



Health Services
LOS ANGELES COUNTY

County of Los Angeles

DEPARTMENT OF HEALTH SERVICES

INVITES RESUMES FOR

HOSPITAL ADMINISTRATOR I (UNCLASSIFIED)

MARTIN LUTHER KING

ANNUAL SALARY: \$116,946 - \$177,008 (Schedule S13)

FILING PERIOD: July 28, 2015 – Until the position is filled

DEPARTMENT OF HEALTH SERVICES

The Department of Health Services (DHS) is the second largest health system in the nation. DHS serves the health care needs of millions of residents and encompasses hospital and outpatient care, programs and clinics, Emergency Medical Services (EMS) and rehabilitation services. DHS operates four hospitals: LAC+USC Healthcare Network, Harbor-UCLA Medical Center, Olive View-UCLA Medical Center, and Rancho Los Amigos National Rehabilitation Center. The Department also operates two multi-disciplinary ambulatory care centers – High Desert Health System in the Antelope Valley, Martin Luther King, Jr., six comprehensive health centers, and numerous health clinics. DHS leads the County's effort to provide personal health services to the residents of Los Angeles County, of which approximately 2 million are uninsured. The Department's services are critical for the medically indigent, working poor, and those who are without access to other health care. In addition, services are critical to the maintenance of the County's trauma care network. Through university affiliations, County hospitals also conduct postgraduate medical education for interns, residents and fellows to train the physician workforce for tomorrow. The current departmental budget is approximately \$4.2 billion and includes funding for approximately 21,577 positions.

POSITION OVERVIEW

The Hospital Administrator I serves as the Chief Executive Officer of the Martin Luther King (MLK) Outpatient Center and the Dollarhide Health Center. The position has the responsibility for the planning, coordination, and operations of the two facilities providing over 200,000 annual primary specialty care visits and ancillary support services to the residents of South Los Angeles. The scope of services includes the provision of primary and specialty care, ambulatory surgical services and urgent care 16 hours/day, 365 days per year.

EXAMPLES OF DUTIES

The Hospital Administrator I duties include, but are not limited to the following:

- Resolves operational problems relating to the integration and coordination of overall ambulatory care services within the two centers, across the Department of Health Services (DHS) with the MLK Community Hospital.
- Reconciles the goals of, and assigned priorities to a large number of competing programs.
- Formulates and implements general administrative policies.
- Directs and controls overall operations, including general management of personnel and fiscal functions.
- Implements medical services programs; directs and coordinates activities of medical, nursing, and administrative staffs and services.
- Develops or expands programs or services for health and welfare promotion.
- Directs strategic planning health reform and changes in ambulatory care operations in keeping with federal and state financing, works to implement the overall DHS strategic priorities.
- Plans and implements ancillary services.
- Reviews and promptly responds to reports and recommendations from planning, regulatory, and inspecting agency, as outlined by the Governing Body.
- Maintains effective relationship with County and DHS administrative officials, community groups, Federal, and State health services agencies. Represents the MLK Outpatient Center at community meetings and promotes our programs.
- Negotiates for improvement of and additions to cluster buildings and equipment.
- Ensures compliance with County, State, Federal and national licensing and accrediting agencies.
- Coordinates services with the new MLK Community Hospital and other campus partners.

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.

QUALIFYING EDUCATION AND EXPERIENCE REQUIREMENTS

A Bachelor's degree from an accredited college or university **-AND-** five (5) years of progressively responsible administrative experience in large, complex ambulatory care system related to safety net institutions, two (2) years of which must have been at the level of Los Angeles County's class of Associate Hospital Administrator II*.

*Experience at the level of Associate Hospital Administrator II in the County of Los Angeles is defined as assisting a higher level administrator in the direction and administration of a large County hospital.

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

- Experience running a large multi-specialty clinic with a broad range of clinical services.
- Experience working with a broad public-private partnership.
- Experience in Electronic Health Record System and Cerner/ORCHID.

COMPENSATION AND BENEFITS

Annual Salary: \$116,946 - \$177,008

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). The successful candidate may be appointed to any salary within the MAPP Range, depending on qualifications.

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 successful candidate may participate in a retiree healthcare benefit plan. Details on the program will be provided upon request.
- **MegaFlex Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan (MegaFlex) 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 given to the employee as taxable income. Benefits available within MegaFlex include medical, dental, disability, life and AD&D insurance. (MegaFlex Plan is not available 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.
- **Dependent Care and Health Care Reimbursement Accounts** are also available.
- **Savings Plan (401k)** – Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that includes a County matching contribution up to 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 for consideration.

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

FILING INSTRUCTIONS

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

Resumes 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 resume.
2. For each organization and program managed please include:
 - The name of each employer, titles held, dates of employment, and salary information.
 - 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 Selection Requirements and Desirable Qualifications sections of this recruitment announcement.

All submitted information 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

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.

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 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, 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 websites at:

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

The County of Los Angeles is an Active Equal Opportunity Employer