

Assistant Director – Health Services Agency

1. Reviews Federal grants, contracts and agreements to ensure the provision of appropriate services to the community. (12,13)
2. Assists the Health Services Agency Director in administration and management of the clinical care systems and health services delivery systems and Agency programs including all activities associated with public health, outpatient medical clinics, community mental health, substance abuse, Agency administration and Medi Cruz/health benefits. (15,17)
3. Analyzes the structure, controls and reporting systems to ensure the effective and required performance of the programs and delivery systems and recommends changes where needed. Including Medi-Cal related program planning. (15,17)
4. Recommends and implements new and revised policies, procedures, best practices, and data analysis to effect maximum operational efficiency and ensure compliance with County, State and Federal requirements. Including Medi-Cal related program planning. (15,17)
5. Plans, develops and coordinates the department programs with the Director and other key management staff. Including Medi-Cal related program planning. (15,17)
6. Develops or coordinates the preparation of major departmental position papers and reports for the Board of Supervisors, the California Department of Health departmental staff, internal staff and others. Including Medi-Cal related program planning. (15,17)
7. Oversees the development of key clinical programs and coalitions in response to community needs. Including Medi-Cal related program planning. (15,17)
8. Troubleshoots major system and community problems with the Director and other stakeholders and implements remediation plans as necessary with partners. (15,17)
9. Develops strategies to increase health system capacity and close health and Medi-Cal services gaps. (15,17)
10. Collaborates with outside agencies to improve the delivery of health and Medi-Cal services. (15,17)
11. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
12. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)