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## Multi-Facility Corporate Compensation Report Job Descriptions

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### Corporate Positions

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- 01 Chief Executive Officer**--Responsible for achieving strategic objectives of the company. The CEO reports to the Board of Directors. Specific responsibilities may include, but are not restricted to, the establishment of long-range plans and goals, approval of capital projects, major investor relations, measurement of the performance of top executives, and nomination of new officers.
- 02 Chief Operating Officer**--Directs the administration and coordination of activities in accordance with policies, goals and objectives established by the CEO and Board of Directors/Trustees. Assists the CEO in the development of policies and goals of organizational activities, including personnel, underwriting and financial performance.
- 03 Top Administrative/Operations Executive**--Responsible for administrative policies as well as execution of functions such as accounting, human resources, office services, operating budgets, purchasing and office planning. Participates in short and long-range planning to ensure efficiency in operations and compliance with established policies and objectives.
- 04 Top Financial Executive**--Responsible for the development and implementation of overall financial plans and policies along with its accounting practices. Oversees budgeting, accounting, audit, tax accounting and other related activities.
- 05 Top Human Resources Executive**--Responsible for managing the employment, labor relations, salary and wage administration, training and development, job placement, health and welfare benefits and employee services of the company.
- 06 Top Information Systems Executive**--Responsible for directing and coordinating all planning, production, and development activities related to information systems. Works with CEO, CAO, or CFO on the design, programming, and installation of the company's hardware and software systems.
- 07 Top Sales & Marketing Executive**--Responsible for the development and execution of the sales and marketing objectives, policies and programs. Oversees the overall planning, direction and coordination of sales and marketing programs.
- 08 Top Legal Executive/General Counsel**--Responsible for legal counsel, guidance and assistance on activities of the company in accordance with its interests and policies. Oversees the preparation of legal documents and contracts. Monitors legislative and regulatory developments that may affect the company. Supervises the work of outside counsel.
- 09 Chief Medical Officer**--Responsible for planning, directing, and coordinating all medical affairs issues. Advises CEO on medical and administrative policies regarding the medical practice. Responsible for coordination of medical education and physician recruitment.
- 10 Top Reimbursement Executive**--Plans and directs the company's reimbursement programs. Responsibilities may include formulation and implementation of procedures for filing corporate reimbursement claims, for review and evaluation of all cost reporting, support of reimbursement claims, planning and direction of reimbursement system audits, development of cost reporting standards, and initiation of reimbursement appeals.
- 11 Top Quality Assurance Executive**--Responsible for the development, maintenance, and implementation of a total quality management program. Directs quality patient care standards, policies, and programs.
- 12 Top Clinical Operations Executive**--Responsible for leadership and oversight of Clinical Services. Includes policy development, strategic planning, budgeting, regulatory oversight, management of nursing personnel, care management oversight, and staff development.
- 13 Top Pharmacy Executive**--Responsible for the overall planning and direction of the pharmacy programs. Selects vendors, directs pharmacy research efforts and provides oversight.
- 14 Top Compliance Executive**--Responsible for company's compliance with financial, legal, accounting, policy and reporting regulations. Plans and directs programs, policies, and practices to ensure that all company activities are in compliance with regulatory requirements.
- 15 Top Government Relations Executive**--Responsible for the policies and initiatives of the company. May involve dealings with federal, state, or local governments and/or regulatory agencies. Oversees compliance with applicable legislations. May also perform lobbying or advocacy activities.
- 16 Top Public Relations Executive**--Responsible for company's public relations effort. Develops long and short-term objectives of the company for its public relations and works directly with the media/press to disseminate information. Reports to the CEO.

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### Divisional Positions

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- 31 Top Division Executive**--Responsible for directing the operation of regions or activities of a specific type of facility. Has responsibility for operations by region, by number of facilities, or by type of facility.
  - 32 Top Division Human Resources Executive**--Responsible for managing the employment, labor relations, salary and wage administration, training and development, job placement, health and welfare benefits and employee services within a specific company division.
  - 33 Top Division Sales & Marketing Executive**--Responsible for the development and execution of the sales and marketing objectives, policies and programs within a specific company division.
  - 34 Top Division Information Systems Executive**--Responsible for directing and coordinating all planning, production, and development activities related to the information systems within a specific company division.
  - 35 Top Division Clinical Operations Executive**--Responsible for leadership and oversight of Clinical Services within a specific company division. Includes policy development, strategic planning, budgeting, regulatory oversight, management of nursing personnel, care management oversight, and staff development.
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### Regional Positions

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- 50 Regional Administrative/Operations Executive**--Responsible for administrative policies as well as execution of functions such as accounting, human resources, office services, operating budgets, purchasing and office planning in multiple facilities across multiple states.
- 51 Regional Financial Executive**--Responsible for the development and implementation of overall financial plans along with its accounting practices. Oversees budgeting, accounting, audit, tax accounting and other related activities in multiple facilities across multiple states.
- 52 Regional Human Resources Executive**--Responsible for managing the employment, labor relations, salary and wage administration, training and development, job placement, health and welfare benefits and employee services in multiple facilities across multiple states.
- 53 Regional Sales & Marketing Executive**--Responsible for the development and execution of the sales and marketing objectives, policies and programs in multiple facilities across multiple states.
- 54 Regional Rehabilitation Executive**--Plans, implements and directs the rehabilitation services in multiple facilities across multiple states. Oversees the fiscal integrity and growth of Rehabilitation Services and ensures the quality of clinical programs.
- 55 Regional Clinical Operations Executive**--Responsible for leadership and oversight of Clinical Services in multiple facilities across multiple states. Includes policy development, strategic planning, budgeting, regulatory oversight, management of nursing personnel, care management oversight, and staff development.
- 56 Regional Nurse**--Provides clinical expertise and support to Regional Directors and facility executives, including health care activities, training and development of staff and regulatory compliance issues.
- 57 Regional Pharmacy Executive**--Responsible for the pharmacy planning and direction of pharmacies in multiple facilities in across multiple states.
- 58 Regional Culinary Services Executive**--Responsible for the organization and oversight of dining services in multiple facilities across multiple states.
- 59 Regional Recruiter**--Responsible for the recruitment and development of strategic recruitment plans in multiple facilities across multiple states.
- 60 Regional Maintenance Technician**--Provides management and technical support to facility maintenance staff in multiple facilities across multiple states. Responsibilities include indirect supervision of staff, training, building repair and maintenance, expenditures and compliance.
- 61 Regional Long Term Care Executive**--Responsible for administrative policies as well as execution of functions of the skilled nursing or long term care programs/facilities in multiple facilities across multiple states.
- 62 Regional Assisted Living Executive**--Responsible for administrative policies as well as execution of functions of the assisted living programs/facilities in multiple facilities across multiple states.
- 63 Regional Home Health Executive**--Responsible for administrative policies as well as execution of functions of the home health programs/facilities in multiple facilities across multiple states.
- 64 Regional Hospice Executive**--Responsible for administrative policies as well as execution of functions of the hospice programs/facilities in multiple facilities across multiple states.