

DUTY STATEMENT

Classification: Medical Consultant II, DHCS (Supervisor)	
Working Title: Clinical Quality & Health Equity Performance Improvement Section Chief	
Program: Quality and Population Health Management	
Division: Quality Health Equity Division	
Section: Clinical Quality & Health Equity Performance Improvement	
Branch: Quality & Health Equity Transformation	
Unit:	
Office Location:	
COI Position: ☒ Yes ☐ No	Telework Eligible: ☒ Yes ☐ No
CBID: U16	Position Number: 803-097-7788-002
Bilingual Position: ☐ Yes ☒ No	Specify Language: Not Applicable
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.	
Job Summary: Under the direction of the Quality and Health Equity Transformation Branch Chief, the Medical Consultant II (Supervisor) is responsible for supervising clinical and non-clinical staff under the Quality & Health Equity Performance Improvement Section to develop, amend, communicate, and implement activities to drive improvement in the quality of care delivered throughout the Medi-Cal delivery systems to improve health outcomes and health equity. The MC II Sup manages health plan-focused development of quality related policies and quality and health equity improvement initiatives and clinical policy implementation to guide the delivery of care to all Medi-Cal beneficiaries. The MC II Sup provides medical consultation to Department management, Medi-Cal Managed Care Health Plans (MCPs), County Mental Health Plans (MHP), Drug Medi-Cal Organized Delivery System (DMC-ODS), Dental Health Plans (DHP), and relevant workgroups and entities outside the Department concerning expectations of the Department of Health Care Services (DHCS) regarding the delivery, appropriateness, and quality of care provided by Medi-Cal delivery systems. The MC II Sup fosters implementation of medical policy and monitors its impact on health outcomes of Medi-Cal enrollees, and advances priorities of the Department and the Quality and Population Health Management Program.	

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.

Description of Duties:	
% of Time	Essential Functions
45%	Assigns, controls, reviews, and prioritizes workload of the Clinical Quality & Health Equity Performance Improvement Section for the Quality and Health Equity Division Chief. Coordinates, conducts, and oversees medical policy implementation and program development activities that support and enhance the Division's quality and health equity improvement efforts, including interpretation of program performance and population health data, evidence-based practice guidelines, research, external review, and use of these data sources to drive improvement in health outcomes for members. Manages a multidisciplinary team to provide quality and health equity technical assistance across Medi-Cal delivery systems. Consults with DHCS teams and health care plan personnel to strengthen and set priorities for quality and health equity improvement efforts within and across delivery systems and DHCS on the basis of performance gaps and barriers, the needs of the various segments of the Medi-Cal beneficiary membership, availability of evidence-based interventions, and the Department's Comprehensive Quality Strategy. Plays a leadership role in the development, implementation, and evaluation of clinical performance measures in support of the Comprehensive Quality Strategy.
35%	Participates in the development, amendment, and communication of medical policy. Clarifies quality related contract requirements for all delivery systems and related interest groups by participating in work groups and trainings, providing technical assistance, and guiding the updating of policy requirements. Provides guidance and supervision to staff in the application of medical policy/technical expertise in preparing timely responses to letters; bill analyses; controlled correspondence; requests from Department managers, sister agencies, and the Legislature; and inquiries from other sources that are highly complex, difficult, and sensitive. Independently provides the most complex technical and sensitive consultations and advice. Reviews staff work to ensure alignment with current DHCS policies. Directs/coordinates the work of and/or consults with office and Division medical professionals and other technical staff regarding medical policy and service program issues to assure consistency of policy development and implementation. Serves as liaison to the Department of Health Care Services, public health agencies, and other California State departmental medical professionals and program staff to assure appropriate coordination of policy development, implementation, and to resolve problems. In-person meetings and on-site visits may be required.
15%	Participates on committees and workgroups to discuss issues of ongoing importance to the development of Department medical policy, quality and health equity improvement efforts, and/or to the identification and resolution of problems specific to the operations across all Medi-Cal delivery systems. Occasional travel may be required.

Description of Duties:	
% of Time	Essential Functions

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Participates in education/training efforts involving health care issues both within and outside the Department and performs other duties as necessary and appropriate to the class. Maintains up-to-date professional competence in evidence-based clinical practice and quality and health equity improvement methods.

Supervision Received: Under Direction by the (enter supervisor classification):

PHMA I, Quality & Health Equity Transformation.

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): CA Medical License**Desirable Qualifications:**

Training and experience in common quality improvement methodologies such as PDSAs, LEAN-Six Sigma or Results Based Accountability.

Experience analyzing proposed legislation, regulations and/or implementing new medical policy.

Ability to work collaboratively and productively with both clinical and non-clinical staff throughout the organization.

Working Conditions (Check all that apply):

Prolonged Periods of:

☐ Standing ☒ Sitting ☐ Kneeling ☐ Bending

Travel May be Required:

☒ Occasional ☐ Over Night

Requires Lifting of Heavy Objects up to: _____

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

Analyst Name:

Analyst Signature:

Date:

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:

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:

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

Northern California (CA)	
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

Central CA	
Fresno, CA	7112 N. Fresno Street, Fresno, CA, 93720

Southern CA	
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.