



County of Los Angeles Department of Health Services



Inviting Resumes for:

CORRECTIONAL HEALTH DIRECTOR (UNCLASSIFIED)

ANNUAL SALARY: \$175,228 - \$265,222 (Range R19)
\$188,370 - \$285,114 (Range R20*)
See page 4 for further information

FILING PERIOD: December 7, 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

This director is unclassified (at-will) and reports directly to the Deputy Director of Community Health and Integrated Programs and an Assistant Sheriff of the Los Angeles County. The position manages the day-to-day operations of a comprehensive jail healthcare service system, which services approximately 17,500 pre-sentenced and sentenced county jail inmates. This position is responsible for overseeing all healthcare service planning, organizing, and coordinating efforts relative to the delivery of medical, dental, mental health, substance use disorders, and all related ancillary services in an integrated jail healthcare delivery system.

EXAMPLES OF DUTIES

- Oversees the preparation and administration of the County Jail's integration healthcare delivery systems multi-million dollar budget, including staffing, pharmaceuticals, medical equipment, and contracted services.
- Plans, direct, and coordinates through subordinate program managers, the delivery of all medical, dental, mental health, substance use disorder, and any related ancillary services for presentenced or sentenced inmates.
- Directs the development and implementation of new programs and services throughout the jail healthcare service delivery system.
- Oversees the development and implementation of policies and procedures for the jail healthcare delivery system; ensures compliance with directives, policies, and procedures.
- Works collaboratively with the Sheriff Department to resolve any day-to-day operational personnel, quality of care or related issues.
- Oversees the recruitment and selection process for health care chiefs and managers.
- Oversees the development and monitoring of performance expectations for all integrated jail personnel and mentors and coaches health care managers throughout the jails.
- Serves as committee member, participant, or representative on a variety

of committees, task forces, etc. focused on internal jail healthcare business needs or operations.

- Represents jail healthcare services in meetings with representatives of other County departments, State and Federal agencies, and other public and private entities.

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

Three years of experience, at the level of Associate Hospital Administrator I or higher, managing the clinical and administrative day-to-day operations of a medium- to-large sized comprehensive health care or correctional facility. A Master's Degree from an accredited college or university in Nursing, Business Administration, Hospital Administration or a closely related field will be accepted for one year of the required experience.

Medium to large sized healthcare are facilities serving a large patient population and considered to be those licensed for 300 or more beds.

LICENSE:

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.

COMPENSATION AND BENEFITS

(Range R19)

Annual Salary: \$175,228 - \$265,222

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.

*(Range R20)

Annual Salary: \$188,370 - \$285,114

Successful candidates may be appointed to Range R20 salary with valid and current license to practice as a registered nurse issued by the California Board of Registered Nursing -OR- a California State Physician and Surgeon's Certificate authorized by the Board of Medical Examiners of the State of California

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. If the candidate is a "new

member" of the County's defined benefit plan (LACERA) on or after January 1, 2013, that person's pensions will be limited under the Public Employees Pension Reform Act (PEPRA) unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on 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 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** – 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 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 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