

**DUTY STATEMENT**

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| Classification: Medical Consultant I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                        |
| Working Title: Quality Enforcement Medical Consultant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                        |
| Program: Quality and Population Health Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                        |
| Division: Quality and Health Equity Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                        |
| Branch: Quality & Health Equity Evaluation and Monitoring Branch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                        |
| Section: Quality Enforcement Section                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                        |
| 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: 803-097-7787-001                                                      |
| 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>The Quality and Population Health Management (QPHM) program leads clinical quality, health equity, and population health work at DHCS. Within QPHM, the Quality &amp; Health Equity Evaluation and Monitoring Branch is responsible for program evaluation and monitoring of DHCS' efforts to improve health equity and the quality of care all of our beneficiaries receive.</p> <p>Under the direction of the Medical Consultant II (S), the Medical Consultant I (MC I) provides clinical and subject matter expertise in quality improvement and health equity monitoring across Medi-Cal managed care systems. The MC I supports efforts to identify best practices in clinical quality and equity, offering clinical input to guide data-driven monitoring activities, corrective action plans and enforcement activities, policy development, and stakeholder engagement. This includes interpreting clinical and population health data, identifying trends in quality performance, stratifying results by key demographics, and supporting the development of public-facing and internal reports and dashboards. The MC I works closely with data analysts, program evaluators, and policy staff to ensure the clinical accuracy and relevance of performance data. The MC I also participates in efforts to improve data quality, including interpreting complex measurement specifications and data systems.</p> <p>The ideal candidate will have clinical experience and a passion for using data to improve health outcomes. They will possess strong communication skills, comfort working with stakeholders from different disciplines, and the ability to translate clinical concepts and data into clear, actionable information for both technical and non-technical audiences.</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%                           | Provide medical expertise, consultation, review, and technical assistance in developing and administering data-driven approaches to monitoring clinical quality and health equity outcomes. Review, interpret, and make recommendations regarding clinical quality corrective and enforcement actions for clinical relevance, alignment across programs, alignment with DHCS quality strategy goals, and the ability to advance health equity. Support the development and refinement of quality measurement sets, including MCAS and BHAS, by applying clinical expertise to guide measure selection, specification updates, and enforcement alignment. Serve as a medical resource to clinical and non-clinical staff working on quality assurance and health equity efforts across physical health, behavioral health, and dental delivery systems. |
| 30%                           | In consultation with stakeholders, contractors, other state agencies, and DHCS programs, provide clinical consultation and expertise regarding various quality and health equity–related initiatives that impact monitoring, corrective actions, and enforcement actions. Review the medical literature to ensure initiative policy decisions are informed by the most up-to-date clinical information. Work with policy and data analysis staff to ensure that reports and evaluations are clinically meaningful and advance program goals.                                                                                                                                                                                                                                                                                                           |
| 25%                           | Provide clinical support for policy analysis and implementation. Analyze proposed legislation and/or regulations requiring medical expertise and related to health care quality and equity, and draft bill analyses. Provide guidance on the implementation of new medical policy and benefits in the health care delivery systems and draft clinical portions of policies. Serve as a medical resource to non-clinical policy and implementation staff. Attend occasional in person meetings as needed.                                                                                                                                                                                                                                                                                                                                               |

| Description of Duties: |                     |
|------------------------|---------------------|
| % of Time              | Essential Functions |
|                        |                     |

| Description of Duties |                                                                 |
|-----------------------|-----------------------------------------------------------------|
| % Of Time             | Essential Functions                                             |
|                       |                                                                 |
| % Of Time             | Marginal Functions                                              |
| 5%                    | Other duties as needed and appropriate for this classification. |

**Supervision Received:** Under Direction by the (enter supervisor classification):MC II (Supervisor).**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:**

Training and experience in quality improvement methodologies and data-driven monitoring of population health outcomes.

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

Ability to communicate and work collaboratively 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.