

COUNTY OF SOLANO
CLASS SPECIFICATION
CHIEF MEDICAL OFFICER

CLASS SUMMARY:

This is a single position management level class with primary responsibility for providing medical direction and clinical leadership for, as well as oversight of, the clinical components of the Primary Care Clinics (Adult and Pediatric) and Dental Clinics for the County's Family Health Services clinic system. Under administrative direction, the incumbent, plans, organizes, directs and oversees the operations and activities of a comprehensive community public health clinic system and serves as a member of the Health and Social Services Department's management team.

DISTINGUISHING CHARACTERISTICS:

Incumbents serve as the Chief Medical Officer over county medical clinics. Incumbents are responsible for the medical quality assurance and medical management of county clinics, provide medical and technical advice to staff and the local medical community, and may serve as the Health Officer in the latter's absence.

This class is distinguished from the Clinic Operations Officer class which plans, organizes, directs and oversees all operational and clinic functions and activities provided by the Primary Care Clinics (Adult and Pediatric), Dental Health Centers, Mobile Primary Care and Dental services (vans), Satellite Health Centers, behavioral health services, Public Health Clinical Services, Specialty Services and other areas and programs of H&SS.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is provided by the Clinic Operations Officer.

AND

Employees in this class supervise two or more supervisors in addition to employees in clerical, technical/paraprofessional, and professional classes. This includes direct supervision of the Clinic Physician Supervisors and the Dental Manager, as well as management of all healthcare providers and medical oversight to the other clinic managers and supervisors in performance of clinical duties or administrative duties that affect the delivery of clinical care.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Provides clinical leadership and medical oversight to all healthcare providers in the Family Health Services Clinics, including Clinic Physician Supervisors, clinic physicians, advanced practice providers, the Dentist Manager and dentists.
- Develops and implements medical policies and practices; interprets medical policies and the degree of conformance of policies and practices with medical standards of care and ethics; determines how to implement operational and Public Health Care (PHC) directives and how best to coordinate services with partners.
- Develops and maintains the County's Federally Qualified Health Clinic (FQHC) system healthcare plan based on the community's health needs, epidemiology of the community, and health behaviors of the community; determines clinical services

to pursue in order to best meet the community's health needs, and how to optimize clinical patient care and access to needed services.

- Plans, organizes, and manages assigned healthcare operations, activities and services; analyzes organizational, administrative, management, funding, staffing, policy and procedural issues.
- Determines how to best utilize the electronic medical record system and how to best allocate patients across practitioners.
- Performs supervisory duties to direct reports and to others through subordinate supervisors such as: establishing standards for acceptable work products and evaluating performance; interviewing applicants and making selections; reviewing, approving, and implementing disciplinary actions and terminations; assigning work and planning and scheduling staff's work activities and deadlines; reviewing work and recognizing employees' work efforts and accomplishments; providing career development mentoring and recommending training and career development opportunities; ensuring that employees are properly trained; reviewing and approving timesheets and requests for leave; and supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity and to safety.
- Assists physicians and advanced practice providers with complex medical care and patients with complex healthcare needs; reviews medical charts and records; resolves clinical problems; resolves social/medical problems; conducts regular staff and other appropriate meetings.
- Conducts medical and physical examinations; make diagnosis and prescribes medical and rehabilitative treatment; performs outpatient surgical procedures; read X-rays, order laboratory tests and evaluates results; assures that patients medical charts and records are accurate and meet legal and medical requirements; confers with staff and patients and their families regarding diagnosis and treatment; recommend hospitalization or other indicated services; makes referrals to specialists as appropriate.
- Oversees Quality Assurance and Quality Improvement activities for the Family Health Services Clinics; determines and implements improvements to quality of services and coordination of care, and compliance with rules and requirements; actively promotes and facilitates quality improvement process in the Division's services to ensure resources are maximized.
- Assures the ongoing review, development and implementation of organizational structure, policies and procedures that guide and support the provision of medical staff services to meet legal requirements, county policies, goals and the delivery of mandated service levels.
- Serves as the Health Officer in the latter's absence.
- Provides medical consultation to private physicians, health care professionals and community groups on public health matters; prepare records and reports.
- Reviews, monitors, and interprets proposed legislation and changes in laws and regulations; and assures administrative compliance with applicable federal and state laws and regulations including the Affordable Care Act and other key healthcare reform initiatives.
- Responds to public and news media inquiries concerning PHC services, policies, operations, and services.

