

**CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES
DEPUTY DIRECTOR/OPERATIONS**

EXEMPT APPOINTMENT

Legislation, passed in 2006, establishes a new California Department of Public Health (CDPH) and renames the California Department of Health Services to Department of Health Care Services (DHCS) on July 1, 2007. DHCS shares the broad mission to protect and improve the health of all Californians with the new CDPH.

To accomplish this, DHCS finances and administers a number of individual health care service delivery programs, including the California Medical Assistance Program (Medi-Cal). These programs

- Provide health care services to low-income persons and families who meet defined eligibility requirements.
- Emphasize prevention-oriented health care programs that promote human health and well-being.
- Ensure access to comprehensive health services using public and private resources.
- Ensure appropriate and effective expenditure of public resources to serve those with the greatest health care needs.

The Deputy Director/Operations is one of two Deputy Directors in DHCS that oversee the Department's Health Care Programs. Under the administrative direction of the DHCS Chief Deputy Director of Health Care Programs, both Deputy Directors serve as integral components in the formulation of policy to achieve the mission of the department. In addition to serving as a member of the Directorate, the Deputy Director/Operations will be responsible for the development, promotion, and implementation of health care delivery systems to over 6.7 million beneficiaries of the State Medi-Cal program and provide direct management to six divisions: Medi-Cal Managed Care, Systems of Care, Provider Enrollment, Fiscal Intermediary and Contracts Oversight, Third Party Liability and Recovery, and Utilization Management; and administers approximately half of a total budget of over \$35 billion. Specifically the incumbent:

- Directs and coordinates the Health Care Programs (Operations) programs to ensure uniform program direction and maximum efficiency throughout the statewide health care delivery system.
 - Medi-Cal Managed Care Division: provides or makes available health care services through established networks of organized managed care systems, emphasizing primary and preventive care, to improve

Medi-Cal beneficiary access and quality of care, and to ensure cost-effective use of health care resources.

- Systems of Care Division: comprehensive systems of care for vulnerable populations with chronic conditions to better create effective and efficient delivery systems that improve health care options and reduce health care costs, including Medi-Cal beneficiaries, and Children's Medical Services programs.
 - Provider Enrollment Division: enrollment and re-enrollment of fee-for-service health care providers within the Medi-Cal program.
 - Fiscal Intermediary and Contracts Division: ensures the proper payment of over 200 million Medi-Cal claims annually for medical and dental providers who have provided services to beneficiaries.
 - Third Party Liability and Recovery Division: ensures the Medi-Cal program complies with state and federal laws and regulations relating to legal liability of third parties to pay for health care services to beneficiaries, and takes measures to ensure that the Medi-Cal program is the payer of last resort.
 - Utilization Management Division: through statewide field offices, ensures provision of necessary and appropriate medical services to Medi-Cal beneficiaries in the most cost-effective manner by providing strong, cost-effective utilization controls by reviewing and approving certain medical procedures, services, and drugs for beneficiaries prior to payment for services.
- Establishes and implements policies and procedures for the effective operation of the Medi-Cal program.
 - Assists the Director, the Chief Deputy Director, other Deputy Directors, and the State Legislature in determining program direction that is consistent with legislative intent.
 - Advises and consults with the Chief Deputy Director concerning issues of significant policy impact.
 - Represent the Department in contact with public and private organizations, and local, state, and federal government officials in Medi-Cal program and CMS matters.
 - Directs and evaluates the planning activities necessary to improve operations in the Health Care Programs (Operations) program.

Qualifications

- Ability to function as a part of an executive management team to plan, develop and implement department policy and priorities.
- Ability to independently organize and lead department operation functions, including budget, personnel, accounting, facilities management, legal services, internal audits and information technology services.
- Ability to communicate effectively, in written and oral communications, with the Governor's Office, the Health and Human Services Agency, the DHCS Executive Management Team, other state and federal agencies, the Legislature, and DHCS partners and constituencies including local public health departments.

Desirable Qualifications

- Executive level experience in planning, organizing and operating administrative functions for a large public or private entity.
- A track record of recruiting, managing and retaining top-level managers who function effectively as a team.

Application Information

Interested candidates should submit a letter of interest and a résumé to:

Arleen Jacoway
Director's Office
California Department of Health Services
P.O. Box 997413, MS: 1000
Sacramento, CA 95899-7413

Final Filing Date: Thursday, May 31, 2007

Questions about the position or the application process should be directed to Arleen Jacoway at (916) 440-7408 or at Ajacoway@dhs.ca.gov

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.