission is to be a trusted community collaborating to improve the health and well-being of those we serve. Join our team and let us work together to offer a welcoming, inclusive environment for our patients and the communities we serve.*

**JOB TITLE:** Director of Revenue Cycle

**SUPERVISOR:** CFO

**HOURS PER WEEK:** 40hrs (M-F)/Exempt

**DEPARTMENT:** Revenue Cycle

The following information is designed to outline the essential functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

**HIRING BONUS: \$1,000 after 90 days**

**PRIMARY FUNCTION:** Responsible for directing, coordinating, and monitoring of Revenue Cycle functions, including: EMR analysis, insurance, referrals, coding, patient account/collections, scheduling and registration.

**DUTIES AND RESPONSIBILITIES: (\*ESSENTIAL FUNCTIONS)**

1. Oversee operations of full revenue cycle office.\*
2. Develop and maintain strategic partnerships with internal and external stakeholders.\*
3. Coordinate the management of employee issues for Revenue Cycle staff, including employment, training, evaluation, and scheduling.\*
4. Maintain and provide all staff in the Revenue Cycle organization with proper educational and development opportunities.
5. Oversee all departments in the Revenue Cycle organization, which currently includes: Registration and Scheduling, Referrals and Prior Authorizations, Coding, Insurance and Billing, and Patient Collections/Refunds.\*
6. Create and Maintain data and metrics to measure and track the performance of all aspects of Revenue Cycle operations.
7. Be prepared to share performance of Revenue Cycle operations to Executive Leadership and the pertinent Boards and Committees within the Practice.
8. Respond to patient concerns and feedback in a timely manner, providing solutions to best serve our patients.
9. Work with the organization's claims clearinghouse to improve the operations and efficiency of the Revenue Cycle.
10. Work with the organization's EMR team to improve the efficiency and effectiveness of the Revenue Cycle.
11. Work with Practice Providers and Medical Leadership on coding education.
12. Identify opportunities to reduce overall coding efforts through provider education, EMR enhancements, Charge Router improvements and other innovations that will deliver efficiencies and increase velocity in the Revenue Cycle.\*
13. Work with banking partner and CFO to obtain necessary deposit information for remittances and other Revenue Cycle issues.
14. Monitor all workqueues assigned to Business Services and Coding employees – looking for areas of improvement, as well as assisting staff as needed.\*
15. Develop and implement Revenue Cycle process improvements, working closely with key stakeholders to ensure success for patients, staff, and TPC providers.\*
16. Collaborate with Quality, Risk, & Finance teams to support successful HCC meetings and appropriate coding.\*
17. Work on special projects and tasks for Administration and Physicians as requested.
18. Work respectfully and collaboratively in a team environment with a spirit of cooperation.
19. Attend work on a regular and consistent basis.\*
20. Participate as an active team member in a patient-centered medical home.

**REQUIREMENTS:**

EDUCATION/LICENSES REQUIRED:

- Bachelor's degree OR an equivalent combination of education and relevant work experience

**EXPERIENCE/QUALIFICATIONS/SKILLS REQUIRED:**

- 7 years of Revenue Cycle experience
- 2 years of coding experience (previous credentialing required)
- 3 years of progressive supervisory experience

**PREFERENCES:**

- Familiarity with Epic
- 5 years of healthcare experience
- Electronic health record competency
- Excellent oral, written, and one-on-one communication skills, able to communicate effectively with all levels of the organizations
- Ability to interact and establish good rapport with people over the phone and in person, often in stressful situations
- Strong organizational, interpersonal and communication skills
- Team leadership and positive agent for change
- Ability to accept responsibility and use initiative to proceed with necessary tasks without direction supervision
- Compassionate, patient, tactful, diplomatic and contributes to an environment where people feel valued
- Proficiency in Microsoft Word, Excel, PowerPoint and Teams

