

HA 12/22/05



# County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

December 22, 2005

To: Mayor Michael D. Antonovich  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe

From: David E. Janssen  
Chief Administrative Officer

## DEPARTMENT OF HEALTH SERVICES REQUEST TO APPOINT LUIS FONSECA TO THE POSITION OF MANAGER IV, FACILITIES OPERATIONS AND CRAFTS, LAC+USC MEDICAL CENTER

Consistent with the County's policies on management appointments, the Department of Health Services (DHS) requests authorization to appoint Mr. Luis Fonseca to the position of Manager IV, Facilities Operations and Crafts, LAC+USC Medical Center, at an annual salary of \$120,000.98 (\$10,000.08/month), placing him within the third quartile of the salary range, R-13, for this position. This item is vacant and funded in DHS' Fiscal Year 2005-06 Final Budget.

In this position, Mr. Fonseca's primary duties will include: the direct responsibility for the Facilities Management Department at LAC+USC Healthcare Network which consists of managing and directing a workforce of approximately 400 employees; directing the construction, maintenance, alteration and repair of the Healthcare Network's physical plants and facilities as well as other County buildings (e.g., Medical Examiners, DHS Headquarters, Central Health Center, all Network Comprehensive Health Centers and clinics) ensuring compliance with all building, construction and safety codes. Mr. Fonseca will also serve as the Chair of the Joint Commission on Accreditation of Healthcare Organizations Environment of Care compliance committee for the Network.

Mr. Fonseca has approximately 5½ years of experience and knowledge in the administration and operations of health facilities management. He is currently employed by ARAMARK Corporation and assigned to Encino-Tarzana Regional

Luis Fonseca.mbs

Each Supervisor  
December 22, 2005  
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Medical Center as Director of Facilities and Engineering, where he is responsible for providing strategic direction, planning and leadership of all aspects of the Facilities Department. His responsibilities also include supervising management staff, directing reports, and administering an annual operating budget of over \$4 million. Mr. Fonseca maintains housekeeping and safety standards exceeding all local and state regulations to include Title 22, Title 19 and Los Angeles Regulation 4.

The Department indicates that salary placement for Mr. Fonseca at the third quartile of Range 13, which is above the control point, would be consistent with the level of experience and knowledge that Mr. Fonseca brings to this position. Based on the information provided by DHS regarding Mr. Fonseca's experience and qualifications, we concur with their request to appoint him to the position of Manager IV, Facilities Operations and Crafts, at an annual salary of \$120,000.98.

In accordance with the policy on managerial appointments, unless our office is informed otherwise from your offices by December 30, 2005, we will advise DHS that authorization has been granted to proceed with Mr. Fonseca's appointment to Director, LAC+USC Medical Center, effective January 3, 2006.

If you have any questions or concerns regarding this appointment, please call me or your staff may contact Claudia Alarcon of this office at (213) 974-6879.

DEJ:DIL  
SS:CA:bjs

#### Attachments

c: Executive Officer, Board of Supervisors  
Director of Health Services  
Director of Personnel

# MANAGEMENT APPOINTMENT REQUEST

Candidate Name: Luis Fonseca

Employee No.: N/A

(Check one) NEW HIRE:  PROMOTION:

## FACILITY/PROGRAM

Provide organization chart & highlight the position – Attach electronic copy of organization chart

■ ATTACHMENT A

Describe where the position fits into the management organizational structure:

Reports directly to the Chief Operations Officer

Describe the duties and responsibilities which reflect the scope and complexity of the position:

This position has immediate charge of the overall construction, maintenance, alteration and repair programs of facilities within the LAC+USC Healthcare Network; provides craft services to Comprehensive Health Centers, public health clinics, various administrative buildings within the County, DHS Administration building and similar facilities.

Primary duties of this position include direct responsibility for the Facilities Management Department at LAC+USC Healthcare Network which consists of managing and directing a workforce of approximately 400 employees; Directing the construction, maintenance, alteration and repair of the Healthcare Network's physical plants and facilities, as well as other County buildings (e.g., Medical Examiners, Juvenile Hall, Probation Health, DHS Headquarters, Central Health Center, all Network Comprehensive Health Centers and clinics, etc.); Ensuring compliance with all building, construction and safety codes; and functioning Chair of the JCAHO compliance of the Environment of Care for the Network. Additional responsibilities include management of Power Plant operations; Network Safety Office; County Police; Budget preparation, Medical Center-wide Firewatch operations, and oversight for the new Replacement Facility Hospital project.

