

**DUTY STATEMENT**

Classification: Medical Consultant I	
Working Title: Population Health Management Medical Consultant	
Program: Quality & Population Health Management	
Division: Population Health Management	
Section:	
Branch: Clinical Population Health Care Management	
Unit:	
Office Location:	
COI Position: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CBID: R16	Position Number: 803-096-7787-001
Bilingual Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.</p>	
<p><b>Job Summary:</b></p> <p>Under direction of the Public Health Medical Administrator I, the Medical Consultant (MC) I in the Population Health Management Division (PHMD) serves as a clinical advisor supporting the implementation of population health policies within the Medi-Cal program. The MC I contributes to the development, implementation, and monitoring of clinical policies aimed at improving access to care and health outcomes through the Population Health Management (PHM) Program and Medi-Cal Connect, the Department of Health Care Services' (DHCS) population health data service.</p> <p>This position plays a key role in interpreting population health trends, identifying service gaps, and supporting data-driven quality improvement initiatives. The MC I provides clinical input across Medi-Cal delivery systems—including Managed Care Plans (MCPs), County Mental Health Plans (MHPs), and Drug Medi-Cal Organized Delivery Systems (DMC-ODS)—and collaborates with internal and external stakeholders to ensure alignment with PHM Program goals. The incumbent also prepares reports, presentations, and other materials to communicate findings and recommendations to DHCS leadership.</p> <p>The PHMD operates in a dynamic, start-up-like environment focused on innovation and new policy implementation. This position is ideal for individuals who are adaptable, solutions-oriented, and motivated by the opportunity to shape emerging health policy in a fast-paced setting.</p>	

**Job Summary (cont):**

*The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.*

<b>Description of Duties:</b>	
<b>% of Time</b>	<b>Essential Functions</b>
40%	<p>The MC I will serve as a subject matter expert (SME) in assigned policy areas in Population Health Management and contribute to project coordination, including tracking timelines, deliverables, and performance metrics using structured tools and work plans. With guidance, the MC I may draft and assist in refining workstream strategies.</p> <p>In this role as a PHM subject matter expert, the MC I may draft or author legislative analyses and policy documents and represent PHMD in meetings with internal and external stakeholders. The MC I will apply clinical knowledge, experience in care management and population health, review of clinical and policy evidence, and engage stakeholders to identify best or promising practices. To answer consultative questions, the incumbent may need to offer comparative analyses and present this analysis.</p>
35%	<p>The MC I will provide clinical consultation and support for activities related to the Population Health Management (PHM) Program, including the implementation of Medi-Cal Connect (the PHM Service) and other Department of Health Care Services (DHCS) policies. The MC I will contribute clinical expertise to assist in the development of policy guidance, offer technical input, and support the design of PHM functionality to help identify and address member needs. The MC I will apply clinical knowledge, experience in care management and population health, review of clinical and policy evidence, and engage stakeholders to identify best or promising practices. To answer consultative questions, the incumbent may need to offer comparative analyses and present this analysis to leadership.</p>
20%	<p>The MC I will support DHCS’s efforts to implement and improve data-driven policy using Medi-Cal Connect and other tools. The incumbent will assist in generating and interpreting population health analytics to identify service gaps and recommend improvements. The MC I will also prepare written reports, presentation materials, and other deliverables to communicate findings to PHMD, QPHM, and DHCS leadership.</p>

<b>Description of Duties:</b>	
<b>% of Time</b>	<b>Essential Functions</b>

<b>Description of Duties</b>	
<b>% Of Time</b>	<b>Essential Functions</b>
<b>% Of Time</b>	<b>Marginal Functions</b>
5%	Perform other duties as assigned.

**Supervision Received:** Under General Direction by the (enter supervisor classification):  
Public Health Medical Administrator I.

**Supervision Exercised: (check all that apply)**  Non-Supervisory Classification / None  
 Clerical Staff  Analytical Staff  Technical Staff  
 Professional Staff  Supervisory Staff  Managerial Staff

**Special Requirements:**  
 Medical Evaluation /Clearance  Typing Certificate  Valid Driver’s License  
 Background Check / Finger Printing Clearance  
 Valid Professional License (please specify): California Medical License

**Desirable Qualifications:**  
 -Experience in providing health care to patients with Medicaid insurance coverage  
 -Experience with population health management programs  
 -Experience with care management programs  
 -Prior work in interpreting data  
 -Prior work in using data analysis to drive change  
 -Experience in communicating information through written briefs, slide decks, or presentations

**Working Conditions (Check all that apply):**  
 Prolonged Periods of:  Standing  Sitting  Kneeling  Bending  
 Requires Lifting of Heavy Objects up to: \_\_\_\_\_  
 Travel May be Required:  Occasional  Over Night

**Acknowledgements:**

**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.

Analyst Name:	Analyst Signature:	Date:
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**Employee Acknowledgement:** I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:
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**Supervisor Acknowledgement:** I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:
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The following are DHCS offices that may be used as a reporting location. Office location assignments are subject to availability and operational business needs.

<b>Northern California (CA)</b>	
Sacramento, CA	DHCS East End Complex, Sacramento, CA 95814
San Francisco, CA	455 Golden Gate Avenue, San Francisco, CA, 94102
Richmond, CA	850 Marina Bay Parkway, Richmond, CA, 94804

<b>Central CA</b>	
Fresno, CA	7112 N. Fresno Street, Fresno, CA, 93720

<b>Southern CA</b>	
Los Angeles, CA	311 S. Spring Street, Los Angeles, CA
Santa Ana, CA	2 MacArthur Place, Santa Ana, CA, 92707
Rancho Cucamonga, CA	11175 Azusa Court, Rancho Cucamonga, CA, 91730
Burbank, CA	1405 N. San Fernando Blvd, Burbank, CA, 91504
San Diego, CA	7575 Metropolitan Drive, San Diego, CA, 92108

For DHCS Audits and Investigations (A&I) program positions, other DHCS office locations may be available. Please contact the A&I Hiring Unit contact listed on the job control/job advertisement for more information.