



# MEDICAL DIRECTOR - EXEMPT

Class Code:  
VCA2

Bargaining Unit: Management - Mgmt  
Classes, Classified & Exempt

COUNTY OF CONTRA COSTA  
Established Date: Dec 1, 1945  
Revision Date: Nov 1, 2016

## SALARY RANGE

\$164.95 Hourly  
\$13,195.90 Biweekly  
\$28,591.11 Monthly  
\$343,093.32 Annually

### DEFINITION:

#### **Bargaining Unit: Management - Mgmt Classes, Classified & Exempt**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within the job.*

Under direction, plans, organizes, directs, and provides senior executive leadership in areas including but not limited to, the Contra Costa Regional Medical Center (CCRMC) and Health Centers, Behavioral Health, Emergency Medical Services (EMS), Public Health, or Contra Costa Health Plan (CCHP). Recommends, develops, implements, and evaluates goals, objectives, policies, and procedures.

### DISTINGUISHING CHARACTERISTICS:

This position is distinguished from Exempt Medical Staff Physician in that; the Director has the overall responsibility of directing and administering a large complex medical component. Upon this position rests the responsibility for the professional medical standards, comprehensiveness and efficiency of medical care.

Medical Director-Exempt is excluded from the County's Merit System and is appointed by the Director of Health Services.

### MINIMUM QUALIFICATIONS:

**License Required:** Possession of a valid physician license issued by the Medical Board of California and a Board Certification in the specialty applicable for the assignment.

**Experience:** Five (5) of experience, or its equivalent, in the practice of medicine, preferably including two (2) years in a responsible administrative capacity applicable for the assignment.

## **KNOWLEDGES, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Laws, statues and regulations governing California Health Services providers, JCAHO and other regulatory requirements
- Principle and practices of modern medicine
- Advanced management practices and organizational dynamic principles
- Quality assurance as it applies to medical services
- Program management and health care administration
- Principles of supervision
- Lean process improvement and quality improvement
- Clinical advances and evidence-based practices for delivery of psychiatric and addiction medicine services

### **Ability to:**

- Organize, direct and administer complex medical component of assigned program.
- Communicate with others at all levels of the organization
- Interface with other administrators throughout CCHS, Contra Costa County government, and outside community agencies
- Evaluate, monitor, and advise physicians in job performance standards
- Provide written and oral communication in various forms such as reports, and recommendations, memos
- Develop policies, procedures, and protocols for assigned medical program
- Evaluate and make recommendations in the improvement of medical/clinical programs in the Health System
- Participate as a member of a management team
- Supervise, train and evaluate staff; coordinate the activities of clinical, professional, technical, and clerical staff
- Manage a multi-cultural labor force with diverse backgrounds and needs
- Work effectively and positively with multi-disciplinary teams of caregivers and employees, diverse populations of patients, and conflicting priorities

## **TYPICAL TASKS:**

**Depending on the designated assignment; duties may include, but are not limited to the following:**

- Works closely with the senior executive leadership team of Contra Costa Health Services
- Coordinates and facilitates the integration of services throughout the system of care
- Participates in the overall management of division and inter-division issues;
- Develops standards of care
- Develops strategies to expand provider networks
- Recommends, develops, implements and evaluates goals, objectives, policies, and procedures related to assigned program

- Ensures programs meet the overall goals in the areas of quality and safety, patient experience, staff experience and financial stewardship
- Provides surveillance and planning for improvement of medical care
- Acts as liaison between administration and other physicians
- Consults with Nursing Administration regarding patient care
- Monitors, evaluates, and reports on the quality and appropriateness of the applicable programs
- Supervises all levels of medical, professional, technical and support staff; full supervision includes responsibility for selection, performance evaluation, and corrective action
- Reviews and evaluates administrative and patient care policies and procedures
- Participate in in-service training programs
- Provides expert consultation and information to administration regarding assigned program's ability to meet the psychosocial, medical and physical needs of patients and their families
- Trains and supervises interns and residents
- Orients consulting physicians in protocols and procedures
- Performs related duties as assigned
- Stands ready to report to work or responds to inquiries off hours immediately if called as directed by the Health Services Director

**SPEC HISTORY:**

Established: December 1945

**Revised: November 2016**