

San Joaquin County Is Recruiting For:

Ambulatory Care Clinics Director

(Senior Deputy Director/Executive Director)

County Ambulatory Care Services & FQHC Look-A-Like Clinics



**San Joaquin County
Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, CA 95202
Phone: 209-468-3370**



THE POSITION

San Joaquin County is seeking an experienced executive to become a key member of the senior management healthcare team. This challenging and unique position will fulfill the Health Resources and Services Administration (HRSA) requirements by performing the duties of Executive Director over six Federally Qualified Health Center (FQHC) Look-A-Like County Clinics, as well as provide administrative oversight over the hospital specialty clinics as the Senior Deputy Director. The position will report to both the San Joaquin General Hospital Chief Executive Officer and the San Joaquin County Clinics Board. Well qualified candidates will have a strong administrative background with an FQHC and large outpatient clinic setting and demonstrate experience with the principles and practices of health care administration including budget and fiscal management; supervision; and organizational structure and program management skills. Candidates must also be well versed with the day to day operational needs and accreditation standards common to FQHC environments and large ambulatory care organizations.

THE COUNTY CLINICS

This position will provide administrative oversight to the County Ambulatory Clinic System which provides approximately 150,000 clinical outpatient visits per year in primary and specialty care. The FQHC-LAL primary care services are located in Stockton and French Camp and include: OB/GYN, Pediatric and Adolescent, Family and Primary Medicine clinics. The specialty clinics are located on the campus of San Joaquin General Hospital in French Camp and are listed below:

- ◆ Cardiology
- ◆ Ear, Nose & Throat
- ◆ Employee Health Clinic
- ◆ Gastroenterology
- ◆ Infectious Disease
- * Oncology
- * HIV/AIDS
- ◆ Internal Medicine
- * Pulmonary
- ◆ Orthopedics
- * Podiatry
- ◆ Renal Clinic
- ◆ Rheumatology
- ◆ Surgery Clinic



EDUCATION

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and Law School, National University and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities.

The county's 17 school districts provide families with a wide choice for children's educational development. Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Make San Joaquin County your new home. Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.



AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland is dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



A land of beauty, recreation and natural riches, from the waters of the Delta to the numerous grape vineyards, San Joaquin County has it all.

San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun.

Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

ARTS, CULTURE, AND RECREATION

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports.

Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond, held in downtown Stockton.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and an historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.





Ambulatory Care Clinics Director

(Sr. Deputy Director/Executive Director)
**County Ambulatory Care Services &
FQHC Look-A-Like Clinics**

TYPICAL DUTIES

- ◆ Plans, organizes and directs the work of the Ambulatory Care Services network of specialty and primary clinics, including the hiring and training of supervisors and staff.
- ◆ Plans and develops policies, procedures, programs and standards for conducting clinical services and organizes clinical treatment programs in conjunction with medical and nursing staff.
- ◆ In conjunction with Ambulatory Care Services physician leadership, and the SJCC Board; plans, develops and implements, new clinic structures, including the monitoring and reporting of activities for the successful implementation of initiatives under the Deliver System Reform Incentive Pool (DSRIP), and Patient Centered Medical Homes.
- ◆ Directs and participates in the preparation and administration of department budgets and operating objectives.
- ◆ Insures development and maintenance of programs to maintain FQHC-LAL designation, Clinic Services accreditation, and licensing in clinical divisions.
- ◆ Confers with other administrative staff in developing recommendations to advisory boards, the County Administrator, the San Joaquin County Board of Supervisors and the San Joaquin County Clinic Board.
- ◆ Interprets, in conjunction with other administrative staff, hospital policies and clinical programs to County departments, community groups, and a variety of local, State and Federal Agencies.
- ◆ Attends meetings, participates on various committees, and acts as a liaison between San Joaquin General Hospital, Health Care Services, outside agencies, and the general public.

THE IDEAL CANDIDATE

In addition to possessing demonstrated senior management experience working in an FQHC environment, the ideal candidate will possess:

- ◆ A Bachelor's or Master's Degree in Healthcare, Business or Public Administration.
- ◆ Knowledge of Electronic Health Record implementation.
- ◆ Experience interpreting financial benchmarks and performance goals.
- ◆ Strong organizational and decision making skills.
- ◆ Outstanding leadership and public speaking skills.
- ◆ Knowledge of laws and regulations associated with FQHC programs, polices and procedures.
- ◆ Knowledge of Triple AIM principles.
- ◆ The ability to inspire, motivate and empower staff in their professional development and to achieve the mission of the clinics.
- ◆ Strong analytical skills and a positive attitude.
- ◆ Excellent written and verbal communication skills and the ability to communicate information effectively to multiple healthcare professionals and governing boards.





