DUTY STATEMENT

Classification: Medical Consultant I (MC I)	
Working Title: VBP Medical Consultant I	
Program: Quality and Population Health Management	
Division: Quality and Health Equity	
Branch: Value-Based Payments (VBP) Branch	
Section:	
Unit:	
Office Location:	
COI Position: ☑ Yes ☐ No	Telework Eligible: ☑ Yes ☐ No
CBID: U16	Position Number: 803-097-7787-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:

The Department of Health Care Services (DHCS) improves the health of Californians through effective administration of Medi-Cal and other health care programs. The Quality and Population Health Management (QPHM) Division advances clinical quality, health equity, and value-based payment across Medi-Cal. Hospitals are major providers of health care services in Medi-Cal for outpatient, emergency department, and acute hospital services. Advancing quality, health equity, and value in hospitals is essential to improve Medi-Cal.

Under the direction of the Public Health Medical Administrator I (PHMA I), the Medical Consultant I (MC I) provides clinical expertise, medical evaluation, strategic input, and subject matter leadership in the development, implementation, and monitoring of programs related to driving quality, health equity, and value in hospitals in Medi-Cal. This includes but it not limited to working on development and implementation of a forthcoming hospital value strategy, directed payment programs related to hospitals (including but not limited to the Quality Incentive Pool [QIP] program), and any other hospital-related value-based payments programs. The MC I is involved in clinical appropriateness, construction and selection of value measures, measure accuracy, evidence-based standards of clinical care, and evaluating alignment with Medi-Cal quality and equity goals.

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**
40%	Provide medical subject matter expertise for the design and refinement of hospital value based payment models and hospital directed payment programs. Review, interpret, and apply clinical evidence, historic performance data, epidemiological data, and population health trends to inform program strategy, design, and requirements. Assess appropriateness and feasibility of measures of value across diverse hospital types and patient populations. Advise on medical policy implications of program changes, benefit impacts, and clinical practice patterns. Contribute to drafting and interpreting of technical specifications, drafting and interpreting program policies, and providing clinical strategy and rationale internally and externally.
15%	Collaborate with QPHM evaluation and monitoring teams to review hospital performance results, trend analyses, and disparities data. Interpret clinical and operational datasets to identify opportunities for improvement or policy refinement. Provide clinical input for performance dashboards, required reports, and legislative or stakeholder deliverables. Review hospital-submitted materials, action plans, or performance documentation for medical accuracy and compliance.
15%	Serve as a clinical liaison to internal DHCS partners (e.g., Managed Care Quality & Monitoring, Fiscal, EDIM, Contracts/ASU, and others) to ensure aligned program implementation. Provide technical assistance to managed care plans, hospitals, consultants, and other stakeholders on clinical expectations and operational requirements of the Hospital Value Strategy. Participate in workgroups and committees focused on quality improvement, equity integration, program performance, or hospital operations. These functions will require occasional travel for internal team meetings and stakeholder meetings.
15%	Support other value and quality programmatic efforts and strategies, as assigned. This may include but is not limited to: supporting efforts to evaluate and choose measures for DHCS measure sets tied to quality and value, drafting and reviewing technical specifications, reviewing and analyzing measure submissions from managed care plans and providers, and drafting, editing, and interpretation of policy documents. These functions will require occasional travel for internal team meetings and stakeholder meetings accounting for no more than 15% of this position's time.
10%	Draft and review policy documents, All Plan Letters (APLs), clinical guidance, and program communications. Present clinical recommendations to DHCS leadership and external stakeholders. Support stakeholder engagement, including hospital workgroups, advisory bodies, and public comment processes. Ensure clinical considerations are accurately represented in policy proposals, budget requests, and procedural guidance.

Description of Duties:	
% of Time	**Essential Functions**

Description of Duties	
% Of Time	**Essential Functions**
% Of Time	**Marginal Functions**
5%	Performs other duties as required

Supervision Received: Under Direction ☑ by the (enter supervisor classification):
PHMA I.

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:
Experience directly delivering health care services to Medi-Cal members
Experience implementing or running pay-for-performance programs (in any setting)
Experience doing quality improvement work in a health care setting
Experience evaluating, negotiating, and/or implementing value-based payment payment contracts

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:

DHCS Office Locations

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.