**COMPENSATION & BENEFITS (Benefits eligibility begins at 20hrs/wk):**

- 401k plan with Employer Matching up to 4.5% annually
- Roth IRA
- Comprehensive Medical, Dental and Vision insurance
- Flexible Spending Account
- Company provided \$10K Group Life/AD&D insurance
- Voluntary benefits: Life/AD&D, Dependent Life/AD&D, Short-Term Disability, Critical Illness, and Disability
- Unlimited PTO
- One paid Wellness day per year
- Seven paid holidays, and 1 partially paid holiday (mid-day closure)
- Employee Assistant Program

**Report job**

[Revenue Cycle Specialist jobs in Portland, OR](#)

Jobs at The Portland Clinic in Portland, OR

Revenue Cycle Specialist salaries in Portland, OR

[Hiring Lab](#) [Career advice](#) [Browse Jobs](#) [Browse Companies](#) [Resume help](#) [Salaries](#)  
[Indeed Events](#) [Work at Indeed](#) [Countries](#) [About](#) [Help Center](#) [ESG at Indeed](#)

© 2024 Indeed [Your Privacy Choices](#)  [Accessibility at Indeed](#) [Privacy Center and Ad Choices](#)  
[Terms](#)



Sign in

**What** Job title, keywords, or com

**Where** City, state, zip code, or "rer

Find Jobs

Because exceptional care starts with you



## Executive Director - Revenue Cycle Management

[Cleveland Clinic](#) · 3.8 ★

5001 Rockside Rd., Independence, OH 44131

\$87.24 - \$172.29 an hour

### Cleveland Clinic

★★★★☆ 4,866 reviews

[Read what people are saying about working here.](#)



You must create an Indeed account before continuing to the company website to apply

Apply now



## Profile insights

Find out how your skills align with the job description

### Skills

Do you have experience in **Revenue cycle management**?

Yes No

### Education

Do you have a **Master's degree**?

Yes No


## Job details

Here's how the job details align with your [profile](#).

### Pay

**\$87.24 - \$172.29 an hour**

## Location

 5001 Rockside Rd., Independence, OH 44131

## Benefits

Pulled from the full job description

- Dental insurance
- Health insurance
- Vision insurance

## Full job description

### Executive Director – Revenue Cycle Management

Join the Cleveland Clinic team, where you will work alongside passionate caregivers and provide patient-first healthcare. Cleveland Clinic is recognized as one of the top hospitals in the nation. At Cleveland Clinic, you will work alongside passionate and dedicated caregivers, receive endless support and appreciation, and build a rewarding career with one of the most respected healthcare organizations in the world.

Through the talents of more than 2,500 dedicated caregivers, our Revenue Cycle Management team supports Cleveland Clinic's mission by securing timely, appropriate payment for services rendered in an efficient, patient-friendly manner. RCM's comprehensive services include billing and follow-up, customer service, financial clearance and collections, cash application, contract compliance, system support and training, financial reporting and budgetary control.

A caregiver who excels in this role will:

- Partner with the Vice President of Revenue Cycle Management to develop and lead multiple major, complex enterprise strategic projects, processes, meetings and relationships involving

several senior executives and cross-functional stakeholders.

- Perform a variety of functions within those projects, including facilitation of meetings, creating/delivering presentations to senior executives, problem solving, setting and driving goals and timelines, designing and conducting complex analytics, and developing and managing implementation plans.
- Provide leadership, expertise, and oversight of Hospital Billing Services, Professional Billing Services, and RCM Operations.
- Direct all activities related to the accounts receivable, revenue, and adjustments to the financial statements for billed activity.
- Oversee analytical review of revenue cycle operations and financial metrics to identify opportunities for improvement of revenue cycle services.
- Collaboratively work with internal and external stakeholders to establish, measure, and monitor short- and long-term strategic and financial goals for revenue cycle management.
- Advise revenue cycle leaders on planning, care resource optimization, performance management, operational and capital investment, strategic objectives and other related matters.
- Lead and promote innovation and technology transformation and optimization in alignment with industry and enterprise revenue cycle solutions and best practices.
- Be a key contributor in the strategy, decision support, organizational planning and operational leadership and management of significant growth initiatives involving mergers and acquisitions, joint ventures, affiliations, alliances and other strategic partnering transactions.
- Build peer-like relationships with senior executives, influence as a challenging thought-partner, and help guide decision making.
- Prepare multiple departmental budgets and ensure that the departments operate in compliance with allocated funding.
- Partner with Finance and Market/Institute leaders to develop and implement strategies, processes and technologies, and monitor performance to continuously improve and manage revenue cycle in a highly complex, fast-past, and evolving healthcare sector – domestic and abroad.