Ambulatory Care Clinics Director

(Sr. Deputy Director/Executive Director)
County Ambulatory Care Services &
FQHC Look-A-Like Clinics



COMPENSATION PACKAGE

Annual Base Salary: \$105,019 - \$127,649

In addition to base salary, the County offers a comprehensive compensation package that includes:

- ◆ Cafeteria Plan: \$24,023 annual amount which may be used to purchase medical, dental, and vision coverage. Unused monies are included in salary.
- ◆ A 2% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$2,100 to \$2,552 annually)
- ◆ Vacation cash-out up to 8 days annually (valued from \$3,231 to \$3,927)
- ◆ 1937 Retirement Act Plan - reciprocity with CalPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days sick leave annually with unlimited accumulation
- ◆ 15 days of vacation leave (20 days after 10 years and 23 days after 20 years)
- ◆ 14 paid holidays per year
- ◆ 10 days administrative leave per year

Potential Cashable Compensation:

	Step 1	Step 5
Annual Salary	\$105,019	\$127,649
2% Deferred Comp	\$2,100	\$2,552
Vacation Cash Out-8 days annually	\$3,231	\$3,927
Cafeteria	\$24,023	\$24,023
Total	\$134,373	\$158,151

RECRUITMENT INCENTIVES*

- ◆ Reimbursement of qualifying moving expenses up to \$2,000
- ◆ Vacation accrual rate consistent with candidate's total years of Public Service
- ◆ Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer

*Recruitment Incentives may be available. Incentives must first be approved by the San Joaquin County Administrator's Office.

DESIRABLE QUALIFICATIONS

Education: Graduation from an accredited college or university with a Bachelor's or Master's degree, preferably with a major in Healthcare, Public or Business Administration or closely related field.

Experience: Four (4) years of responsible administrative experience including responsibility for fiscal, personnel, program, procedural and organizational matters in an FQHC or large Outpatient Clinics environment.

APPLICATION AND SELECTION

Completed application package including the supplemental application must be submitted to the Human Resources Division by the final filing deadline of **January 30, 2015**.

Apply Online Today: www.sigov.org/hr
Or submit your application, supplemental questionnaire and resume to:

San Joaquin County Human Resources
Attn: Rachel Novetzke
44 N. San Joaquin Street Suite 330
Stockton, CA 95202
Tel: (209) 468-6918
Fax: (209) 468-6271

If warranted by the number of candidates, applications will be evaluated by County Management to determine those selected to participate in a screening interview with the San Joaquin County Clinics Board (SJCC) appointed liaison committee. Final candidates will be presented to the SJCC Board for final consideration.

A background investigation will be required for all final candidates. Final appointment will be conditional upon passing a drug screening test as well as a DOJ Live Scan fingerprinting.

This position is exempt from the San Joaquin County Civil Service System. Appointments to exempt positions are at-will and not governed by the Civil Service Rules.



Ambulatory Care Clinics Director
(Sr. Deputy Director/Executive Director)
County Ambulatory Care Services &
FQHC Look-A-Like Clinics



SUPPLEMENTAL QUESTIONS

Submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Number your responses and address each question separately, with a limit of one page per question. Provide a **detailed description** of your experience including **employer name, position title and dates of employment with each answer.** The responses to the following questions will be used in evaluating your qualifications.

1. Provide a detailed description of your experience as a senior level manager for an FQHC or large clinic environment. Include in your answer the following :
 - The number of clinics you oversee
 - Average monthly patient volume
 - Number of staff you managed
2. Describe your experience working collaboratively with various healthcare administrators, committees and board members in order to reach a common goal. Include in your answer what initiatives you have presented and advocated for.
3. Describe your role in developing and implementing policies and procedures for Electronic Health Records.
4. Describe your experience ensuring that the clinics you managed met all regulatory licensing and certification requirements.
5. Describe your role in preparing and presenting a budget. Include in your answer the budget size, complexity and your role in the process.
6. Describe your experience presenting information to a large committee or board.