

**Department of Health Care Access and Information  
Duty Statement**

<b>Employee Name</b> Vacant	<b>Organization</b> Health Care Access and Information California Rural Health Transformation	
<b>Position Number</b> 441-300-7788-XXX	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid (must reside in California)
<b>Classification</b> Medical Consultant (MC) II	<b>Working Title</b> California Rural Health Transformation Medical Director	

<b>General Description</b>	
<p>Under general direction of the California Rural Health Transformation (CalRHT) Program Director, the Medical Director serves as the Department’s physician advisor responsible for providing advanced medical and clinical consultation in the development, implementation, and evaluation of the CalRHT program. The Medical Director provides expert clinical and strategic advice on matters involving rural health systems transformation, value-based care, quality improvement, maternal and primary care integration, and health equity strategies impacting rural communities statewide. The Medical Director is responsible for directing and supervising professional and technical staff assigned to the CalRHT clinical team, including Medical Consultants, analysts, and contracted clinical consultants, ensuring that clinical guidance, deliverables, and program implementation activities align with statutory authority and Department mission. The Medical Director serves as a primary clinical liaison representing CalRHT to rural health stakeholders in private industry and public sector, the California Health and Human Services Agency (CalHHS), health department partners, and other federal, state, and local agencies. Under general direction from the Deputy Director for Clinical Innovation, the RHT Medical Director can support other department-wide strategies and objectives, including clinical expertise and consultative advice to the Directorate, Executive Management Team, and HCAI offices seeking an expert clinical perspective to inform policy decisions and program delivery.</p>	
<b>Supervision Received</b>	Reports to the CalRHT Program Director
<b>Supervision Exercised</b>	Provides direct supervision to assigned clinical and analytical staff.
<b>Physical Demands</b>	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
<b>Typical Working Conditions</b>	Requires use of computing devices and phones, frequent face- to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences/events or site visits to the Los Angeles office may also be required, and work

hours may deviate from core business hours based on the service requirements of the Department.

**Job Duties**

**E = Essential, M = Marginal**

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| 35% | E | <p>Serves as the Department’s senior clinical consultant for CalRHT program design and implementation. Consults with the RHT Program Director, Deputy Director for Clinical Innovation, and members of the executive management team regarding the study, design, development, and implementation of CalRHT proposed actions. Develops and implements CalRHT strategies and policies relating to the creation and management of regional care networks, hub and spoke networks, and developing entity level opportunities for participation in CalRHT initiatives. The Medical Director will monitor and evaluate social, regulatory, political, and economic factors impacting CalRHT implementation. Advises clinical and operational CalRHT health data and analytics programs and ensures that the clinically adjacent program elements and related activities align with Department mission, goals and reporting objectives as identified with planning. Directly Supervises professional and analytical staff and oversees consultant teams responsible for clinical policy development, implementation monitoring, provider engagement, and performance oversight, including assigning work, setting priorities, evaluating performance, and ensuring compliance with departmental standards. Presents clinical recommendations, technical findings, and strategic advice to executive leadership; final policy decisions are determined by executive leadership.</p> |
| 30% | E | <p>Provides expert medical consultation in the development and implementation of quality, safety, and equity measures for CalRHT participants, including the establishment of clinical performance benchmarks. Contributes clinical expertise to research and analysis activities and leverages utilization, claims, encounter and alternative payment data to monitor implementation and improve health outcomes. Applies evidence-based medical standards to program design. Identifies program opportunities based on research and analysis of regional health care gaps. Reviews and validates clinical methodologies and recommendations developed by subordinate staff and consultants prior to executive consideration.</p>   |
| 20% | E | <p>The Medical Director applies clinical expertise to guide CalRHT engagement with provider organizations; collaborates with other state agencies and market participants to align strategies and efforts to improve rural health care, improve quality and equity; and works to increase adoption of value-based payments, increase investment in primary and maternity care, and promote health workforce stability, education and training needs. Will perform site visits and related CalRHT program engagements to assess CalRHT program performance.</p> <p>Represents the Department in clinical matters relating to the state CalRHT specifically, and statewide rural health policy and programs broadly, to the Legislature, Governor's Office, CalHHS, other state, federal, and local agencies,</p>  |

statutorily established advisory bodies, affected constituency groups, and other stakeholders.

- 10% E Represents HCAI in clinical matters relating to CalRHT strategy, implementation, clinical quality, health outcomes, patient data and other health information to the Legislature, other state, federal and local agencies, statutorily established boards and committees, commissions, and advisory bodies to HCAI, affected constituency groups and various stakeholders. Represents HCAI at state and national healthcare policy and healthcare services research conferences and events with specific elements of clinical interest to the department.
- 5% E Leads special projects and performs other related duties as required.

**Other Expectations**

- Demonstrate a commitment to HCAI’s Mission, Vision, and Goals.
- Demonstrate a commitment to HCAI’s Core Values and Guiding Principles.
- Demonstrate a commitment to performing duties in a sensitive and confidential manner.
- Must be a licensed physician with an active and unrestricted license to practice medicine in California (or eligible for licensure consistent with CalHR Medical Consultant II minimum qualifications).
- Possess substantial experience in clinical practice and progressively responsible experience in medical program consultation, policy development, or health system administration consistent with MC II minimum qualifications.
- Demonstrate the ability to plan strategically, set realistic goals, and measure performance outcomes; prioritize work assignments and successfully complete by specified deadlines.
- Represent HCAI in an ethical manner with respect, professionalism, and integrity.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to handling sensitive and confidential matters with discretion and professionalism.
- Maintain good work habits and adhere to all HCAI policies and procedures.

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**To Be Signed by the Employee and Immediate Supervisor**

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

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Employee Signature/Date

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Supervisor Signature/Date

