Inviting Resumes for:

MEDICAL DIRECTOR II (UNCLASSIFIED)

FUNCTIONAL TITLE: CHIEF DATA AND ANALYTIC OFFICER

ANNUAL SALARY: $238,008.00- $417,360.00 (Range E26)

FILING PERIOD: April 12, 2019 – Until the position is filled
DEPARTMENT OF HEALTH SERVICES

The Los Angeles County Department of Health Services (DHS) is the second largest health system in the nation, providing compassionate, quality care through its integrated system of hospitals and community-based clinics. DHS annually cares for about 600,000 unique patients, employs over 22,000 staff, and has an annual operating budget of $4.3 billion. DHS leads the County’s effort to provide health services to the residents of Los Angeles County, of which approximately two million are uninsured. DHS hospitals also conduct postgraduate medical education through university affiliations for interns, residents and fellows to train the physician workforce of tomorrow.

POSITION OVERVIEW

This one position is unclassified (at-will) and reports directly to the Director of DHS, and is responsible for executive leadership and oversight of DHS Enterprise Data and Information Management, including Health Information Management (HIM), the Office of Planning and Data Analytics (OPDA), the Charge Data Master-Charge Master (CDM), the Enterprise Patient Data Repository (EPDR) and other data and analytics repositories and tools. This position will lead DHS data integrity and direct staff in capturing, monitoring, curating and reporting data from disparate sources in DHS’ data ecosystem to enable an enterprise view of the relationships, causes and correlations in the domains of DHS’ medical, clinical, patient charge, financial and operational services.

The Chief Data and Analytic Officer will be required to exercise extensive knowledge of medical and clinical staff management, organizational change management and operational efficiency relating to current and evolving medical and clinical practices to lead the development of DHS data as a valuable enterprise and business intelligence asset. This position will also develop, implement and monitor DHS systems and standards to ensure effective recordation of the delivery of medical services and compliance with local, state and federal laws pertaining to clinical care, care coordination, financial reporting and their auditing.
EXAMPLES OF DUTIES

- Maintains and improves standards of patient care across DHS’ healthcare system through the introduction of modern data analytics, artificial intelligence and machine learning tools and techniques to foster the greatest use of DHS’ therapeutic assets.

- Leads the HIM, OPDA, CDM teams and departments, and ensures standards for selection and retention of medical, coding, epidemiologic and analytic staff, including programs of continued education and competency.

- Facilitates the coordination of clinical coding, training and capture of clinical services of attending physicians, house staff physicians, allied health professionals, nursing professionals and other DHS staff.

- Oversees the EPDR, data lakes and other DHS data repositories, and directs effective curating and extracting of volumes of source system clinical and financial data for reporting, visualization, analytics and machine learning to foster the clinical, financial and operational effectiveness of DHS.

- Provides strategic leadership to identify and remediate gaps in DHS data capture, data integrity and data processes.

- Ensures a current and regulatory-compliant CDM of the items billable to a DHS patient or patient’s health insurance plan.

- Establishes critical success factors for DHS managers to use data and analytics to facilitate cost/benefits analysis, clinical productivity assessment and facilitation, and operational efficiency.

- Drives data-driven culture change by developing new operational models that enhance clinical, operational and financial information literacy programs.

- Sets and executes a health care digitalization strategy in conjunction with the department CIO, CHIO, and facility CMIOs to assure DHS’ successful navigation of market disruption and retooling of a health care delivery platform principally anchored on bricks and mortar.

- Implements acceptable standards of data production for affiliated teaching programs and research.
• Coordinates the revenue integrity services within DHS hospitals and facilities with the DHS CFO.

• Develops effective relationships with professional groups and regulatory/governmental agencies in respect to standards of data capture, curating and reporting of the services provided by DHS.

• Represents the Department before boards, committees, universities and governmental agencies on medical, fiscal, and operational data and analytic issues.

• Formulates, develops, and executes medical plans, policies and programs.

• Provides professional medical services as necessary.

