



— career opportunity —

EXECUTIVE DIRECTOR/ HEALTH SERVICES ADMINISTRATOR



COUNTY OF SOLANO: *THE PLACE FOR PEOPLE TO LIVE, LEARN, WORK & PLAY.*

SALARY: \$123,564–\$150,192 annually DOE/DOQ

The County of Solano seeks an experienced health administrator to fill the Executive Director/Health Services Administrator position (HSA) which functions in an Executive Director-like capacity for the County's clinic system. This position oversees all clinic operations for the County's FQHC clinics, four campus sites and two mobile clinics, including two adult primary care clinics, one pediatric clinic, two dental clinics, a mobile medical clinic, a mobile dental clinic and a satellite homeless center clinic. Staff include 7 direct reports and 145 indirect reports, and the clinic system's approximate annual budget is \$29 million. We are looking for an excellent communicator and administrator, and a leader who is committed to operational excellence. This is an exciting opportunity for a dynamic leader to oversee a clinic system within a County organizational environment while having a profound impact on improving the health of a community.



THE COUNTY

Solano County is a unique place with a mix of rural and suburban lifestyles and easy access to all of the urban amenities. Solano County is the only California County to have received the 100 Best Communities for Young People recognition from America's Promise Alliance six times since the award began in 2006. Situated midway between San Francisco and Sacramento, Solano County is home to rolling hillsides, waterfronts and fertile farmland. County residents can enjoy day trips to the San Francisco Bay area, Lake Tahoe region and the Napa and Sonoma Valleys. With a mild climate, plenty of open space, and proximity to lakes, rivers and mountains, residents can enjoy year round outdoor recreational activities like fishing, boating, skiing, hiking and biking. Solano County's fiscal year 2018/19 operating budget is approximately \$1 billion, which supports 19 departments serving a community of approximately 440,000. With its strategic location, affordable housing, history of responsible land use planning and attractive quality of life, Solano County provides a great place for our citizens to live, learn, work and play.

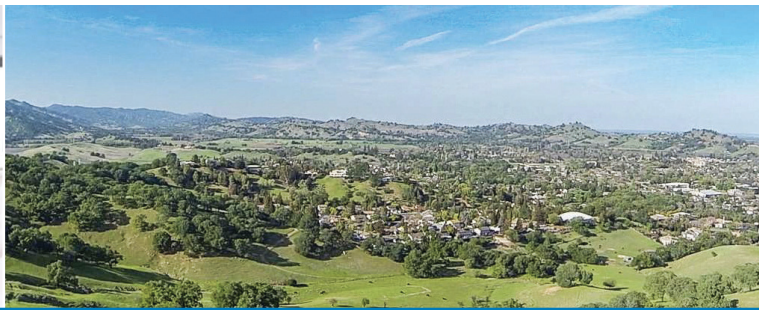
For more information about the community, please watch this video: www.solanocounty.com/media/Depts/HR/HRSolanoImages.wmv





THE DEPARTMENT: HEALTH & SOCIAL SERVICES

Over the years, the County has integrated services to form one single department, Health and Social Services, which today is the largest department in the county, with an operating budget of \$322 million, a senior and executive management staff of eight and approximately 1,280 employees working in multiple office locations across the county. The department delivers services and programs to residents in seven cities and is organized into six divisions: Administration, Medical Services, Public Health Services, Behavioral Health Services, Employment and Eligibility Services and Child Welfare Services. The organization is nationally recognized for its programs and known across the state as leaders in partnering with community and public service leaders. Through countywide planning and coordination, the County's role in health care includes providing clinical services and health care assistance, alcohol, drug and mental health services, dental services and protecting the community from public health threats as well as social service programs. While focusing on the Board of Supervisors' priorities, the Health and Social Services Department operates its programs and services as efficiently and effectively as possible, using technology, innovation and creativity to increase productivity and enhance the quality of services provided to our citizens. The shared vision of the Board of Supervisors, County employees, community partners and volunteers support our strong commitment to our clients to provide excellence in service delivery.



THE JOB

The Health Services Administrator (HSA) performs functions similar to that of an Executive Director of a clinic system. The HSA is part of the clinic executive management team and oversees all clinic service operations serving over 40,000 patients that generate approximately 95,000 visits annually. This position reports to the Deputy Director of Health and Social Services/Medical Services Officer, who oversees the Division of Medical Services. This position will focus on clinic operations, call center operations, oversight and management of several contracts, oversight of HRSA grants, revenue cycle management and relationships with key stakeholders and partners in the community. This position will also meet the performance metrics for the Community Health Council, which is the FQHC governing board. This position works closely with their counterpart position who oversees the Emergency Services Agency and Emergency Preparedness and Response Program, and both positions will have some crossover responsibilities. The HSA has seven direct reports, and approximately 145 indirect staff and will be responsible for an annual budget of \$29 million, integrating complex funding streams from Medi-Cal (Partnership Health Plan Managed Care), HRSA grant funds (330e) and Public Health Realignment funds. This position works as part of an interdisciplinary team and is responsible for improving operational efficiencies, advocating for the health care needs of the population and taking a lead role in community involvement and relationship building with local health care resources such as Partnership Health Plan of California, the Solano Coalition for Better Health. North Bay Health System, Kaiser (Vallejo and Vacaville), Sutter Solano Medical Center and other organizations that run FQHCs in the County.

