

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.

VETERANS' INFORMATION

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 it is provided.

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.

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.

DISABILITIES ACCOMMODATION

Applicants who require special testing arrangements such as readers or interpreters must provide advance notice of their disability and required accommodation. 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.

(213) 738-2057 (ADA Coordinator - Voice)
(800) 899-4099 (TTY)

(800) 897-0077 (TTY)
(800)735-2922 (CRS)

Employment Application must be received by 5:00 p.m., on the last date of filing. For additional information about the position, please call (323)890-7924 or Apply online at <https://easier.co.la.ca.us>.

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

EXAM NUMBER: Y548012

BULLETIN NUMBER: 2005-195-164-ER

CAREER OPPORTUNITY

COUNTY OF LOS ANGELES

DEPARTMENT OF HEALTH SERVICES



INVITES APPLICATIONS FOR THE

ASSOCIATE MEDICAL DIRECTOR, UTILIZATION

MGMT. & CLINICAL SERVICES

(CHIEF PHYSICIAN II, M.D.)

Martin Luther King, Jr./Charles R. Drew Medical Center



MONTHLY SALARY: \$8,304.00 - \$14,286.00

FILING PERIOD:

This examination will remain open until the staffing needs of the County have been met and is subject to closure without notice.

EXAM NUMBER: Y548012

Posted: June 27, 2005

To Enrich Lives Through Effective and Caring Service

COUNTY OF LOS ANGELES

The County of Los Angeles is the most populous County in the United States with approximately 10 million residents. The County of Los Angeles has an annual budget in excess of \$17 billion. Thirty-six (36) major administrative units or departments serve the needs of the County's population. The County employs approximately 92,000 full-time personnel.

MARTIN LUTHER KING, JR./DREW MEDICAL CENTER

Martin Luther King, Jr./Charles R. Drew Medical Center (KDMC) is a Los Angeles County operated short-term general acute community teaching hospital located in South Central Los Angeles and affiliated with the Charles R. Drew University of Medicine. The Hospital has an annual budget of approximately \$358 million and 204 beds. In Fiscal Year 2003/04, KDMC had approximately 74,664 Inpatient Days and had more than 167,180 outpatient visits. KDMC is part of the County's Community Health Plan for Medi-Cal capitated patients under a Knox-Keene contract with the State of California.

POSITION INFORMATION

This position functions as the Associate Medical Director, Utilization Management and Clinical Programs (Chief Physician II, M.D.) at Martin Luther King, Jr./Drew Medical Center with executive and administrative responsibility for all aspects of clinical resource management and performance improvement which includes, but not limited to, quality management, clinical improvement, utilization/resource management, risk management, case management, and clinical care pathways/guidelines. The incumbent is a member of the executive medical management team of the hospital and reports to the Medical Director.

ESSENTIAL JOB FUNCTIONS

Formulates the overall policies and procedures for utilization management and clinical services in a large acute care hospital; plans and implements continuous improvement initiatives to achieve high quality clinical care; develops clinical care standards to improve patient safety and promote best practice in care delivery and case management; provides leadership to assure effective, evidence-based clinical and financial management of quality patient care throughout the hospital; provides clinical leadership in system initiatives and medical management designed to produce optimal quality outcomes with effective use of clinical resources; establishes effective interdisciplinary collaborative processes to formulate practice standards, protocols and disease management initiatives; develops and implements effective performance standards for physicians; oversees development of clinical pathways that improve quality of care and reduces cost; oversees all aspects of Risk Management; provides guidance and assistance in all medico-legal matters; supervises licensed professional staff responsible for patient and family questions and/or complaints.

SELECTION REQUIREMENTS

Certification by an American Specialty Board in an appropriate specialty* or equivalent certification** - **AND** - two years' medical administrative experience. One year of the required experience must have been in an acute hospital medical administration in clinical resource management, performance improvement and utilization/resource management.

*Certification may be designated in one or more of the following specialties:

Preventive Medicine; Emergency Medicine; Plastic Surgery; Internal Medicine; Neurosurgery; Radiology; Pediatrics; OB-GYN; Anesthesiology; Dermatology; Pathology; Orthopedics; Family Practice; Otolaryngology; Thoracic Surgery; Neurology; Urology; General Surgery; Physical & Rehabilitation Medicine; Ophthalmology; Psychiatry.

**Equivalent certification is defined as that certification which the appropriate American Certifying Board formally recognizes, in writing, as being equivalent.

LICENSE

California State Physicians and Surgeons Certificate authorized by the Board of Medical Examiners of the State of California. A California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

CERTIFICATE/LICENSE

Please make sure to fill out the Certificate/License Section of your application and give the title of the required license and its number, date issued, date of expiration and the name of the issuing agency as specified in the Selection Requirements. **Please attach a copy of the required license to your application at the time of filing.** Applications submitted without the required evidence of licensure will be considered incomplete until such information is provided. Original license **MUST** be presented during the selection process and prior to appointment.

REQUIREMENT INFORMATION

Candidates must attach copies of their American Specialty Board Certification in a specialty or specialties to their application at the time of filing.

SPECIAL INFORMATION

Appointees may be required to work any shift including evenings, nights, weekends and holidays.

PHYSICAL CLASS

Physical Class 2: Light physical effort which may include light lifting to a 10 pound limit, and some bending, stooping or squatting.

VACANCY INFORMATION

The vacancy is located at Martin Luther King, Jr./Drew Medical Center.

EXAMINATION INFORMATION

This examination will consist of an evaluation of education and experience based on application information, weighted 100%.

ELIGIBLE INFORMATION

Applications for this examination will be accepted until further notice. The names of candidates receiving a passing grade on the examination will be placed on the Eligible Register and, unless appointed, will appear in the order of their score group for a period of at least twelve (12) months following the date of eligibility. **No person may compete in this examination more than once every twelve (12) months.**

HOW TO APPLY

Applicants are required to submit a County of Los Angeles Employment Application available through the internet at www.ladhs.org, <http://dhr.lacounty.info> or at the filing location below. Applicants may file an application online, U.S. mail, or in person. **To file an application online and view other positions go to:** <https://easier.co.la.ca.us>. Employment applications will be accepted at the filing location beginning Tuesday, June 28, 2005. Monday through Friday between 8:00 a.m. and 5:00 p.m. This exam will remain open until the needs of the County are met, and is subject to closure without prior notice.

Health Services
RECRUITMENT AND EXAMINING OFFICE
5555 Ferguson Drive, Room 200-01
City of Commerce, CA 90022
(323) 890-7924

INSTRUCTIONS FOR COMPLETING YOUR APPLICATION

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education include the names and addresses of schools attended, titles of courses completed, dates completed and number of credits earned. In the space provided for college education, include the names and addresses of colleges attended, college 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, specific number of hours worked per week, 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.

Applications that are mailed or hand delivered MUST have an original signature. Faxed applications and/or photocopies of applications without original signature will NOT be accepted.

Applicants who file their application on-line, MUST attach the required license, proof of American Specialty Board Certification and Curriculum Vitae as an electronic file to the application at the time of filing.

EMPLOYMENT ELIGIBILITY INFORMATION

Employment 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.