

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

11/14/02

MEDICAL SERVICES ADMINISTRATOR, 2338

Summary of Duties: A Medical Services Administrator directs a large staff of medical, professional, technical, paraprofessional, and clerical employees providing a variety of health services programs for City employees; directs and facilitates the administration of the City's medical services to arrestees at the jail dispensaries; oversees budgetary matters of the Division; applies sound supervisory principals and techniques in building and maintaining an effective work force; and does related work.

Distinguishing Features: The Medical Services Administrator serves as the division head of the Medical Services Division of the Personnel Department, and is responsible for directing through subordinate supervisors and Physicians in the City's health services programs and the medical care for arrestees at the jail dispensaries. An employee in this class reports to an Assistant General Manager and supervises a significant number of medical, professional, technical, and clerical employees. The work involves high-level administrative and fiscal responsibilities and requires considerable independent judgment in solving complex problems. Assignments are received in terms of broad objectives, and the incumbent is responsible for the presentation of reports and recommendations upon which policy decisions are based. Work performed is reviewed in terms of results obtained and objectives accomplished.

The Medical Services Administrator is responsible for the performance of the full range of supervisory activities including the application of discipline, training, processing and resolution of grievances, evaluation of performance, and administration of Memoranda of Understanding.

A Medical Services Administrator is distinguished from a Medical Director, in that the latter is a licensed physician who under the direction of the Medical Services Administrator oversees the medical aspects of the City's occupational health program.

It is anticipated that this position will be hired exempt from Civil Service under the provision of Charter Section 1001(b) on the basis of management, professional, scientific, or expert services.

Example of Duties:

- Directs, through subordinate supervisors, the operations of the Medical Services Division;
- Directs the planning and development of programs, oversees quality assurance mechanisms, and ensures the continued improvement of health and medical services;
- Formulates and directs the implementation of general administrative policies of the Division services methods to produce an efficient and effective operation;
- Directs staff in the preparation of budget data;
- Determines short and long term division goals and objectives;

- Reviews all budget requests and makes funding recommendations to the department head during the internal budget hearings;
- Directs the preparation of the annual expenditure program, financial status reports, and accounts analyses;
- Oversees and approves the preparation of reports, responses, transmittals, contracts and proposals;
- Represents the Division at various meetings with the Mayor, City Council, and representatives from other departments;
- Directs, through subordinate supervisors, compliance with all applicable City, County, State and Federal legislation, regulations, policies and practices;
- Reviews and approves recommendations to select, promote, reassign, or discipline subordinate employees;
- Directs professional, technical, and clerical personnel engaged in administrative services including work program planning, program operations, and project financing and scheduling;
- Conducts investigations and studies, and analyzes and prepares reports and recommendations on highly controversial and complex budgetary, personnel, contracts, and other management problems;
- Establishes administrative control of overtime and personnel utilization;
- Applies a variety of techniques to fully utilize the skills and potential of subordinate employees;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

- Principals, practices, methods, and techniques of public administration, health care and medical administration, management and organization;
- Laws and regulations relating to health service programs and the delivery of medical services to arrestees in the jail dispensaries;
- Equal Employment Opportunity as it relates to pre-employment and employment;
- Budget, financial, personnel, and contract administration;
- Effective safety principals and practices;
- Techniques available to maximize the utilization of human resources to benefit both the City and the individual;
- Work measurement techniques and applications;
- Supervisory principals and practices, including planning, delegating, and controlling the work of subordinates;
- Grievance handling procedures;
- Techniques of training, instructing, and evaluating subordinates' work performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel.

Ability to:

- Manage through subordinate supervisors;
- Plan, organize, direct, control, and evaluate a variety of administrative, management, medical, and personnel activities and programs;
- Organize, direct, and evaluate studies to obtain effective solutions and resolutions to problems in organization, budget preparation, personnel utilization, procedural analysis, and performance reporting;
- Prepare and present oral and written reports, recommendations, and other materials clearly, concisely, accurately, logically, and convincingly;
- Develop subordinate personnel through employee development and performance feedback;
- Deal tactfully and effectively with management, subordinates, and others involved in the administrative activities of the City;
- Establish and maintain a work environment to enhance both employee moral and productivity.

Requirements: Graduation from a recognized four-year college or university with a degree in Hospital Administration, Public Health, Business Administration, or Public Administration with a health care option; **and** five years of full-time paid management experience working in a comprehensive health care organization or governmental health agency directing staff in the delivery of health service programs and medical services.

A Master's degree in Hospital Administration or Public Health, or a Master's degree in Business or Public Administration with a health care option is highly desired.

License: A valid California driver's license may be required.

Physical Requirements: Strength to perform average lifting of less than five pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.