

### Director of Human Resources

1. Partner with leadership team to develop sound understanding of goals and strategies of the Agency. (15 & 17 – Health related Program Planning and Policy Development)
2. Identify problems, review related information, develop and evaluate options and implement solutions. (15 & 17 – Health related Program Planning and Policy Development)
3. Review and make recommendations to leadership on improvement of Agency policies, procedures and practices. (15 & 17 – Health related Program Planning and Policy Development)
4. Communicate changes in agency personnel policies and procedures and ensure proper compliance is followed. (15 & 17 – Health related Program Planning and Policy Development)
5. Plan, develop, deliver and evaluate various training initiatives to develop agency-wide leaders. (15 & 17 – Health related Program Planning and Policy Development)
6. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
7. Attends training related to the performance of MAA. (20)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (printed)