

Medical Administrator  
Job Control: JC-250838  
Department of Health Care Services in Sacramento County  
Final Date to Apply: 07/26/2021

## **Department of Health Care Services**

Looking for a challenging and rewarding career in healthcare?

Each day within the Department of Health Care Services, our employees positively impact the lives of millions of California's most vulnerable citizens.

The Integrated Systems of Care Division (ISCD) within the California Department of Health Care Services (DHCS) is hiring. We are seeking a proven leader with a passion for addressing priority health needs in the community. The Medical Policy Section is looking for a Public Health Medical Administrator who is motivated and is looking to make a difference in the lives of Californians. Come be a part of a dynamic and diverse division where every day is exciting and challenging.

### **JOB DESCRIPTION AND DUTIES**

This position serves as Medical Administrator of the Division. All functions that are defined as medical/clinical will be the responsibility of the Medical Administrator. The Medical Administrator has the responsibility for administering several large medical programs for children and adults with specific medical conditions. These programs include, but are not limited to: Child Health and Disability Prevention; California Children's Services; Genetically Handicapped Persons Program, and the Early and Periodic Screening, Diagnostic and Treatment benefits specifically for Skilled Nursing Services and Pediatric Day Health Care. Other programs under the responsibility of the Medical Director include Home and Community Based Services (HCBS) Waivers. Other programs under the purview of the Division for which the Medical Director will provide medical expertise include Hearing Conservation Program, Health Care Program for Children in Foster Care, High Risk Infant Follow-up, Medical Therapy Program, Neonatal Quality Improvement Initiative, the Newborn Hearing Screening Program, and the Program of All-Inclusive Care. All of these programs are highly sensitive and have a high profile due to the medically fragile population the programs serve, and require high-level medical expertise.

Administers the statewide CCS, CHDP, GHPP, HCP, HRIF, MTP, NHSP, and the HCBS Programs and all other programs under the purview of Integrated Systems of ISCD. Manages major complex health programs; utilizes a variety of management techniques to resolve complex health issues and health program problems. Incumbent plans, organizes, and directs program medical operations through subordinate staff.

Provides consultation to ISCD Branch Chiefs, Division Chief and Health Care Delivery Systems Management of advancement and potential liabilities that may impact division programs or affect program beneficiaries. Serves as the ISCD's liaison with the Department's Medical Director and other Medical Directors and clinicians in the department, as well as CCS County Medical Directors. Develops general program policy with an emphasis on the medical aspects including, health care quality and healthcare improvement, while reducing health disparities, inequalities, and risk. Responsible for the comprehensive studies of major health problems and challenges affecting the Medi-Cal population served under the ISCD's purview. Ensures and enforces compliance with State and Federal statutes and regulations to ISCD's Programs. Manages, supervises, and evaluates the performance of the Medical

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Policy and Operations Branch clinicians. Sets program priorities and objectives, and develops and manages project work plans on division wide initiatives.

#### SPECIAL REQUIREMENTS

Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners and possession of a valid certificate issued by an American Medical Specialty Board or an American Osteopathic Specialty Board as a specialist in one of the fields of medicine, or eligibility for examination for one of these certificates as evidenced by a written statement from the Secretary of the Board.

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