



County of Los Angeles Department of Health Services



Inviting Resumes for: **HOSPITAL ADMINISTRATOR II (UNCLASSIFIED)**

Functional Title: Chief Executive Officer
Harbor-UCLA Medical Center

ANNUAL SALARY: \$220,851.60 - \$343,469.52 (Range R19)

FILING PERIOD: September 15, 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.

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

POSITION OVERVIEW

This position is unclassified (at-will) and is distinguished by its executive and administrative responsibility for the operation of a large County hospital under the general supervision and direction of the Director of Department of Health Services. This position is responsible for the direction and management of healthcare services for hospital inpatient and outpatient populations, the integration and coordination of healthcare services, and the reconciliation of the goals and priorities for a large number of competing programs. This includes ensuring that facilities operate efficiently and maintaining established medical and healthcare standards. The position also has primary responsibility for developing, recommending, interpreting and administering policies and procedures in compliance with federal, State and local laws and regulations, the Joint Commission (JC), and other medical governing board rules and regulations pertaining to the administration and practice of medicine.

EXAMPLES OF DUTIES

- Directs the development of both short-term and long- range objectives for hospital operations and the achievement of those goals and objectives.
- Selects key administrative and professional staff and directs the appointment of all other employees.
- Directs and evaluates key senior medical, nursing and administrative management staff.
- Directs the hospital budget preparation and financial management programs, employee relations and contract development.
- Establishes and maintains liaison with the Board of Supervisors, other County administrative officials, the public, community groups, regulatory agencies, and federal, State and local organizations in matters which concern the hospital.
- Directs the preparation of hospital reports for the Director of Health Services and outside agencies.
- Directs the preparation of reports for authorized regulatory and accrediting agencies and ensures that corrective action is taken in response to identified issues.

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 Master's degree from an accredited college or university in Health Services, Health Administration, Medicine, Nursing, Public Administration, Business Administration, Public Health, or closely related field –AND– two (2) years' experience as an administrator or an associate administrator responsible for directing and administering financial activities of hospital programs and services through subordinate administrators, or the handling of the day-to-day hospital operations through subordinate administrators, for a hospital with at least 100 beds, accredited by the Joint Commission.

DESIRABLE QUALIFICATIONS

- Experience with information systems and financial management.
- Experience with organizational change, strategic planning, or entrepreneurial ventures.
- Experience working with administration to develop and implement problem-solving strategies that are consistent with the overall goals of the organization.
- Experience interacting with public officials, professional personnel, employee unions, advocacy groups, external organizations, and the general public.

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

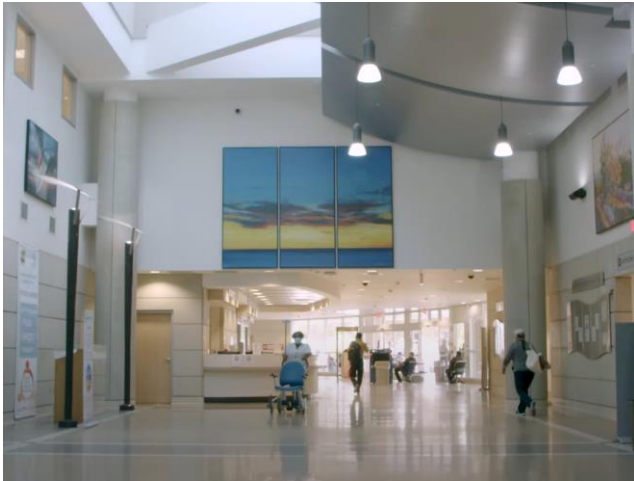
Annual Salary: **\$220,851.60 - \$343,469.52**
(Range R19)

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 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 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.

FILING INSTRUCTIONS

Qualified candidates are invited to submit a statement of interest and resume. The statement of interest should detail 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.
 - 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 via email to:

Christina Roy, Exam Analyst
Department of Health Services
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 (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, 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

Christina Roy, Exam Analyst
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Recruitment & Examinations Office
5701 S. Eastern Avenue, Suite 400
Commerce, CA 90040
E-mail: croy@dhs.lacounty.gov
Phone: (213) 288-7000

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