

## **Director of Administrative Services**

### **Duties and Responsibilities:**

The Health Services Agency Director of Administrative Services is be responsible for leading and managing the Agency's day-to-day administrative support services including, but are not limited to, finance, business planning and budgeting, facility management, administration and information technology.

### **Functions and Specific Activities:**

- Plan organize and direct administrative support activities.
- Exercise administrative authority over contract management, Information Services computer and electronic communication activities, requisitioning, messenger and the store room receiving, storage and supply, personnel and employee relations, facilities and personnel safety; coordinate these services and programs with other County departments and divisions, and with community agencies and groups including Medi-Cal. (15,17)
- Make major administrative decisions, including development of policy.
- Provide financial management and oversight of departmental finances.
- Responsible for all aspects of budgeting process, procurement, inventory, forecasting and reporting; coordinate and organize budget.
- Supervise subordinate managers assigned to carry out program goals; select, evaluate and train subordinate supervisors.
- Review approve and process contracts.
- Interpret County policies, and advise division managers and other division administrators on matters of inter-county governmental relations, finance, personnel, space, purchasing, and special project areas, including Medi-Cal. (15,17)
- Develop and maintain administrative policy and procedures manuals; advise on storage and destruction of documents; direct or personally prepare reports, special studies and recommendations used by the Agency or Department Director on Department-wide issues.

**Director of Administrative Services – Cont’d.**

- In coordination with County Risk Management, oversee the acquisition of professional and general liability insurance and respond to incident reports; develop and implement employee safety program.
- Oversee the fixed asset acquisition process and coordinate capital outlay projects; may act in the absence of the Agency or Department Director or as directed on all administrative matters, including representation to other County departments, the County Administrative Officer, and County, State and Federal officials; attend meetings and conferences; prepare correspondence, including Medi-Cal. (15,17)
- Attend Medi-Cal trainings and teleconferences. (20)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (Printed)

## **Assistant Director - Health Services Agency**

### **Duties and Responsibilities:**

The Health Services Agency Director assists in the planning, administering, managing, and monitoring of the services for the Health Services Agency. 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.

### **Functions and Specific Activities:**

- Assists in establishing and carrying out the goals, objectives and plans of the agency or department.
- Assists in establishing and maintaining appropriate administrative policies and services.
- 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)
- 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)
- Plans, develops and coordinates the department programs with the Director and other key management staff. Including Medi-Cal related program planning. (15,17)
- Directs and controls the work of division chiefs, managers and other subordinates.
- Reviews internal management reports.
- 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)
- Directs and/or participates in the preparation of the department's annual budget for programs and services.

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**Assistant Director - Health Services Agency – Cont'd.**

- Analyzes expenditures and revenues to ensure fiscal prudence.
- Reviews Federal grants, contracts and agreements to ensure the provision of appropriate services to the community.
- Conducts reviews of pertinent legislation to determine impact on agency or department programs.
- Oversees the development of key clinical programs and coalitions in response to community needs. Including Medi-Cal related program planning. (15,17)
- Troubleshoots major system and community problems with the Director and other stakeholders and implements remediation plans as necessary with partners.
- Oversees the development of data processing and management information systems.
- Interprets policies and programs of the department for administrative and line staff, as well as other agencies, news media, groups, and individuals in the community.
- Serves as staff support to various commissions and committees.
- Develops strategies to increase health system capacity and close health and Medi-Cal services gaps. (15,17)
- Collaborates with outside agencies to improve the delivery of health and Medi-Cal services. (15,17)
- Attends Medi-Cal based trainings. (19)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (Printed)

## Health Services Agency Director

### **Duties and Responsibilities:**

The Agency Director is responsible for providing overall direction and consultation to the entire Agency. The Director is responsible for overseeing Agency-wide planning and review/analysis of State and Federal legislation which impact the delivery of health care services. The Director is responsible for the overall budgetary/resource allocation.

### **Functions and Specific Activities:**

- Guides analysis of the current and potential impact of State and Federal administrative and legislative policy proposals on County medical, mental health, and alcohol and drug services, and the populations they serve, including Medi-Cal. Coordinates development of County policy and planning for program changes in response to State and Federal changes, including Medi-Cal. (15,17)
- Provides consultation to Agency departments, other county departments, and regional, and state entities regarding policy issues and problems impacting health care services, including Medi-Cal. (15,17)
- Responsible for guidance and coordination of Agency-wide data gathering and analysis to assess impact of Federal and State policy changes on health care for County populations, including Medi-Cal. (15,17)
- Coordinates Agency-wide assessment of gaps in and changed needs for services; works with Agency departments regarding maximizing Medi-Cal participation and strategizing alternatives; actively participates and provides leadership in community and statewide planning and policy development activities. (15,17)
- Represents Agency in collaborative efforts with other health care and County departments to provide interagency linkages and integration between provision of health, social and related services, including Medi-Cal. (15,17)
- Participates actively in County-wide departmental/agency issues including annual preparation of the County budget and general policies.

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Employee Signature (Please sign in blue)

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Date

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Employee Name (Printed)