



**Health Services**  
LOS ANGELES COUNTY

County of Los Angeles

DEPARTMENT OF HEALTH SERVICES

INVITES RESUMES FOR

**MEDICAL DIRECTOR II (UNCLASSIFIED)**

**HARBOR-UCLA MEDICAL CENTER**

*Functional Title: Chief Medical Officer*

ANNUAL SALARY: \$203,196 - \$356,304 (Schedule E-26)

This position is subject to the provisions of the County's New Physician Pay Plan

FILING PERIOD: July 17, 2012 - Until the position is filled

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### **THE COUNTY OF LOS ANGELES**

With a population of more than 10 million people, the County of Los Angeles has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor-Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 26 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-six (36) major administrative units or departments that currently serve the needs of the county's residents.

In fiscal year 2011-12, the County has an annual budget in excess of \$24 billion and funding for over 100,000 positions to serve its diverse population.

## **HARBOR-UCLA MEDICAL CENTER**

Harbor-UCLA Medical Center is a 570-bed acute-care facility, owned and operated by the County of Los Angeles, and affiliated with the UCLA Schools of Medicine, Nursing and Dentistry. The medical center has been providing health care service to the Greater South Bay community since 1946.

As a major teaching hospital and acute-care facility, Harbor-UCLA also provides 24-hour emergency services for acute medical, surgical, pediatric, obstetrics/gynecology, and psychiatric problems. Harbor-UCLA has earned designation as a Level I Trauma Center. Additionally, Harbor-UCLA provides a wide range of primary and specialty care, as well as support services including physical and occupational therapy, nutritional counseling, health education and psychosocial intervention.

## **POSITION OVERVIEW**

This position is unclassified (at-will) and serves as the Chief Medical Officer of the Department's MetroCare Network, including Harbor UCLA Medical Center. The position is responsible for administrative oversight of medical staff, medical departments, and clinical practices

This position receives general direction from the Chief Deputy Director, Health Services, Clinical and Medical Affairs, and is responsible for the planning, developing and implementing departmental goals and strategies for medical care; developing, implementing, and monitoring policies, procedures, systems and standards to ensure effective delivery of medical services and compliance with local, state and federal laws, Joint Commission Accreditation of Healthcare Organizations (JCAHO) standards, and rules and regulations pertaining to the practice of medicine. This position is required to exercise extensive knowledge of principles and applications of medical staff management and current medical practices, and to effectively formulate and execute policies and programs affecting medical and administrative staff. The position represents the Department of Health Services before boards, committees, universities and governmental agencies on medical issues and serves as a member of the medical staff executive committee, and an officer of the Professional Staff Association of Harbor-UCLA Medical Center. This position sets the vision for the medical program and has responsibility for both short and long-term strategic medical planning and implementation. This position oversees the management, administration, quality, provision and delivery of all medical and clinical services at the Medical Center. In addition, the Chief Medical Officer develops and oversees academic programs consistent with the missions of the hospital, the Department of Health Services, and the UCLA School of Medicine. This position also provides leadership and coordination for the hospital's residency training programs. This position may include a faculty appointment to the UCLA School of Medicine, and services as the Academic Administrator under the County's Medical School Affiliation Agreement.

## **EXAMPLES OF DUTIES**

- Formulates, develops, and executes medical plans, policies and programs.
- Implements actions to assure that clinical operations are cost effective by analyzing internal and external costs, resource utilization and performance data, and developing and enforcing actions designed to address inefficiencies.
- Maintains acceptable standards of patient care and the introduction of modern techniques and therapeutic agents.
- Directs intern and residency training programs and other medical programs of professional instruction.
- Maintains acceptable standards of teaching programs and research.
- Enforces standards for selection, appointment and retention of medical staff, including a formal program of continued medical education.
- Coordinates the professional services within the hospital.
- Coordinates the services of attending physicians and house staff physicians.
- Maintains relationships with professional groups and cooperating medical schools with respect to standards of medical training and service.
- Coordinates the professional services of the hospital with other divisions of the Department of Hospitals, other county departments and outside agencies.
- Sets the standards of professional conduct for the medical staff under his or her supervision within the hospital.
- Disseminates medical information to the press and other news media.
- Provides direct patient care and professional medical services.
- Provides leadership in the development of relationships critical to the new health care delivery system.
- Oversees the assessment of hospital capacity needs and redirects resources within the facility to ensure appropriate access and availability to medical care for patients.
- Implements and maintains systems and processes to investigate and resolve complaints from patients, staff, and the general public to ensure that the hospital complies with all rules and regulations.
- Directs the development, implementation, maintenance and enhancement of all clinical and medical services and programs, medical policies and procedures, and quality assurance programs and activities.
- Develops annual budget and performance indicators for medical staff departments, ensuring fiscal responsibility and accountability of clinical departments and medical administration, as well as ensuring expenditures, revenue, and performance targets are met.
- Ensures key leadership roles are filled through recruitment, orientation, and fostering the professional development of clinical chairs.

