

COUNTY OF SOLANO
CLASS SPECIFICATION
DEPUTY DIRECTOR OF HEALTH AND SOCIAL SERVICES –
MEDICAL SERVICES OFFICER
Effective Date of Revision: 10/29/2018

CLASS SUMMARY:

Under administrative direction, serves as Medical Services Officer for the County of Solano; plans, organizes and manages the day-to-day operations of the Medical Services Division to meet mandated health service requirements and needs of Solano County's medically indigent; serves as a member of the department's senior management team.

DISTINGUISHING CHARACTERISTICS:

This single position class is characterized by the responsibility for directing medical services and enforcing health services laws and regulations.

This class is distinguished from the:

- **Director of Health and Social Services** class which oversees the Health and Social Services Department and all the Divisions within the Department.
- **Mental Health Services Administrator** class which manages one or more mental health program and assists the Deputy Director in planning and organizing overall operations.
- **Psychiatrist Supervisor** class which supervises Psychiatrists and Mental Health Nurses in the performance of their clinical duties.

SUPERVISION RECEIVED AND EXERCISED:

- Receives administrative direction from the Director of Health and Social Services.
- Exercises supervision over the Health Services Administrator class and other health services manager seniors and health services managers, physicians, nurse practitioners, physician's assistants, nurses and other medical personnel and support staff.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Exercises management authority for assigned services and activities of the [name of unit] and performs managerial responsibilities such as:
 - monitoring purchases and expenditures;
 - approving non-routine expenditures for workplace improvements, training, computer software and hardware, etc.;
 - providing input to the unit's budget;
 - monitoring goals and objectives of the unit and taking corrective actions as appropriate;
 - recommending and implementing new policies and procedures to eliminate or reduce barriers to efficient or effective production and/or to improve customer service;
 - coordinating and monitoring the work of consultants and contractors by reviewing the performance and quality of work to ensure compliance with the applicable contract and by reviewing and approving claims for payments to ensure conformance with contract provisions and to prevent cost overruns.
- Performs supervisory duties to direct reports and to others through subordinate supervisors such as:
 - establishing standards for acceptable work products and evaluating performance;

- Interviewing applicants and making selections;
 - reviewing, approving and implementing disciplinary actions and terminations;
 - providing career development mentoring;
 - assigning work and planning and scheduling staff's work activities and deadlines;
 - reviewing work and recognizing employees' work efforts and accomplishments;
 - providing career development mentoring and recommending training and career development opportunities;
 - ensuring that employees are properly trained;
 - reviewing and approving timesheets and requests for leave; and
 - supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity and to safety.
- Plans, organizes and directs medical services and clinics; consults and coordinates with federal and state health officials and representatives of local public and private health agencies in the enforcement of health laws and the development of programs to meet health services needs.
 - Manages medical services division operations through subordinate managers and supervisors; designs and implements systems to encourage productive behavior and recognize exceptional performance; directly supervises program management, medical and administrative staff.
 - Serves as Deputy Health Officer.
 - Ensures appropriate expenditure of public funds through efficient operation of programs; monitors utilization review and work production related to health service delivery; directs operational changes to increase effectiveness and efficiency of programs and clinics.
 - Ensures the dissemination of information on medical services as well as medical services information published by other agencies or organizations to promote general knowledge; makes public presentations upon request.
 - May be assigned additional management or administrative duties; may conduct special studies, convene committees or act on behalf of the Department Director; investigates and resolves issues of administrative concern.
 - Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

Progressively responsible health service experience in a health agency or organization supplemented by training, education and/or additional experience in public administration including program planning/evaluation, budgeting and supervision which demonstrates possession of and competency in requisite knowledge and abilities. Typical qualifying experience would be:

Four years of progressively responsible professional medical management and supervisory experience in a health agency or organization which included program planning and evaluation, budget management, personnel management and performance evaluation, policy development and providing community service.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Possession of a valid license to practice medicine in the State of California issued by the Board of Medical Examiners.

- Possession of or ability to obtain a valid Class C California driver's license may be required.

Note: All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action in accordance with Civil Service Rules or applicable bargaining agreement.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- principles and practices of modern general medicine, preventive medicine and public health;
- socio-economic and psycho-social factors affecting the wellness and treatment of institutionalized patients and medically indigent clients;
- federal and state laws and regulations governing services of local health agencies and medical clinics;
- organization and purposes of community health groups;
- principles and practices of supervising physicians and other medical professionals;
- effective public and community relations;
- communicable and sexually transmitted diseases;
- program budgeting, local government organization, local demographics as related to determination and management of health services;
- public information and public speaking techniques; and
- County programs and services.

Skill and/or Ability to:

- assess, diagnose and treat a variety of medical conditions;
- plan and organize health services operations to meet community health needs and state/federal laws/regulations within available resources; understand, interpret and explain laws, regulations and policies governing medical program operations;
- develop goals and objectives;
- identify and analyze administrative/problems and implement operational changes; make decisions and independent judgments;
- determine the appropriate course of action in emergency or stressful situations;
- understand program objectives in relation to departmental goals and procedures;
- collect and analyze data to establish/identify needs; evaluate program effectiveness;
- draw logical conclusions and make appropriate recommendations;
- supervise and evaluate the performance of subordinate supervisors providing medical services management;
- research regulations, procedures and/or medical/technical reference materials;
- determine and evaluate levels of achievement and performance;
- coordinate and integrate program components into a cohesive and effective service

delivery system;

- conduct liaison and community relations activities;
- establish and maintain cooperative working relationships; and
- communicate effectively both verbally and in writing.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion. OR, if walking and standing are required only occasionally: Positions in this class typically require stooping, kneeling, reaching, occasional standing, occasional walking, pushing, pulling, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling:** Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. OR **Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer screen, read, etc. AND, if driving a vehicle is required, positions in this class also requires employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

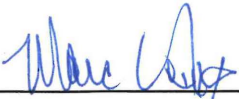
- Employees in this class will most often be working in an office setting.
- **Work in a Medical Clinic Facility:** Employees in this class will be working in a medical clinic facility and thus will be subject to exposure to chemicals, toxic agents, blood and other bodily fluids, and communicable diseases. There may also be occasional exposure to extreme temperatures, inadequate lighting, and work space that restricts movement.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.

OTHER REQUIREMENTS:

- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- **Independent Travel:** Incumbents are OR may be required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- **Hours of Work:** Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- **Child Abuse Reporting:** Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Sections 11165.7 and 11166 of the California Penal

Code relating to child abuse reporting.

- Elder Abuse Reporting: Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Section 15630 of the California Welfare and Institutions Code relating to elder abuse reporting.



Director of Human Resources

- Date Approved by the Director of Human Resources: 09/15/2015
- Date Class Title added to the Listing of Classes & Salaries by the Board of Supervisors:
11/24/2015
- Date(s) Revised: October 2018
- Class Code: 137250