The impact of not filling this position creates a tremendous void in the management of this very vital department in the Network and could jeopardize JCAHO compliance. This position is a member of the Network Executive Committee at LAC+USC Healthcare Network and participates in the highest level of decision making in the organization.

Indicate the candidate's unique qualifications, special skills or abilities, work background or experience, etc.:

Mr. Fonseca has extensive experience and knowledge in the administration and operations of health facilities management. He is currently employed by ARAMARK Corporation, a work-leader in providing award-winning facility management services to healthcare institutions across the world. He is presently assigned to Encino-Tarzana Regional Medical Center as Director of Facilities and Engineering, responsible for providing strategic direction, planning and leadership of all aspects of the Facilities Department. His responsibilities include supervising management staff, direct reports, and administering an annual operating budget of over \$4 million. Mr. Fonseca maintains housekeeping and safety standards exceeding all local and state regulations to include Title 22, Title 19 and Los Angeles Regulation 4. Therefore, we request that Mr. Fonseca be hired at the proposed annual salary of \$120,000, Salary Range 13.

Provide the candidate's résumé or curriculum vitae – Attach electronic copy SEE ATTACHMENT C

Identify highest paid subordinate reporting to this position

Name: George English Employee #: Title: Facilities Operations & Craft Mgr II

Base Monthly Salary: \$ 8,497.00 Base Annual Salary: \$101,964.00

Identify management position above the position requested

Name: Henry Ornelas Employee #: Title: Chief Operations Officer

Base Monthly Salary: \$13,300.33 Base Annual Salary: \$159,603.96

## ■ HUMAN RESOURCES

Certify that the position is vacant and budgeted – Attach Item Control

YES  NO

Verify current salary of the individual for whom the request is being submitted.

CURRENT ANNUAL SALARY: \$97,999.98

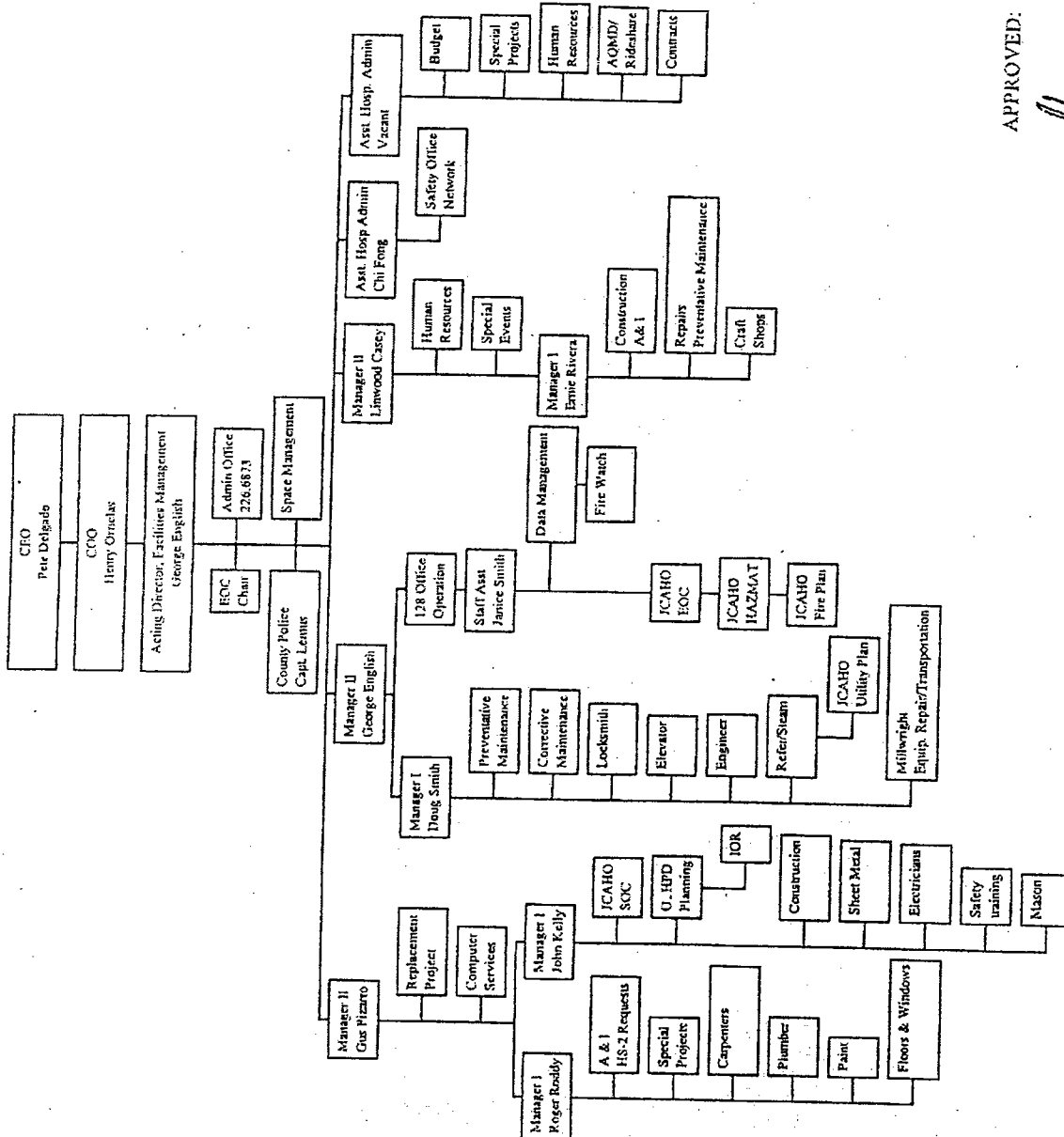
PROMOTION: Designate the proposed salary and percentage increase over current salary.

