



County of Los Angeles Department of Health Services



Inviting Resumes for: **MEDICAL DIRECTOR II (UNCLASSIFIED)**

Functional Title: Chief Medical Officer
Harbor-UCLA Medical Center

ANNUAL SALARY: \$369,720 - \$495,624 (Range E26)

FILING PERIOD: September 11, 2023 – Until the position is filled

ABOUT LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES

The Los Angeles County Department of Health Services (DHS) is the second largest municipal health system in the nation. Through its integrated system of 26 health centers and four hospitals – and expanded network of community partner clinics – DHS annually provides direct care for 750,000 unique patients, employs over 23,000 staff, and has an annual budget of over \$6.2 billion.

Through academic affiliations with the University of California, Los Angeles (UCLA), the University of Southern California (USC), and the Charles R. Drew University of Medicine and Sciences (CDU), DHS hospitals are training sites for physicians completing their Graduate Medical Education in nearly every medical specialty and subspecialty. In addition to its direct clinical services, DHS also runs the Emergency Medical Services (EMS) Agency and the County's 911 emergency response system, as well as Housing for Health and the Office of Diversion and Re-entry, each with a critical role in connecting vulnerable populations, including those released from correctional and institutional settings to supportive housing.



HARBOR-UCLA MEDICAL CENTER

Harbor-UCLA Medical Center (Harbor-UCLA) is nationally recognized for the quality of its services. The Medical Center is a designated Level I Trauma Center, a kidney transplant center, and provides a full range of specialty medical services to the residents of the southern portion of the County of Los Angeles. Harbor-UCLA is affiliated with the Geffen School of Medicine at UCLA and has over 40 Accreditation Council for Graduate Medical Education (ACGME) and non-ACGME training/fellowship programs. Additionally, Harbor-UCLA is closely affiliated with the Los Angeles Biomedical Institute (LABioMed), an organization that conducts research in specialized areas such as cardiology, oncology, reproductive endocrinology, respiratory, physiology, neonatology, maternal-fetal medicine, and other areas closely associated to the medical series at the Medical Center. Harbor-UCLA is also closely affiliated with the Medical Foundation, Inc. (MFI). This non-profit foundation operates and promotes the faculty office practice, faculty referral center, physician services billing, and collections. The MFI directly supports faculty salaries and its non-profit status is related to supporting research (LABioMed) and physician training (Chief Medical Officer's Office) on the campus of the Medical Center.

For additional information regarding DHS please visit www.dhs.lacounty.gov.

POSITION OVERVIEW

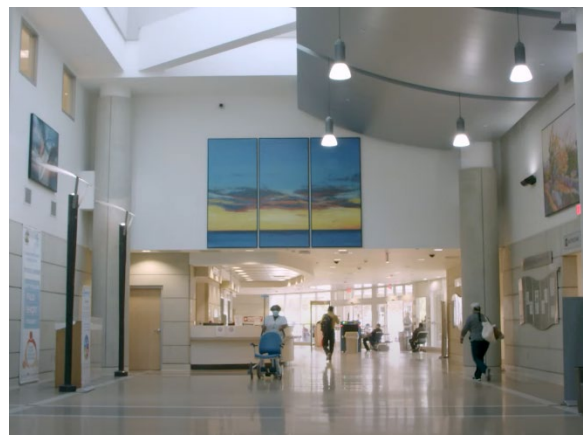
This position is unclassified (at-will) and holds a key leadership role in the organization and works closely with the clinical and administrative leadership to assess and develop clinical programs to meet the needs of the population served. The Chief Medical Officer (CMO) sets the vision for the medical program and has responsibility for both short and long-term strategic medical planning and implementation. The CMO oversees the management, administration, quality, provision, and delivery of all medical and clinical services at the Harbor-UCLA Medical Center. In addition, the CMO develops academic programs consistent with the missions of the hospital, the Department of Health Services, and the David Geffen School of Medicine at UCLA, and provides leadership and coordination for Harbor's physician residency training programs (Video: <https://youtu.be/TPzf4I7DCNI>).

The Chief Medical Officer is to function as Associate Dean of the David Geffen School of Medicine at UCLA. In this capacity, the CMO represents the interests of the Harbor faculty to the Dean and Provost and represents the Dean on the Harbor campus, as well as participating in the interface between OHS and the medical school. In addition, the CMO works to ensure that the Los Angeles Biomedical Institute and the Medical Foundation Inc. fulfill their missions in concert with UCLA, County and Department of Health Services' missions, policies, and procedures.

EXAMPLES OF DUTIES

- Works in leadership role with Harbor's Chief Executive Office in development and implementation of the institution's strategic plan.
- Establishes mechanisms to assess community and patient needs and plans for proactive models for the delivery and care including the establishment of initiatives to address the patient and family's language and cultural needs.
- Directs the development, implementation, maintenance, and enhancement of all clinical and medical services and programs; medical policies; and quality assurance programs and activities.
- Provides leadership in the development of relationships critical to the health care delivery system.
- Participates actively in program growth and development in research and education programs.
- Ensures key leadership roles are filled through recruitment, orientation, and fostering the professional development of clinical chairs.
- Represents the Harbor faculty in the Dean's Office at UCLA and on relevant committees on an ongoing basis. Participates in the school of medicine's strategic planning activities, particularly as related to affiliated hospitals.
- Serves as the UCLA representative from affiliated hospitals to the American Medical Association's Section of Medical Schools.
- Represents Harbor to the Department of Health Services' Chief Medical Officer.
- Provides effective communication within and external to the organization.
- Establishes a framework for the provision of quality care by continuous improvement of patient care, treatment, and services; assessing services provided and developing short- and long-term planning strategies to better align services with the needs of the community.
- Leads clinical leadership and others in the development and implementation of a dynamic patient safety program including an organizational culture that encourages personal involvement of Leaders in patient safety activities, rewards productive reporting of adverse events, and near misses, and incorporates the National Patient Safety Goals into daily work practices.

