

DIRECTOR OF HEALTH SERVICES

DEFINITION

Under policy direction of the Board of Supervisors, and general direction of the County Administrative Officer, this position oversees the provision of a broad range of health and related services to the community. The Director of Health Services is responsible for planning, organizing, directing, coordinating and evaluating the behavioral health, public health, primary medical care, as well as related and support services provided by the County; to represent and gain acceptance of County interests before legislative bodies and community groups; and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Director of Health Services reports directly to the County Administrative Officer. Through subordinate bureau division directors, this position directs the development, operation, administration and evaluation of all mandated and discretionary behavioral health, public health, primary medical care, related and support services in compliance with State and federal regulations, and policy directives issued by the Board of Supervisors. The Director of Health Services is responsible for representing the County at the federal, State and local level in order to secure necessary fiscal and program support, and is responsible for establishing priorities for and evaluating effectiveness of service delivery. Further, this position is responsible for establishing and maintaining health services activities at Natividad Medical Center (NMC), in coordination with NMC Staff. This position is an At-Will position.

The Director of Health Services is distinguished from the Health Department division chiefs in that the latter is responsible for the direction and management of assigned Bureau's such as Behavioral Health, Clinic Services, Environmental Health, Public Health, Public Administrator/Public Guardian, and Emergency Medical Services.

EXAMPLES OF DUTIES

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Advises and makes recommendations to and consults with the County Administrative Officer and Board of Supervisors on health policy issues, general policies and procedures, short and long-range goals and objectives and proposals for the establishment of new programs, discontinuance of existing programs or major changes in programs or methods of service delivery.
2. Plans, develops, implements, coordinates, and evaluates a full range of behavioral health, public health, primary medical care, related and support services within the bounds of applicable laws, ordinances, and regulations; determines types and levels of services to be provided and standards by which adequacy is measured; directs the formulation and implementation of program, administrative and personnel policies and procedures within the Department.
3. Selects, assigns, directs and evaluates the performance of subordinate management, supervisory, and other personnel; determines qualifications, skills and training needs of the Department's multidisciplinary staff; oversees management development and staff training programs within the Department.
4. Develops and maintains effective working relationships with State, federal, and local governmental officials, members of various formal citizen advisory boards, and representatives of community

organizations in order to solicit input, assess needs, develop priorities, and maintain efficient and effective programs.

5. Maintains liaison with State and federal funding agencies in order to secure approval and funding for Monterey County's behavioral health, public health, primary medical care, and related programs.
6. Reviews, evaluates and establishes budget estimates for the Health Department; recommends a budget to the County Administrative Officer annually; continuously reviews revenues and expenditures to assure budgetary compliance; submits periodic reports to the Board of Supervisors, County Administrative Officer, State and federal funding agencies concerning the financial conditions and fiscal needs of the Department; directs searches for new funding sources and oversees grant application preparation and negotiation.
7. Directs the preparation of behavioral health, public health, primary medical care, and related service delivery plans.
8. Analyzes, interprets and disseminates information pertaining to County, State and federal legislation, regulations and guidelines, and monitors implementation to ensure conformance and compliance.
9. Develops programmatic and administrative aspects of a variety of contracts and franchise agreements for behavioral health, public health, primary medical care, and related services; directs contract negotiations and serves as a program resource on contract-related matters; determines standards of services and treatment for contract providers, and oversees contract monitoring for compliance.
10. Represents the County at conferences and professional meetings; conducts meetings and makes informational presentations.
11. Directs the preparation, analysis and distribution of reports and correspondence; coordinates the establishment and retention of various types of records and files.
12. Serves as a Board of Supervisors appointed member of various boards, commissions, and councils representing the County or the Health Department.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Thorough knowledge of:

1. Principles of management and organization necessary to plan, develop, implement, coordinate and evaluate the organization, programs and activities of a multifunction Department.
2. Principles and practices of executive leadership, including the field of human resource management, to direct a large and diversified multidisciplinary workforce through subordinate managers and supervisors.
3. Relationship of federal and State programs to local governmental behavioral health, public health, primary medical care, and related programs.
4. Principles, practices and methods of planning, developing, implementing, coordinating and evaluating multidisciplinary community behavioral health, public health, primary medical care, and related service programs.
5. County, State and federal laws, rules, and regulations, and legislative processes and developments applicable to the design and delivery of contemporary health services.

Working knowledge of:

1. Relationship of federal and State programs to local governmental behavioral health, public health, primary medical care, and related programs.
2. Principles, practices and methods of planning, developing, implementing, coordinating and evaluating multidisciplinary community behavioral health, public health, primary medical care, and related service programs.
3. County, State and federal laws, rules, and regulations, and legislative processes and developments applicable to the design and delivery of contemporary health services.
4. Principles and practices of fiscal management and budget administration necessary to determine budget requirements prepare and justify budget requests and establish internal monitoring and control systems.

Skill and Ability to:

1. Plan, organize, direct and evaluate a comprehensive health services system.
2. Develop, implement and monitor major policies, procedures and standards for the Department.
3. Establish and maintain cooperative and effective working relationships with the Board of Supervisors, County Administrative Officer, senior County management, State and federal agency representatives, advisory board members, community representatives, and Department staff.
4. Act as the County liaison with funding agencies, obtain program approval, and present and justify budgetary recommendations.
5. Determine the need and priority of behavioral health, public health, primary medical care, and related health programs, and establish short and long-term goals and objectives.
6. Determine the staffing needs of the Department and oversee the selection, training and evaluation of subordinates, coordinate the development of subordinate management staff and motivate staff to meet organizational goals and objectives.
7. Analyze complex situations and identify effective courses of action.
8. Prepare executive level correspondence and reports.
9. Prepare and give public presentations regarding the Department's purpose, mission, activities, services, and issues.
10. Speak and write clearly and effectively.
11. Use County approved means of transportation to travel to various office locations.
12. Spanish speaking ability is highly desirable.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

1. Possession of a valid California driver's license, or the ability to provide suitable transportation which is approved by the appointing authority.
2. Background investigation and fingerprinting is required.
3. Availability to work a flexible schedule, including evenings, weekends, and out of County travel to meetings.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

Education:

Possession of a Bachelor's degree in business, health services, public administration, social work, counseling, psychology, pre-medicine, nursing, or a closely related field. A graduate degree in health administration, public administration, or a related field is desirable; and

Experience:

Seven (7) years of progressively responsible management experience in the delivery of health and/or human services, which demonstrates possession of the required knowledge and abilities. This experience will include program planning and implementation, budgeting, contract negotiations and monitoring, development of a comprehensive, collaborative service delivery system, and supervision of executive-level staff.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. The ability to read standard, printed text and data on a variety of written and computer generated reports.
2. The ability to communicate verbally in a clear manner and with a volume required to respond to telephone, face-to-face inquiries and present information before groups
3. Personal mobility to attend meetings and work in various office locations
4. The ability to work at desk and/or computer, or attend meetings for extended periods of time
5. Finger and manual dexterity in order to operate a computer keyboard
6. The ability to hear oral communications, both in person and on the phone

CLASS HISTORY

Class Code: 11A09
Established Date: Unknown
Revised Date: December 17, 2009

CLASS DATA

Job Group: 01
EEO Category: E
Work Comp. Code: 8810
Bargaining/Employee Unit: Y
FLSA: E
MOCO OT: N

Prepared by: Irma R. Bough

Approved by:

/s/ Gerta McClay

County Administrative Office

1/13/2010

Date