*The preceding statements reflect 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.*

## **SELECTION REQUIREMENTS**

### **TRAINING AND EXPERIENCE:**

Certification by an American Specialty Board and two years of medical administrative experience.

### **LICENSE:**

A California State Physician and Surgeon's Certification 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 functions.

## **DESIRABLE QUALIFICATIONS**

- A post graduate degree(s) in health, business administration, public health or a related field.
- Experience in developing and/or managing academic medical programs and services.
- Experience in developing and funding research programs.
- Excellent oral and written communication skills.
- In-depth knowledge of and experience in health care management, planning, and administration.
- Extensive and in-depth knowledge of Federal, State, and accrediting agencies regulations regarding the administration and provision of health/patient care services.
- Demonstrated excellent leadership ability through involvement in the development of health care delivery programs.
- Strong leadership and interpersonal skills including the ability to motivate people, team building and lead teams, communicate, mobilize partnerships and integrate multiple programs.
- Strong clinical knowledge and systems based knowledge.
- Ability to develop and execute policies and programs for the improvement of patient care, clinical effectiveness and operational efficiency.
- Experience in directing multiple medical programs/services that serve diverse patient populations and demographic profiles.
- Experience with organizational change, strategic planning, or entrepreneurial ventures.
- Experience interacting with public officials, professional personnel, employee unions, advocacy groups, external organizations, and the general public.
- Experience in providing technical assistance or leadership in analyzing and developing policy and procedures for contracting agencies.
- Experience in an ambulatory health care environment developing appropriate guidelines, standards, and procedures for the evaluation of existing vendor contracts in terms of quality and quantity of services provided.

## **COMPENSATION AND BENEFITS**

Annual Salary: \$203,196 - \$356,304

This position is subject to the provisions of the County Management Physician Plan E. The salary range for this position is MPP Schedule E-26. The successful candidate may be appointed to any salary within the range, depending on qualifications.

- **Retirement Plan** – The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that county employees DO NOT pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%. The Los Angeles County Employee Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.
- **MegaFlex Benefits Plan** – Benefits may be purchased from the MegaFlex Benefits Plan using a tax-free County contribution of an additional 14.5% or 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Not applicable to County employees who are currently in Flex).
- **Non-Elective Days** – 10 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 \$400 per month tax-free to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Saving 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 contribution or 4% of employee's salary.
- **Holidays** - 11 paid days per year.

## **SELECTION PROCESS**

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level of scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. 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 to the Director of Health Services for consideration.

Note: An extensive background investigation will be completed on the candidate selected for this position.

## **TO BE CONSIDERED**

Qualified candidates are invited to submit a statement of interest and resume. The statement of interest should detail positions held, salary information, education completed and special qualifications.

Resumes must include the following:

1. Names of schools, colleges, or universities attended, dates attended and degrees earned and field(s) of study. Please enclose copies of degree(s), licenses and certificates together with the resume.
2. For each organization and program managed please include:
  - The name of each employer, job titles held, dates of employment, and salaries.
  - 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 meets the Selection Requirements and Desirable Qualifications sections of this recruitment announcement.

*Pursuant to State and federal 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 resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.*

## **COUNTY OF LOS ANGELES CHILD SUPPORT COMPLIANCE PROGRAM**

In an effort to improve compliance with court-ordered child, family and spousal obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

## **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 (323) 869-7124 (ADA Coordinator – Voice); (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.

## **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 of the 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 newly 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.

Resume, including cover letter and record of accomplishments, will be reviewed and evaluated as received. Please submit your statement of interest and resume materials to:

Brenda La Fave, Exam Analyst  
Department of Health Services  
Recruitment & Examinations Office  
5555 Ferguson Drive, Suite 220-10  
City of Commerce, CA 90022  
Phone: (323) 869-7073  
Fax: (323) 869-0942  
E-mail: [blafave@dhs.lacounty.gov](mailto:blafave@dhs.lacounty.gov)

This announcement may be downloaded from the County of Los Angeles websites at:

<http://www.dhs.lacounty.gov> or <http://hr.lacounty.gov>

The County of Los Angeles is an Active Equal Opportunity Employer