



HUMAN RESOURCES DEPARTMENT

LAURA S. ARMOR
Director

August 7, 2007

Board of Supervisors
County of Marin
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Adopt the new classification and salary range for Medical Director – Health & Human Services (0288).

Dear Board Members:

RECOMMENDATION: It is the recommendation of the Human Resources Department and the Department of Health & Human Services that your Board approve the following, effective August 26, 2007:

1. Adopt the new classification of Medical Director – Health & Human Services (0288)
 - Adopt the attached classification specification
 - Assign the following salary range, effective August 26, 2007:

Base Salary	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly Rate:	\$87.14	\$91.50	\$96.08	\$100.88	\$105.92
Bi-Weekly Salary:	\$6,971	\$7,320	\$7,686	\$8,070	\$8,474
Monthly Salary:	\$15,104	\$15,860	\$16,654	\$17,486	\$18,359
Annual Salary:	\$181,251	\$190,320	\$199,846	\$209,830	\$220,314

2. Approve assignment to Unrepresented Supervisory BU-FG 30-01 80 hrs b/w. This recommendation is due to the fact that positions reporting to this classification are represented by both MCMEA and SEIU.

SUMMARY: The proposed classification of Medical Director – H&HS is a single position management classification responsible for coordinating all medical services for H&HS' new Canal Health & Wellness Campus; formulating and administering medical and clinical standards, policies and procedures for the department; and planning, coordinating, supervising and evaluating the work of clinical and clinical administrative staff throughout H&HS and within the County jails. The position ensures the comprehensiveness and efficiency of medical care and is responsible for the majority of policy determinations for H&HS' various clinical settings.

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The position's broad scope of clinical responsibilities includes quality assurance and peer review.

With the implementation of the new Canal Health & Wellness Campus, H&HS is taking the opportunity to restructure its clinical systems. The Medical Director – H&HS is based on the state model created by California Senate Bill 162 which reorganized the Department of Public Health to deliver a broad range of public health programs, establish strong central leadership and coordination of public health activities, and more effectively address public health threats including environmental hazards, bioterrorism and emerging infectious diseases.

Currently, each H&HS clinic has its own Program Manager, administration, finance and clinical staff. Combining the infrastructure of the individual clinics will allow for greater flexibility and cost effectiveness for the types of services provided by the clinics, as well as the ability to coordinate care across disease and organizational boundaries. The proposed class of Medical Director – H&HS will perform the necessary function of overseeing program and policy for this centralized infrastructure. While the Medical Director of Mental Health and the Public Health Officer will not be reporting to the Medical Director H&HS position, the incumbent will function as Chief Medical Officer for the division and will set policies and protocols for Public Health that may affect Mental Health clinic operations.

FISCAL IMPACT: The net cost including benefits for the remainder of the year for entry at step 4 for the pay period beginning August 26, 2007 is \$219,068. On an annual basis, the cost including benefits is \$271,227. The department will work with the County Administrator's Office to offset FY 2007-2008 costs during the A&E process. Ongoing costs will be addressed as part of the baseline budget process.

REVIEWED BY:	<input type="checkbox"/> Auditor Controller	<input checked="" type="checkbox"/> N/A
	<input type="checkbox"/> County Counsel	<input checked="" type="checkbox"/> N/A
	<input checked="" type="checkbox"/> Human Resources	<input type="checkbox"/> N/A

Respectfully submitted,



Laura Armor
Director of Human Resources

Attachment

cc: Janet Bosnich, Principal Personnel Analyst, Human Resources
Danny Briones, Accounting Manager, Auditor-Controller's Office
Katie Gaier, Deputy Director, Human Resources
Margaret Kisliuk, Chief Assistant Director, H&HS
Mike Lowrie, Administrative Analyst III, CAO
Larry Meredith, Director, H&HS
Gerry Norton, Principal Personnel Analyst, Human Resources
Liz Paris, Deputy Director, Human Resources
Frima Stewart, Deputy Director, Public Health

MEDICAL DIRECTOR – HEALTH & HUMAN SERVICES

DEFINITION

Under general administrative direction of the Assistant Director of Public Health, to coordinate department-wide medical services for Health and Human Services (H&HS); to formulate and administer medical and clinical policies; to plan and coordinate the work of the clinical staff throughout H&HS; to supervise and evaluate medical, clinical and administrative staff within a clinical setting and within the County jails; to promote continued medical education among clinic staff; and to perform other duties as required.

