

DUTY STATEMENT

Classification: Medical Consultant II (MC II) (Supervisor)	
Working Title: Medical Consultant II (MC II) (Supervisor)	
Program: Program Operations	
Division: Clinical Assurance Division	
Section: Medical Consultation Section A-E	
Branch: Medical Consultations Branch	
Unit:	
Office Location:	
COI Position: ☒ Yes ☐ No	Telework Eligible: ☒ Yes ☐ No
CBID: U16	Position Number: 805-200-7788-xxx
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 general direction of the Medical Program Consultant, the Medical Consultant II will serve as the Section Chief. The incumbent will have primary responsibilities for the planning, development, supervision, and administrative direction over clinical determinations and reviews for medical necessity for the Medi-Cal program. The incumbent plans, organizes, directs and assigns the clinical workload of the Medical Consultants I (MC I) in the Section. The incumbent provides professional advice and guidance on the medical aspects of medical review and oversight decisions for consistent, statewide decision-making and application of Medi-Cal policies and regulations. The incumbent serves as the Chief Medical Consultant for staff working on the Designated Public Hospital and the Diagnosis Related Group Projects. The incumbent performs regular Quality Assurance of MC I Treatment Authorization Requests (TAR)s adjudication decisions and TAR consultations between Nurse Evaluators (NE) and MC Is. Travel to field offices statewide, including overnight, of up to 5% of the time, by airplane, train, automobile, and other transportation methods to attend meetings and/or conduct training for medical/professional staff may be required. Travel related duties may take up to a week at a time and several weeks per month and are dependent upon workload and operational need.	

Job Summary (cont):

This position may be located in the following locations:

840 Stillwater Road, West Sacramento, CA 95605

311 S. Spring Street, Los Angeles, CA 90013

11175 Azusa Court, Rancho Cucamonga, CA 91730

7575 Metropolitan Drive, San Diego, CA 92108

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
40%	Coordinates and supervises the activities of clinical staff performing clinical oversight activities related to Designated Public Hospital and Diagnosis Related Group Project oversight reviews. Reviews TAR adjudication decisions to assure the quality and uniformity of these decisions; monitors appeal and fair hearing outcomes for consistency in implementation of laws and regulations; evaluates utilization patterns; acts as a resource for field office administrators and clinical field office staff on level of care and medical necessity issues.
35%	Provides professional advice and guidance on program regulations and policy; maintains quality assurance standards for all medical review functions. Provides medical consultant services to Division and Branch Chiefs, Nurse Consultants and NEs, including supervisory staff. Reviews pertinent Document Control Numbers and Policy Statements; works with the CAD Medical Program Consultant to resolve complex medical issues through contact with with other Divisions within the Department of Health Care Service, consultants in in the field offices, or current medical literature and then makes recommendations to management when indicated. Performs various supervisory responsibilities such as personnel recruitment, hiring and training. Conducts staff meetings; identifies goals, objectives and priorities, and then provides orientation and on-the-job training to new staff. Communicates clearly with staff. Evaluates and provides feedback to staff to aid in their professional development and to ensure that performance objectives and standards are met by monitoring work assignments, outcomes, communication and behaviors. Completes timely probationary and annual performance reports. Initiates and/or participates as needed in the progressive discipline process to correct and improve employee performance and behavior utilizing various resources and techniques. Participates in mandatory trainings as required. Participates in Section/Branch/Division meetings as required.
15%	Provide professional advice and guidance to the CAD Medical Program Consultant in establishing and maintaining liaison and cooperative relationships with the medical profession, allied health groups, provider organizations, and other public/private agencies engaged in healthcare and medical services. Represents CAD before peer groups, other provider groups, and community organizations to advise them on Medi-Cal policy and the medical/clinical aspects of the Medi-Cal program.
5%	Requires travels to field offices statewide to attend meetings and/or conduct training for The medical/professional staff, which may require overnights stays.

Description of Duties:	
% of Time	Essential Functions

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Other duties as required

Supervision Received: Under General Direction by the (enter supervisor classification):Medical Program Consultant.**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): Medical Board of California**Desirable Qualifications:**

A broad spectrum of clinical knowledge and expertise, as well as Medi-Cal program knowledge. Familiarity with outpatient and inpatient medical records and ability to extract relevant information from the medical record to document provider orders, provision of care/services and outcomes of tests/procedures ordered. Ability to summarize current scientific/medical evidence and standard of care and synthesize this information with Medi-Cal policy and benefits. Knowledge of the various TAR types, service codes, and special handling codes. Detailed knowledge of Current Procedural Terminology/Healthcare Common Procedure Coding Systems (CPT/HCPCS) codes and Medi-Cal code modifiers.

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:
Claire EddeAnalyst Signature:
Claire EddeDigitally signed by Claire Edde
Date: 2026.08.31 12:07:21 -07'00'Date:
08/31/2026**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.