- Fosters a robust data driven environment for the assessment of the quality of care provided and the assessment of operational performance for clinical, ancillary, and support services.
- Leads, plans, and coordinates with clinical leaders and other stakeholders the establishment, review, and correction of initiatives designed to improve patient flow across the continuum of care.
- Leads and coordinates with hospital executives and others to ensure organization's continuous compliance with local, State and Federal, Joint Commission and other laws and regulations governing healthcare organizations.
- Participates in senior leadership activities at the Department of Health Services related to policy decisions and serves as an advocate for the allocation of necessary resourced required by the Medical Center.
- Maintains 100% compliance with the timely completion of correction action plans (CAP) according to the requirements established by the Department of Health Services.
- Plans and coordinates with the clinical leadership the development of mechanisms to establish clinical priorities based on patient, community needs, and strategic directions set by the Department of Health Services (DHS).
- Creates and fosters an environment of patient safety by demonstrating personal involvement and requiring personal involvement of executives and managers in the maintenance and safeguard of patient safety and regulatory readiness.
- Serves as the liaison between the Medical Center and the community and other stakeholders or provides for Medical Center representation in community meetings and other related activities.
- Embraces and fosters a culture of customer service excellence that leads to increased patient satisfaction, using patient satisfaction measures to assess and trend improvement in this area.
- Establishes goals and mechanisms for the hospital departments to maximize efficiencies in the use of resources and the purchase of supplies and equipment.
- Manages the execution of programs to measure, assess, and improve the quality of patient satisfaction and collaborates with other leaders in the planning, promoting, and conducting organizational performance improvement activities.
- Utilizes comparative information (best practices) and benchmarking in the development of clinical and operational improvement initiatives.
- Participates in the institution's budgeting and resource allocation process. Ensures fiscal responsibility and accountability of clinical departments and medical administration.
- Ensures the fiscal integrity of business practices and compliance with County, state and Federal regulations concerning, reimbursement and billing.



- Allocates and delegates proper authority and responsibility to the clinical leaders in the discharge of their clinical care duties and maintenance of a safe environment and organizational regulatory readiness.
- Partners with the Chief Nursing Officer and other Executive Leadership Committee members in the discharge of clinical care duties and maintenance of a safe environment and organizational regulatory readiness.
- Establishes a proper performance management mechanism to ensure that the organizational objectives are communicated and integrated into the performance expectations for each clinical leader.
- Ensures that the skills of staff are continuously assessed, monitored, and enhanced through the implementation of a comprehensive competency and evaluation program. Ensures compliance with the completion of performance evaluations meeting a minimum of 95% compliance.
- Ensures that standards of human resources management are met by the organization.

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 EXPERIENCE & EDUCATION

M.D. degree or higher from an accredited school. Certification by an American Specialty Board and five years of progressively responsible experience in managing complex and diverse clinical and medical services and programs, including academic medical programs.

LICENSE:

A 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.

PHYSICAL CLASS II: - Light:

Light physical effort which may include occasional light lifting to a 10-pound limit, and some bending, stooping, or squatting.

Considerable walking may be involved.

DESIRABLE QUALIFICATIONS

- An advanced degree from an accredited college or university in Health Services, Health Administration, Public or Business administration, or a related field.
- Experience in developing, directing, and managing multiple medical programs/services that serve diverse patient populations and demographic profiles.
- Experience in developing and funding research programs.
- Experience necessary to ensure the maintenance of Joint Commission standards/regulatory agencies, and direct peer review, quality improvement, and other special programs.

- Experience with organizational change, strategic planning, or entrepreneurial ventures.
- Ability to develop and execute policies and programs for the improvement of patient care, clinical effectiveness, and operational efficiency.
- Experience interacting with public officials, professional personnel, employee unions, advocacy groups, external organizations, and the public.
- 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 development of health care delivery programs.
- Strong leadership and interpersonal skills including the ability to motivate people, build and lead teams, communicate, mobilize partnerships, and integrate multiple programs.
- Strong clinical knowledge and systems- based knowledge.
- Status as an Associate Professor or Professor at an accredited medical school.
- Excellent oral and written communication skills.

COMPENSATION & BENEFITS

ANNUAL SALARY: \$369,720 - \$495,624 (Range E26)

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 range, depending on qualifications.

Benefits: The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs (Reference [MyHR » Benefits 2 \(lacounty.gov\)](#)). The package includes:

- **Retirement Plan** – The successful candidate will participate in a defined benefit plan.

- **Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary.

- **Flexible Spending Accounts** – In addition to tax free medical and dependent care spending accounts, 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 income plan that may include a County matching contribution up to 4% of employee's salary.

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

- **Holidays** – 13 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 and 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 include your 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, and dates of employment.
 - Size of organization and budget information for programs managed.
3. Sufficient information to determine if candidate experience meets the Qualifying Education & Experience Requirements sections of this recruitment announcement.

- Number of and composition of personnel supervised.
- Scope of management responsibilities and functions managed.

All submitted information will be reviewed and evaluated as received. Please email your statement of interest and resume materials to:

**Christina Roy, Exam Analyst
Department of Health Services
Recruitment & Examinations Office
E-mail: croy@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) 914-7111-ADA Coordinator-Voice
(800) 899-4099 (TTY)
(800) 897-0077 (TTY)
(800) 735-2922- California Relay Services**

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, 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.

FOR QUESTIONS CONTACT

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