

DEPARTMENT OF HEALTH CARE SERVICES
ASSISTANT DEPUTY DIRECTOR, HEALTH CARE BENEFITS & ELIGIBILITY
803-017-XXXX-XXX
EXEMPT APPOINTMENT

Under the administrative direction of the Deputy Director, Health Care Benefits and Eligibility (HCBE) the Assistant Deputy Director assists in overseeing the planning, implementation, coordination, evaluation, and management of the Department's health care benefits and eligibility policies. In addition to serving as a member of the Directorate, the Assistant Deputy Director will help provide direction to the six HCBE divisions/offices: California Medical Assistance Program (Medi-Cal) Eligibility; Primary, Rural, and Indian Health; Pharmacy Benefits; Medi-Cal Dental Services; Medi-Cal Benefits; and the Office of Family Planning. The Assistant Deputy Director serves as backup to the Deputy Director, HCBE, on all issues associated with the field of responsibility, and may work directly with the Health and Human Services Agency, legislative representatives, other state, local, and federal representatives, members of the public, and the media.

The Assistant Deputy Director serves as an integral component in the formulation of policy to achieve the mission of the Department.

- Provides day-to-day operational management of the HCBE Deputy Director's Office and assists in the supervision of HCBE Deputy Director's Office staff. Advises and consults with the Deputy Director, HCBE, concerning issues of significant policy impact related to health care benefits and eligibility. Shares direct responsibility and works in collaboration with the Deputy Director, HCBE, in providing overall management of and guidance to the division chiefs of the Medi-Cal Eligibility, Primary, Rural and Indian Health, Pharmacy Benefits, Medi-Cal Dental Services, Benefits Division and the Office of Family Planning to ensure program/service compliance with the Department's mission as well as state and federal policies, procedures, rules, and regulations. Advises the Deputy Director, HCBE, and provides guidance to the division chiefs regarding new initiative development; policy development, implementation and oversight; changes or improvements to existing programs; new program development and implementation; budget development and oversight; legislative issues; and human resources matters.

- Reviews, edits, and approves on behalf of the Deputy Director, HCBE, any health care benefits and eligibility-related studies, reports, policy changes, legislative and budget proposals and analyses, and sensitive correspondence submitted by the divisions to ensure compliance with DHCS policies and mission, as well as existing state and federal laws and regulations.

- Assists the Deputy Director, HCBE, in representing DHCS during meetings with and presentations to public and private organizations,

local/state/federal government officials, legislative representatives, and the media on health care delivery system issues.