

DUTY STATEMENT

DS 3022 (04/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
PROGRAM SERVICES
STATE OPERATED FACILITIES DIVISION**

DUTY STATEMENT

JOB TITLE: Medical Director, State Hospital/DC **POSITION #:** 472-578-7577-XXX

WORKING TITLE: Medical Director **EMPLOYEE:**

POSITION DESCRIPTION: The Medical Director, State Hospital/Developmental Center reports directly to the Executive Director and serves as the physician leader for clinical and medical services at Porterville Developmental Center (PDC). The Medical Director is responsible for the planning, organization, direction, and evaluation of all medical services for individuals residing at PDC, as well as oversight of healthcare services provided to individuals living in the community who previously resided at PDC.

The Medical Director establishes clinical standards; ensures compliance with federal and state laws, regulations, and departmental policies; and directs multidisciplinary treatment programs to support quality care and positive health outcomes. The incumbent participates in executive leadership, advises facility administration on medical and clinical matters, and ensures continuous quality improvement of healthcare services. The Medical Director maintains liaison with external healthcare providers, regulatory entities, and community partners and represents the facility in clinical, and policy matters as required.

SUPERVISION EXERCISED: Provides administrative and clinical leadership to medical and healthcare programs, including physicians, nurse practitioners, and clinical program areas. Through subordinate supervisors, directs the operations of medical services including acute care, specialty services, pharmacy, rehabilitation therapies, diagnostics, and community-based healthcare services.

SUPERVISION RECEIVED: Reports directly to the Executive Director, Porterville Developmental Center.

EXAMPLES OF DUTIES:

Essential Job Functions:

40% – Medical Program Leadership and Oversight

Plans, organizes, directs, and evaluates comprehensive medical services and multidisciplinary treatment programs. Establishes clinical standards, policies, and procedures to ensure quality care and regulatory compliance. Provides oversight of medical services including acute care, specialty clinics, and community-based healthcare services. Coordinates care with internal and external providers and ensures appropriate consultation for complex cases. Ensures treatment services align with individual program plans and supports integration of medical services with overall facility operations.

JOB TITLE: Medical Director

POSITION #: 472-578-7577-001

25% Administrative and Executive Responsibilities

Serves as a member of the executive leadership team and participates in governing body and committee functions. Develops, implements, and evaluates policies and procedures related to medical services. Monitors quality management data and directs performance improvement activities. Ensures compliance with applicable laws, regulations, and accreditation standards. Prepares and reviews reports, provides recommendations to executive leadership, and represents the Executive Director as needed. Maintains oversight of medical staff bylaws and medical quality assurance activities.

20% Personnel Management and Clinical Supervision

Provides leadership, supervision, and direction to medical and clinical staff. Participates in recruitment, selection, and retention of staff. Ensures staff maintain required credentials, training, and performance standards. Conducts performance evaluations and addresses performance issues in accordance with policies. Assigns work, schedules, and coverage to ensure continuity of care. Promotes a safe, inclusive, and professional work environment.

Marginal Job Functions:

10% Coordination and Stakeholder Engagement

Maintains effective working relationships with internal departments, external agencies, and community partners. Coordinates with regulatory entities, consultants, and regional centers. Participates in meetings, committees, and special projects. Represents the facility in clinical and administrative matters as required.

5% Other Duties

Performs other job-related duties and special assignments as required to support facility operations and mission.

WORKING CONDITIONS: Work is performed in a healthcare and office environment with ongoing interaction with staff, individuals, and the public. May involve exposure to communicable diseases and other healthcare-related risks. Requires use of computers and standard office equipment. May require extended periods of sitting, standing, and walking. Work hours may fluctuate based on operational needs in accordance with Work Week Group E designation.

DESIRABLE QUALIFICATIONS:

Knowledge of: Principles and practices of medicine, multidisciplinary treatment, and healthcare administration; care and treatment of individuals with developmental disabilities; applicable laws, regulations, and accreditation standards; quality improvement and program evaluation methods.

Ability to: Plan, organize, and direct medical programs; analyze complex clinical and administrative issues and develop effective solutions; communicate effectively both orally and in writing; develop and maintain cooperative working relationships with diverse stakeholders; provide leadership and direction in a complex healthcare environment.

JOB TITLE: Medical Director

POSITION #: 472-578-7577-001

CERTIFICATION OR LICENSE: Must possess and maintain a valid license to practice medicine in California. Failure to maintain required licensure may result in termination.

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.