CLASS CHARACTERISTICS

This is a management class responsible for professional medical standards; ensuring the comprehensiveness and efficiency of medical care; establishing policies, procedures and standards for the department, including Mental Health; and for making the majority of policy determinations for H&HS' various clinical settings. The position has a broad scope of clinical responsibilities and judgment exercised in the administrative responsibilities of a medical services delivery system, including quality assurance and peer review processes that meets all applicable laws governing licensing approval for clinic services.

The class is distinguished from that of the Public Health Officer by the latter's focus on communicable diseases, disaster and emergency preparedness and other community-wide health efforts. It is further distinguished from that of the Medical Director – Mental Health in that its focus is primarily on physical care.

Examples of Duties (Illustrative Only)

- Plans, organizes and directs the work of the medical, nursing and other clinical and administrative staff, including contract physicians, in H&HS clinics, County jails and other settings.
- Develops, reviews, approves and oversees the compliance of medical protocols and procedures for services provided at H&HS clinics.
- Proposes clinical budget estimates and supervises expenditures.
- Directs and evaluates program development in the organization and delivery of direct medical services at H&HS clinics.
- Oversees professional conduct and practices of all clinical staff working in direct service clinics.
- Oversees clinical care, including utilization review, provided to H&HS sponsored patients in community hospitals and other health-care facilities.
- Represents H&HS and its clinical programs with the community and with other health care providers and governmental agencies.
- Coordinates professional educational and training programs for clinic staff.

- Develops and maintains quality assurance and peer review systems to comply with applicable laws governing the licensing approval of the clinics and to assure the provision of quality medical services to all clients.
- Designs, facilitates and participates in collaborative efforts involving data collection and analysis of overall medical services; prepares necessary reports.
- Coordinates with the County Health Officer to ensure that the work of H&HS clinics meets all relevant standards of medical care, disease prevention and disaster preparedness.

EMPLOYMENT STANDARDS

Graduation from an approved medical school with a Doctor of Medicine degree. Substantial experience in the practice of medicine, preferably including five years in a public health medical practice setting and experience in an administrative capacity in an accredited clinic or hospital. Master's of Public health or a related degree is preferred.

License:

Possession of a valid license issued by the Board of Medical Examiners of the State of California to practice as a physician.

Knowledge of:

- Principles and practices of medicine including but not limited to community standards of care.
- Principles and practices of public health administration and clinical management methods and laws governing medical and nursing practices.
- Principles of organization, management and supervision.
- California Public Health laws and regulations.

Ability to:

- Effectively plan and direct clinical operations and staff.
- Analyze and interpret medical and public health data.
- Establish and maintain cooperative relationships with public groups and organizations and H&HS staff.
- Analyze complex situations accurately and adopt an effective course of action.
- Speak and write effectively.
- Exhibit a sympathetic understanding of the problems and attitudes of persons requiring clinical care.

Physical Demands

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, stand and walk, and to talk and hear when conversing in person and over the telephone and

making oral presentations. The employee may occasionally be required to use hands to handle or feel objects, tools or controls and to reach with hands and arms. Specific vision abilities include close vision and the ability to adjust focus for reading written reports and work related documents. Ability to lift, carry and push instruments, equipment and supplies weighing up to 25 pounds may also be required.

Working Conditions

Work is generally performed indoors in a typical office, clinic and/or hospital setting. Incumbents must be able to work in an environment that includes exposure to body fluids and specimens from persons in high-risk groups for infectious and communicable diseases. The employee will be required to attend off-site meetings.

ADA Compliance

The County will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.