- Serves on a variety of committees and task forces; attends meetings and makes presentations as required.
- Prepares a variety of correspondence, narrative and statistical reports, information for the Board of Supervisors, program documentation, policies, procedures and other written materials.
- Uses approaches in alignment with the County and Health and Social Services Department to maintain morale, ensure paths of professional progress, and maximize opportunities for retention and promotion to build and retain a workforce that meets the high standards of the Department and the complex needs of the public.
- Establishes and maintains effective working relationships with various County officials to include members of the Board of Supervisors, with managers and supervisors within the Department, and with other County departments to ensure efficient, effective and legally compliant delivery of services to the public.
- Works with Health and Social Services Director and Assistant Director to promote the Department vision and mission and provides technical assistance to other Divisions and Departments.
- May be assigned additional managerial or administrative duties; may conduct special studies, convene committees or act on behalf of the Department Director; investigates and resolves issues of administrative concern.
- Performs other duties of similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

Education: Medical degree with Medicine, Family Medicine, Internal Medicine, Pediatrics, Preventive Medicine or equivalent residency program accredited by the Accreditation Council for Graduate Medical Education (ACGME).

AND

Experience: Six years of post-residency experience in the practice of clinical medicine with two years of supervisory, managerial or administrative responsibilities provided in a healthcare setting.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

Possession of a valid Physicians and Surgeon's Certificate issued by the State of California; possession of a State and/or Federal narcotic license for administration of narcotics to patients.

Applicants are required to possess a valid California Driver's License, Class C.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Standard and accepted principles and practices of healthcare systems and programs, with an in-depth understanding of clinical issues and services to include standards of medical care within the local medical community.
- Current medical practice guidelines and general medical practices in diagnosis, treatment and prevention.
- Standard and accepted principles of healthcare resource management.

- Management and administrative principles and policies governing medical care.
- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, and conflict resolution.
- Healthcare service delivery systems and solutions for complex patient care situations, particularly as they apply to the coordination with participating healthcare plans.
- Applicable Federal, state and local laws, regulations, and procedures affecting PHC service delivery particularly as they apply to the operation of FQHCs including the application of the Health Insurance Portability and Accountability Act (HIPAA) and the mental health plan contract with State of California.
- Current principles and practices of medicine, including accepted medical practices in the prevention and control of communicable diseases.
- Principles of public health administration, including general functions of the State Department of Health Services.
- Principles and practices of public health program design, planning, quality improvement.
- Principles and practices of budgeting, supervision and administration of public health services.
- Principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Evidence-based best practices, peer-provided services, professional program and service delivery standards.
- Current trends in public health care administration and service delivery.
- Methods and techniques of professional networking and interagency liaison.
- Program integration methods of determining and communicating community behavioral health needs.
- Public information dissemination techniques
- Computer applications and equipment related to work.

Skill and/or Ability to:

- Provide medical direction to and supervise the work of others engaged in the delivery of medical health services and administrative activity; supervise psychiatrists, clinicians, other medical personnel, and support staff. Working effectively with multi-disciplinary teams of caregivers.
- Perform medical diagnosis and treatment.
- Evaluate and review the work of medical practitioners for appropriate diagnosis, treatment and chart documentation.
- Plan, organize, and implement direct comprehensive public health services within professional standards, legal requirements, and financial constraints.
- Evaluate and define community public health needs and assist in developing cost-effective proposals to address those needs both locally and regionally.

- Analyze problems and data to identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand, research, interpret and explain laws, regulations and policies governing public health program operations.
- Develop goals and objectives and evaluate program effectiveness.
- Identify and analyze administrative/problems and implement operational changes.
- Make decisions and independent judgments; project consequences of decisions; meet critical deadlines.
- Determine the appropriate course of action in emergency or stressful situations.
- Understand program objectives in relation to departmental goals and procedures.
- Secure cooperation and teamwork among professional and/or support staff.
- Coordinate and integrate various program components into a cohesive and effective service delivery system.
- Conduct liaison and community relations activities.
- Communicate effectively both verbally and in writing.
- Work with various cultural and ethnically diverse individuals and groups in a tactful and effective manner.
- Understand and work with consumer advocacy and patient advocacy groups and policy platforms.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, occasional standing, occasional walking, pushing, pulling, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling:** Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer screen, read, etc. Positions in this class also requires employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- **Office Work:** Employees in this class will most often be working in an office setting.

OTHER REQUIREMENTS:

- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of

Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.

- Independent Travel: Incumbents may be required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- Child Abuse Reporting: Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Sections 11165.7 and 11166 of the California Penal Code relating to child abuse reporting.
- Elder Abuse Reporting: Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Section 15630 of the California Welfare and Institutions Code relating to elder abuse reporting.

Kimberly Williams

Director of Human Resources

- Date Approved by the Director of Human Resources: 10/15/20
- Date Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors: 8/4/20
- Class Code: 137280