The preceding statement reflects the general duties and responsibilities of the position, and are not considered a detailed description of all work requirements that may be inherent in the job or required for the effective discharge of the position’s responsibilities.

MINIMUM REQUIREMENTS

Certification by an American Specialty Board and five (5) years of progressively responsible medical administrative experience.

LICENSE:

California State Physician and Surgeon’s Certificate authorized by the Board of Medical Examiners of the State of California.

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

The required license and/or certificate must be current and unrestricted; conditional, provisional, probationary license and/or certificate will not be accepted.

DESIRABLE QUALIFICATIONS

• A Master’s Degree from an accredited institution in Public Health, Business Administration, Medical Management, Organizational Psychology, Medical Informatics or Information Technology; or Certification as Physician Executive (CPE) by the American Association of Physician Leaders.

SELECTION PROCESS

• Each candidate’s background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate’s preparation for this position.

• Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process.

• The names of the most highly qualified candidates will be submitted for consideration.

NOTE: Appointment to this position is contingent upon the satisfactory completion of background and reference checks.
**REQUIREMENT INFORMATION**

*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).*

**COMPENSATION AND BENEFITS**

**Annual Salary:** $238,008.00 - $417,360.00  
(Range E26)

**Benefits:** The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate will participate in a contributory defined benefit plan. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Upon retirement, the candidate may participate in a retiree healthcare benefits program. A new County employee hired after June 30, 2014, will be eligible to participate in the Los Angeles County Retiree Healthcare Benefits Program: Tier 2. Details on the Tier 2 program will be provided upon request.

- **Cafeteria Benefits Plan** – The MegaFlex Cafeteria Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee’s monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income.

Benefits available within MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Note: Not applicable to County employees who are currently in Flex).

- **Non-Elective Days** – 10 paid days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.

- **Flexible Spending Accounts** – Employees may contribute up to $200
per month tax-free to a Healthcare Spending Account and $400 per month tax-free to a Dependent Care Spending Account. The County contributes $75 per month to the Dependent Care Spending Account.

- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee’s salary.

- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee’s salary.

- **Holidays** – 12 paid days per year.

**FILING INSTRUCTIONS**

Qualified candidates are invited to submit a statement of interest and CV. The statement of interest should detail special qualifications and a record of accomplishments.

CVs must include the following:

1. Names of schools, colleges, or universities attended, dates attended and degrees earned with field(s) of study. **Please enclose copies of degree(s), licenses and certificates together with the CV.**

2. For each organization and program managed please include:
   - The name of each employer, titles held, and dates of employment.
   - Size of organization and budget information for programs managed.
   - Number and composition of personnel supervised.
   - Scope of management responsibilities and functions managed.

3. Sufficient information to determine if candidate experience meets the Qualifying Education & Experience Requirements sections of this recruitment announcement.

All submitted information will be reviewed and evaluated as received. Please submit your statement of interest, CV and supporting documents to:

Ani Shaboyan, Exam Analyst  
Department of Health Services  
Recruitment & Examinations Office  
5555 Ferguson Drive, Suite 220-10  
City of Commerce, CA 90022  
E-mail: ashaboyan@dhs.lacounty.gov  
Phone: (323) 914-8251  
Fax: (323) 869-0942

**Pursuant to Federal and State requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your CV. This page will be removed from your CV when it is received, kept confidential, and utilized solely for required statistical purposes.**
SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call the ADA Coordinator at:

(323) 869-7124 – ADA Coordinator - Voice
(800) 899-4099 (TTY)
(800) 897-0077 (TTY)
(800) 735-2922 (CRS)

Any applicant for county employment who has been convicted of worker’s compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

SOCIAL SECURITY ACT OF 2004

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement.

For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

EMPLOYMENT ELIGIBILITY INFORMATION

Final employment is contingent upon verification of U.S. Citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986 are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

This announcement may be downloaded from the County of Los Angeles website at:
[http://www.lacounty.gov](http://www.lacounty.gov) or [http://hr.lacounty.gov](http://hr.lacounty.gov)

The County of Los Angeles is an Active Equal Opportunity Employer