PERCENTAGE INCREASE: 22.45%

PROPOSED SALARY: Monthly: \$10,000.08 Annually: \$120,000.98 Range: R13, 3 Quartile

Provide listing of all internal equivalent positions within facility/program – Attach electronic copy

HEALTHCARE NETWORK



APPROVED:

*George English*  
 George English  
 Acting Director, Facilities Management

4/28/05

## JOB DESCRIPTION/STATEMENT OF DUTIES

Attachment B

**Employee Name:** Luis Fonseca

**Job Title:** Manager IV, Facilities Operations and Crafts

**Department:** LAC+USC Healthcare Network

### General Summary

Has immediate charge of the overall construction, maintenance, alteration and repair programs of LAC+USC Healthcare Network.

### Minimum Requirements

A Bachelor's Degree from an accredited college and 3 years experience assisting in the administration of a hospital or CHC, one year of which must have involved managing and directing a large workforce engaged in construction, maintenance, alteration and repair programs and project budget management for a multi-hospital or medical center.

### Job Duties/Responsibilities

Administrator of Facilities Management & Facility Planning, this position is responsible for managing the overall construction, maintenance, and repair programs of the LAC+USC Healthcare Network which includes a very large medical complex. It also provides craft services to Comprehensive Health Centers, public health clinics, administration buildings, health Services Administration and similar facilities.

### Duties include:

Plans, assigns, coordinates, directs, supervises and evaluates the work of the facilities operations and crafts program of a major medical center and healthcare network.

Ensures compliance with all building, construction and safety codes affecting the accreditation, licensing and operational status of the healthcare network.

Resolves conflicts between codes through discussions with enforcing agencies and recommends and implements solutions to eliminate code violations and comply with changing code requirements.

Confers with administrative managers, division chiefs, and capital projects management staff to establish requirements of new or altered facilities.

Represents the interests of the LAC+USC Healthcare Network at pre-design and pre-construction conferences with architects, engineers, contractors, vendors, and interested County departments.

Job Description/Statement of Duties  
Page 2

Reviews or directs the review of plans and specifications, and identifies and reports observed design deficiencies.

Directs and reviews the inspection of contract construction work in progress in conjunction with representatives of the Internal Services Department and Public Works Department to ensure adherence to plans and specifications.

Reviews and recommends construction changes to ensure that the facility will perform its designed function.

Directs the preparation of a maintenance and alteration program and the preparation of the divisions budget.

Directs the maintenance and preparation of work records, reports, and correspondence relative to division activities.

Directs the review of work requests, and prepares cost estimates and priority recommendations.

Allocates resources to achieve maximum cost-effectiveness.

Establishes and directs the implementation of division policies, practices and standards and interprets healthcare network policy, practices and standards.

Directs the development and implementation of contingency plans to meet emergencies and disasters, including procedures for the operation and evaluation of facilities.

