



COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 2009-195-028

Posting Date: February 03, 2009

JOB TITLE	<u>ADMINISTRATOR, CONTRACT PROGRAMS AND SPECIAL SERVICES</u> <u>(CHIEF, SUPPLY CHAIN MANAGEMENT)</u>
EXAM NUMBER	Y4586I
FILING DATES	February 04, 2009 until needs are met
SALARY	\$9,584.44 - \$14,506.82 MONTHLY This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate's qualifications and current salary.
POSITION INFORMATION	The Chief, Supply Chain Management reports to the Administrative Deputy, Health Services and has primary responsibility for directing the development, administration and evaluation of the system-wide supply chain/materials management services and programs, including the strategic planning, value analysis, group purchasing and standardization, materials management information systems, quality improvement, and related activities. This position will be expected to identify and implement significant cost savings across the diverse areas of DHS supply chain management, including, but not limited to, systems wide redesign and process improvement, logistics, sourcing, purchasing and warehousing, and other related activities.
ESSENTIAL JOB FUNCTIONS	Plans, organizes, directs and evaluates the work of the division engaged in system-wide supply chain/materials management activities for the department. Directs the development, implementation and administration of the department's Supply Chain Management Strategic Plan, annual operating plan and financial targets. Works collaboratively with Facility Materials Managers to identify and implement system-wide supply chain management cost reductions and operational improvement opportunities. Develops, implements and administers system-wide supply chain policies and procedures. Directs and coordinates system-wide efforts of facilitating/managing the selection, evaluation, analysis and implementation of products, equipment and services with the materials managers and Value Analysis Facilitator's (VAF's). Directs the negotiations with vendors to provide improved pricing and/or rebates on UHC, Novation, and

County (ISD) agreements. Establishes key performance metrics and benchmarks to meet best practices and industry standards relating to supply chain planning / forecasting. Directs the preparation of cost benefit analysis, administrative studies and makes recommendations for systems, procedures or practices that will improve operational or clinical efficiency, increases the quality of patient care, and reduces expenditures related to product, service and processes. Provides support, strategic advice and expertise to the Facility Materials Managers. Develops and maintains collaborative relationships with clinical, administrative, and healthcare system staff. Participates as a Chair, Co-Chair, or member of committees related to supply chain management as appropriate.

SELECTION REQUIREMENTS

A Bachelors Degree from an accredited* college/university and four(4) years progressively responsible administrative/management experience with health care supply chain management. Two(2) years of the required experience must include management of a large and complex materials supply chain management program, which includes: product selection, price negotiation, Group Purchasing Organization (GPO) program, materials management information systems, budget, supply forecasting, warehousing, logistics and related functions.

Only the most qualified candidates will be invited to the examination interview.

Physical Class: 2 - Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Licenses: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information: *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources (DHR). Publications such as **American Universities and Colleges** and **International Handbook of Universities** are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by **The National Association of Credential Evaluation Services or Association of International Credential Evaluators, Inc.**

In order to receive credit for any college course work, or any type of college degree, such as Bachelor, or Master degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application.

DESIRABLE QUALIFICATIONS

- Demonstrated experience in developing and administering innovative Strategic Plan objectives and managing the change process.
- Demonstrated experience in operational analysis, development and redesign of supply chain programs.

- Demonstrated ability to lead teams and build consensus with key stakeholders.
- Strong communication skills-including ability to present and articulate direction and strategies in forums that include Executive Senior Leadership.
- Experience managing a supply chain program for a healthcare organization or multi-hospital system.
- Contract management experience.
- Certification through the Association for Healthcare Resource & Materials Management (AHRMM) as a Certified Materials & Resource Professional(CMRP) or certification through the National Association of Purchasing Management (NAPM) as a Certified Purchasing Manager(CPM).

SPECIAL INFORMATION

Shift: Any Shift

VACANCY INFORMATION

The resulting Eligible Register for this examination will be used to fill a vacancy in the Department of Health Services located in Corporate Administrative Services.

EXAMINATION CONTENT

This examination will consist of an interview weighted 100%. The interview will assess your experience, personal fitness, and general knowledge and abilities to perform the duties of the position.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the Eligible Register.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the Eligible Register in the order of their score group for a period of twelve (12) months following the date of promulgation.

No person may compete for this examination more than once every twelve (12) months

SUPPLEMENTAL INFORMATION

Additional Information may be found at:
<http://easier.co.la.ca.us/jobs/Supplemental/Y4586I.doc>

***** IMPORTANT INFORMATION *****

APPLICATION INFORMATION

All applicants are required to submit a Standard County of Los Angeles Employment Application. You have the option of filing your application either by Hard Copy submission **-OR-** Online (via electronic submission). Please select only **ONE** method to file your application.

Instructions for Hard Copy Submission: A Standard County of Los Angeles Employment Application is available **at the filing location** indicated below OR may be downloaded from the Department of Human Resources' website at: <http://easier.co.la.ca.us/JobInfo/empapp.pdf>. **(Use this only if you are NOT filing Online)**. Employment applications will be accepted on business days only, beginning February 4, 2009, Monday through Friday between 8:00 a.m. and 5:00 p.m., PST. Applications must be received, either in person or through the mail, at

the filing location indicated below by 5:00 p.m., PST on the last day of filing.

Instructions for Filing Online: The Standard County of Los Angeles Employment Application for this examination may be completed online and submitted electronically beginning February 4, 2009. Applications electronically received after 5:00 p.m., PST on the last day of filing will not be accepted. To apply online, click on the link below the filing address.

Applicants who apply online must either upload any required documents as attachments during application submission or fax a photocopy of the required documents to (323) 869-0942 within five (5) business days of filing online. Please include your Name, the Exam Number and the Exam Title on faxed documents.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements at the time of filing. Of particular interest will be the breadth and length of experience in the areas covered under "Selection Requirements" and "Desirable Qualifications". **Please be sure your application shows complete information**, including dates for education and jobs held which relate to this position. If your application is incomplete, it may be rejected at any stage of the selection process. In the space provided for college education, include the names and addresses of colleges attended, credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed and salary earned. Attach an additional page(s) to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. **Applications may be rejected at any stage of the selection process.**

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

DEPARTMENT OF HEALTH SERVICES
RECRUITMENT AND EXAMINING OFFICE
5555 FERGUSON DRIVE, SUITE 200-01
COMMERCE, CA 90022
(323) 890-7924

On-Line Filing: To file On-Line,
https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1655.

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (323) 869-7112.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 869-7112. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (213) 974-0911 . The County will attempt to meet reasonable accommodation requests whenever possible.

AN EQUAL

Equal Employment Opportunity: It is the policy of the County of Los Angeles to

OPPORTUNITY EMPLOYER

provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

CHILD SUPPORT COMPLIANCE

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

VETERAN'S CREDIT

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

EMPLOYMENT ELIGIBILITY INFORMATION

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

RECORD OF CONVICTIONS

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.