



Health Services
LOS ANGELES COUNTY



**COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES**

CAREER OPPORTUNITY

DIRECTOR, AMBULATORY CARE NETWORK

**FUNCTIONAL TITLE:
HOSPITAL ADMINISTRATOR II
(UNCLASSIFIED)**

**FILING PERIOD BEGINS:
OCTOBER 10, 2024
UNTIL THE NEEDS OF THE DEPARTMENT ARE MET**

**ANNUAL SALARY:
\$235,440.24 - \$366,157.80**

**LOCATION: AMBULATORY CARE NETWORK
WORLD TRADE CENTER
350 S. FIGUEROA ST, SUITE 188,
LOS ANGELES, CA 90012**

OPEN TO ALL INTERESTED AND QUALIFIED CANDIDATES

ABOUT US

The Los Angeles County Department of Health Services (DHS) is the second largest municipal health system in the nation. Through its integrated system of 25 health centers and four hospitals – and expanded network of community partner clinics – DHS annually provides direct care for 600,000 unique patients, employs over 23,000 county employees, and has an annual budget of over \$6.9 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. In addition, DHS manages our Community Programs, which includes 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.

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

ABOUT THE AMBULATORY CARE NETWORK

The division of Ambulatory Care Network operates a network of comprehensive health centers and health centers, which are community-based clinics that provide primary care and some specialty care services to uninsured/underinsured patients within their medical homes, throughout the County of Los Angeles.





EXAMPLES OF DUTIES

Duties for the Director, Ambulatory Care Network include but are not limited to:

- Has overall responsibility for service planning, implementation, and coordination for DHS Ambulatory Care Network, including development of policies and programs to improve patient care, enhance the efficiency of service divisions, and organize ambulatory care facilities.
- Assembles a team of executives to execute the short and long term objectives of the DHS Ambulatory Care Network.
- Establishes a performance management system to evaluate and assess the leadership of the Ambulatory Care Network in achieving organizational goals.
- Directs the creation of programs, policies, and procedures to ensure and maintain the appropriate accreditation and licensing of all DHS non-hospital based ambulatory medical care services and facilities.
- Directs the preparation of financial goals and budget, monitors performance trends, and prepares reports as required to meet the needs of the Governing Body and DHS.
- Serves as a liaison with the County Board of Supervisors, other County departments and agencies, County officials, community groups, regulatory and licensing agencies, and federal, State, and local organizations, in coordination with DHS Executive Leadership Team, on matters related to ambulatory care.
- Oversees capital projects to ensure completion of construction projects as needed.
- Directs the preparation of reports of ambulatory care activities for the Director of Health Services, professional organizations, and other external agencies.

OVERVIEW

The Director, Ambulatory Care Network position is unclassified (at-will) and has full responsibility for ambulatory care services provided throughout a network of non-hospital based ambulatory care facilities within the Department of Health Services (DHS).

The Director's responsibilities include ensuring that the network of comprehensive health centers and health centers, which are community-based clinics providing primary care and some specialty care services to uninsured/underinsured patients within a medical home model, operates efficiently and maintains established medical and healthcare standards.

The Director 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. The Director works under the general supervision and direction of the Director, Department of Health Services.

QUALIFYING EXPERIENCE

EXPERIENCE

Bachelor's degree from an accredited college - AND within the past ten (10) years, the candidate must have acquired five (5) years of progressively responsible management experience in a large publicly funded healthcare delivery system or a large private system that emphasizes provision of services to patients on Medicaid or who are uninsured -OR- in a large and complex publicly funded multi-facility/multi-provider ambulatory healthcare system, including both primary and multi-specialty services.

Two (2) years of the qualifying experience must have been in an Administrator or Director role, overseeing discrete operational units within a large healthcare system.

LICENSE REQUIREMENT

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.

PHYSICAL CLASS

2 - Light

DESIRABLE QUALIFICATIONS

- Extensive experience as the Chief Medical Officer/Medical Director, Chief Nursing Officer, Chief Operations Officer or Chief Executive Officer of a large and complex multi-disciplinary ambulatory care network.
- Experience in integrated healthcare systems.
- Experience in developing and articulating a strategic vision to address operational challenges and securing broad-based consensus and support for the implementation of the organizational vision.
- Knowledge and experience working with contemporary information systems and financial management practices.
- Experience interacting with elected and public officials, medical and other professional personnel, employee unions, advocacy groups, external organizations, and the general public.
- Experience focusing on quality of care, patient satisfaction and patient safety.
- Experience leading and motivating physicians, nurses and other staff to develop and execute problem-solving strategies that aligned with the organizational strategic goals.
- Experience with managing performance programs to ensure employee accountability and effectiveness.
- Ability to establish medical care programs to ensure consistent care delivery across a large, geographically dispersed network with multiple ambulatory care facilities.
- Experience with and knowledge of federal, State, and local statutes, ordinances and regulations governing healthcare administration and service provision.



COMPENSATION & BENEFITS

ANNUAL SALARY: \$235,440.24 - \$366,157.80

The successful candidate may be appointed to any salary within the range, depending on qualifications. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP) and is compensated at the MAPP Range of R19.

BENEFITS

The County 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 Employee Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.
- **Cafeteria Benefit Plan:** The County provides a tax-free contribution of 14.5% to 17% of the employee's monthly salary from which to purchase health insurance and other benefits. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the Megaflex plan include medical, dental, disability, life, and AD&D insurance. (Megaflex is not available to County employees who are currently in Flex.)
- **Flexible Spending Accounts:** Optional employee tax-free health care spending account. Employees may contribute up to \$200 per month tax-free to a Health Care Spending Account and up to \$400 per month tax-free to a Dependent Care Spending Account.
- **Savings Plan (401k):** Optional tax-deferred income plan that may include a County matching contribution up to 4% of the 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:** up to 80 paid hours per year with the option to buy elective annual leave days. Annual leave can be used for vacation, sick, or personal leave.
- **Holidays:** Average of 12 to 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.**

HOW TO APPLY

Qualified candidates are invited to submit a statement of interest and resume. The statement of interest should include details of 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 of 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 email your statement of interest and resume materials to:

Oscar Ramirez, Executive Recruiter
DHS - Recruitment & Exams Office
Email: oramirez@dhs.lacounty.gov

AN EQUAL OPPORTUNITY/ADA EMPLOYER