Minimum qualifications for the ideal future caregiver include:

- Bachelor's degree in finance, accounting or a related field.



- At least **15 years** of professional leadership and functionally relevant experience, including increasing management responsibilities in a large healthcare environment.
- Strong revenue cycle management experience.
- Demonstrated experience and responsibility for recruitment, budgeting and strategic development with a strong track record of success.
- Demonstrated experience in matrix management.
- Ability to effectively communicate with a large, diverse audience at all levels of the organization.
- Dedication to building a culture of service excellence, continuous improvement and risk mitigation.
- Inspirational, inclusive and truly human leadership behaviors.
- Skilled in critical thinking, oral and written communication, problem solving, strategic thinking, emotional intelligence, driving innovation and results, implementing technology and automation solutions, and collaboration.

Preferred qualifications for the ideal future caregiver include:

- Master's degree; this may substitute five years of the experience requirement.

Our caregivers continue to create the best outcomes for our patients across each of our facilities. Click the link and see how we're dedicated to providing what matters most to you:

<https://jobs.clevelandclinic.org/benefits-2/>

**Pay Range: \$87.24 - \$172.29 / hour**

The pay range displayed on this job posting reflects the anticipated range for new hires. While the pay range is displayed as an hourly rate, Cleveland Clinic recruiters will clarify whether the compensation is hourly or salary. A successful candidate's actual compensation will be determined after taking factors into consideration such as the candidate's work history, experience, skill set, and education. This is not inclusive of the value of Cleveland Clinic's benefits package, which includes among other benefits, healthcare/dental/vision and retirement.

**Report job**

[Revenue Cycle Specialist jobs in Independence, OH](#)

Jobs at Cleveland Clinic in Independence, OH

Revenue Cycle Specialist salaries in Independence, OH

[Hiring Lab](#) [Career advice](#) [Browse Jobs](#) [Browse Companies](#) [Resume help](#) [Salaries](#)  
[Indeed Events](#) [Work at Indeed](#) [Countries](#) [About](#) [Help Center](#) [ESG at Indeed](#)

© 2024 Indeed [Your Privacy Choices](#)  [Accessibility at Indeed](#) [Privacy Center and Ad Choices](#)  
[Terms](#)



[Job Search](#)   [About UCSF](#)   [Patient Care](#)   [Research](#)   [Education](#)   [News &](#)  
[Media](#)   [Employment](#)   [Sign In](#)



Share

Share 0

## Revenue Cycle / Special Billing Unit Manager

Patient Financial Services

Full Time

81556BR

### Job Summary

Provides direction, sets priorities, and analyzes workflow for subordinate revenue cycle activities, according to established policies and management guidance. Recommends, develops, and implements new and revised procedures as needed.

Applies understanding of specialty billing & follow-up workflows in the healthcare industry, Epic & other revenue cycle systems. Specialty service lines include but are not limited to: Transplant Packages, Behavioral Health/Psychiatry, Client/Corporate accounts, and other bundled package billing that span both hospital and professional billing systems in Epic.

Serves as Langlely Porter Psychiatric Hospital (LPPH) internal resource for leadership, administration, and clinical staff, providing analysis, mentorship, training, and guidance regarding Psychiatry hospital and professional billing, Epic and UCSF compliance, and policy. Involved with numerous revenue cycle functions including analysis, research, billing, reporting, and support. Works in conjunction with Medical Group Business Services, the Epic IT team, and other departments on troubleshooting and projects with a goal of accurate, timely billing and optimized reimbursement. Assists with credentialing and provider roster troubleshooting and updates as needed with the Human Resources Manager, Practice Manager, and OMAG Division. Resource for the Health Plan Strategy team when questions arise about billing processes at LPPH.