## Luis Fonseca

### SUMMARY

Results oriented director with over 10 years of hospital operations experience in the healthcare sector. Highly effective as a team builder, demonstrating a facilitative leadership style to achieve organizational and financial objectives. Strong interpersonal skills, effectual communication style and a proven track record in negotiating win-win outcomes.

### PROFESSIONAL EXPERIENCE

**Aramark Facility Services (Encino-Tarzana Regional Medical Centers) Tarzana, CA**  
Director of Facilities/Engineering Dec 2004 – Present

ARAMARK Corporation is a world leader in providing award-winning facility management services to health care institutions across the world. Headquartered in Philadelphia, ARAMARK has approximately 242,500 employees serving clients in 20 countries with outsourcing expenditures of more than \$1 trillion a year worldwide and total sales of \$10.2 billion in 2004.

Encino-Tarzana Regional Medical Center (ETRMC) is a 396-bed acute care hospital, on two campuses, offering some of the most comprehensive health care services in the San Fernando Valley. Specializing in cardiac services, orthopedics, women's services, oncology, geriatric, pediatric and rehabilitation medicine, ETRMC houses the San Fernando Valley Heart Institute, the San Fernando Valley Orthopedic Institute, the San Fernando Valley Women's Center, the Diabetes Care Center and the Center for Integrative Medicine. ETRMC has a total annual operating budget of approximately \$220 million with almost 1300 budgeted FTEs.

During this period served as Director of Facilities/Engineering responsible for providing strategic direction, planning, and leadership of all aspects of the Facilities department. Supervise management staff and direct reports with a total staff of 15 budgeted FTEs and an annual operating budget of over \$4 million. Responsible for the addition of 3 FTEs eliminating currently outsourced service providers resulting in operational savings of over \$250 thousand. Maintain housekeeping and safety standards to exceed all local and state regulations to include Title 22, Title 19, and Los Angeles Reg 4.

**El Paso County Hospital District (R.E. Thomason Hospital) El Paso, TX**  
Director of Facilities/Engineering Apr 2000 – Dec 2004

R.E. Thomason Hospital, a 350-bed acute care facility with a Level 1 Trauma center, is a teaching hospital affiliated with Texas Tech School of Medicine. The Hospital District also includes an HMO, the West Texas Regional Poison Control Center and a growing network of primary care and outpatient rehabilitation facilities proudly serving a predominantly Hispanic

survey with a very successful overall outcome. Actively participate as the Vice chair of the Environment of Care committee continuously promoting a proactive approach in exceeding EOC standards. Routinely make facility rounds and conduct mock surveys as an active member of the Continuous Readiness Rounds (CRR) committee. Encourage and support direct reports in working towards multidisciplinary process improvement initiatives.

Onsite Energy Corporation (Thomason Hospital Energy Supplier) El Paso, TX  
Power Plant Manager Feb 1996 – Apr 2000

Managerial responsibility for the personnel, operations, and maintenance of a 40,000 sqft Power Plant in support of and supplying the energy requirements for R.E. Thomason Hospital. Manage Plant wide maintenance activities which include three 500 hp Cleaver Brooks steam boilers, five Marley cooling towers, two 650 ton Carrier absorption chillers, two 650 ton Tecogen engine driven chillers, three 800 kw Waukesha engine driven generators, and two 1200 kw Detroit Diesel emergency generators providing services to the Hospital complex. Plan and allocate operating and forecast budgets exceeding \$2.5 million per year. Maintain housekeeping and safety standards to exceed all local and state regulations.

A & I Integrated Systems El Paso, TX  
Hydraulic Technician June 1995 – Feb 1996

Responsible for the preventive and corrective maintenance of pumps, motors, and cylinders. Troubleshoot and repair heavy hydraulic equipment in Industrial Plants in the El Paso and Juarez area. Manufactured hydraulic power stations tailored and designed for various applications and specifications to meet the customer's needs and desires.

U.S. Navy San Diego, CA  
Machinist Mate 1991 - 1995

Supervised a 16 personnel section in one of two engine rooms, verifying quality assurance on all assigned and implied tasks while onboard a naval ship. Served as an Engineering Casualty Control Training Team member evaluating and training all operators in both engine rooms to peak performance.

### Education

University of Phoenix	Bachelor Degree in Business Major in Business Management	2003
U.S. Navy		1991 – 1995
Del Valle High School		1991