Serves as the leader for the Transplant Package team that is responsible for proactive billing & follow-up with insurance companies and other UCSF billing agents as well as assisting their manager and direct reports in specific tasks, training, and special projects. The incumbent demonstrates the ability to perform all aspects of billing/follow-up with superior quality. The incumbent's main task is to resolve all outstanding package accounts through constant communication with the payers, other MGBS units, UCSF clinical departments, and billing agents.

The final salary and offer components are subject to additional approvals based on UC policy. Your placement within the salary range is dependent on several factors including your work experience and internal equity within this position classification at UCSF. For positions that are represented by a labor union, placement within the salary range will be guided by the rules in the collective bargaining agreement. The salary range for this position is \$118,700 - \$178,000 (Annual Rate). To learn more about the benefits of working at UCSF, including total compensation, please visit: <https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

### Required Qualifications

- Bachelor's degree in a related area or four years of equivalent experience.
- Five or more years of related experience in health care revenue cycle with demonstrated lead or supervisory experience.
- Excellent supervisory and organizational skills.
- Ability to effectively manage multiple priorities in a fast-paced environment.
- Solid knowledge of human resources management policies, with the ability to orient, train, coach, and monitor staff performance.
- Thorough knowledge of revenue cycle management practices and concepts, charge master, billing, coding, and collection regulations.
- Strong analytical and critical thinking skills, with the ability to quickly analyze problems, determine appropriate levels of intervention, and develop and apply effective solutions.
- Solid interpersonal skills and persuasiveness, with the ability to collaborate effectively with diverse clinical, business, technical, and financial personnel at all professional and technical levels.
- Collaboration skills to work effectively with management across the medical center on new metrics, standardization of reporting/data and project management processes.
- Skilled in written and verbal communications, with the ability to effectively motivate others, to convey complex information clearly and concisely, and to prepare and present a variety of reports and analyses.
- Strong project management skills with the ability to organize, manage multiple priorities, meet deadlines, and delegate assignments efficiently.
- In-depth knowledge of all relevant information technology, including systems, tools, applications, processes, and methodologies.
- The ability to work onsite in Emeryville when required.

### Preferred Qualifications

n/a

### About UCSF

At UCSF Health, our mission of innovative patient care, advanced technology and pioneering research is redefining what's possible for the patients we serve – a promise we share with the

professionals who make up our team.

Consistently ranked among the top 10 hospitals nationwide by U.S. News & World Report – UCSF Health is committed to providing the most rewarding work experience while delivering the best care available anywhere. In an environment that allows for continuous learning and opportunities for professional growth, UCSF Health offers the ideal atmosphere in which to best use your skills and talents.

**Pride Values**

UCSF is a diverse community made of people with many skills and talents. We seek candidates whose work experience or community service has prepared them to contribute to our commitment to professionalism, respect, integrity, diversity and excellence – also known as our PRIDE values.

In addition to our PRIDE values, UCSF is committed to equity – both in how we deliver care as well as our workforce. We are committed to building a broadly diverse community, nurturing a culture that is welcoming and supportive, and engaging diverse ideas for the provision of culturally competent education, discovery, and patient care. Additional information about UCSF is available at [diversity.ucsf.edu](https://diversity.ucsf.edu)

Join us to find a rewarding career contributing to improving healthcare worldwide.

**Equal Employment Opportunity**

The University of California San Francisco is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

**Organization**

Health

**Job Code and Payroll Title**

006619 REVENUE CYCLE HC SUPV 2

**Job Category**

Accounting / Finance, Financial, Professional (Non-Clinical), Professional and Managerial

**Bargaining Unit**

99 - Policy-Covered (No Bargaining Unit)

**Employee Class**

Career

**Percentage**

100%

**Location**

Emeryville, CA, Hybrid

**Shift**

Days

**Shift Length**

8 Hours

**Additional Shift Details**

M-F

[Apply](#) [Save](#) [Send to friend](#)

[Diversity & Outreach](#)

[Jobs](#)

[Human Resources](#)

[Sustainability](#)

[Accessibility](#)

[Privacy Policy](#)

[Terms of Use](#)

[A-Z Website List](#)

[Infinite Talent Privacy Stat...](#)