FQHC CLINICS:

- ◆ FAIRFIELD ADULT PRIMARY CARE CLINIC
- ◆ FAIRFIELD PEDIATRIC PRIMARY CARE CLINIC
- ◆ VALLEJO FAMILY HEALTH SERVICES CLINIC
- ◆ VACAVILLE FAMILY HEALTH SERVICES CLINIC
- ◆ 2 MOBILE/ROAMING CLINICS—includes 2 exam rooms per van
- ◆ 2 DENTAL CLINICS
- ◆ 1 SATELLITE CLINIC located in a homeless shelter

THE IDEAL CANDIDATE

The ideal candidate for this position will be an experienced leader with multiple years of experience managing an ambulatory healthcare system. S/He will possess the ability to recognize and implement opportunities for operational efficiencies, foster a collaborative and communal environment between all levels of clinical and office staff and have a strong understanding of FQHC financing. This person will be an innovative thinker who can lead multidisciplinary teams to a common goal using great interpersonal skills, relationship building, trust, and integrity. This person requires both the ability to see the big picture as well as understanding the details to assist managers and staff in achieving effective solutions to complex problems. The incumbent should understand how to strategically integrate services and foster a culture of innovative thinking to continuously improve quality of services. The ideal candidate will be able to manage competing demands, have a passionate interest in health care administration and reflect the County's Core Values as they work with internal and external partners:

INTEGRITY—IS ETHICAL AND FAIR.

DIGNITY—TREATS ALL PERSONS WITH RESPECT.

EXCELLENCE—PROVIDES QUALITY, INTEGRATED, SUSTAINABLE AND INNOVATIVE PUBLIC SERVICES.

ACCOUNTABILITY—TAKES OWNERSHIP, IS FISCALLY RESPONSIBLE AND RESULTS DRIVEN.

LEADERSHIP—IS PERSONALLY RESPONSIBLE AND IS A POSITIVE EXAMPLE TO OTHERS.



OUR IDEAL CANDIDATE WILL...

- ◆ Successfully lead a multidisciplinary team of managers, nurses, medical assistants, LCSWs, dental assistants, and administrative staff.
- ◆ Oversee a complex budget of blended funding streams.
- ◆ Represent the organization with local health care systems and health care resources.
- ◆ Oversee day-to-day operations of a clinic system.
- ◆ Ensure grants are managed effectively and timely.
- ◆ Maintain the status of a Federally Qualified Health Clinic.
- ◆ Manage contracts related to electronic medical records, pharmacy services, agreements with hospitals providing continuity and care for patients, Touro University/ Osteopathic Medical School contract to provide doctors to work in clinics, etc.
- ◆ Contribute to program planning and policy formulation, establish goals and coordinate with division operations to achieve goals and milestones.
- ◆ Possess an understanding and appreciation for health care administration and management.
- ◆ Creatively strategize to optimize revenues and increase efficiency of operations.
- ◆ Incorporate data analysis and metrics into bigger picture decision making.
- ◆ Work with Public Health and other partners to address health inequities affecting the clinic's patient population and the communities in which they live.
- ◆ Understand the impact of social and economic factors on health and work with partners to address these factors.
- ◆ Be knowledgeable about all applicable laws, rules, regulations and best practices related to health care administration.
- ◆ Have knowledge and experience managing an ambulatory care clinic system preferably within an FQHC and ideally within a public-sector health services environment.



BACKGROUND & EDUCATION

- ◆ Five years of progressively responsible experience in the delivery of ambulatory community public health care that includes direct program management and supervision of professional staff coupled with experience in public administration including budget preparation, program planning/evaluation and supervision.
- ◆ Bachelor's degree from an accredited college or university preferably with a major in Public Health, Business or Public Administration, Nursing or a related field.



COMPENSATION & BENEFITS

Salary: \$123,564–\$150,192 DOQ/DOE

Salary is supplemented by a generous benefit program that includes the following elements:

- ♦ **RETIREMENT/PENSION:** Pension formula of 2% at age 60 or 2% at age 62 based on provisions of the California Public Employees' Pension Reform Act of 2013 (PEPRA). The County participates in Social Security.
- ♦ **INSURANCE:** health, dental, vision, life, and long-term disability insurance plans. Health: offer a cafeteria-style medical package offered through CalPERS; the County contributes towards family coverage and offers a cash back provision for employee-only, or waive of other insurance coverage.
- ♦ **LONGEVITY PAY:** 2.5% longevity pay, per level, after the completion of continuous service at 10, 15, 20, 25, 30 and 35 years. Employees may receive credit for prior years of service employed with California cities, counties, joint power authorities and other special districts.
- ♦ **LEAVE ALLOWANCES:** 80 hours of administrative leave (pro-rata during the first fiscal year), generous vacation, and sick leave benefits (12 days/yr.), plus 13 paid holidays annually.



HOW TO APPLY

*This position is open until filled, apply by **AUGUST 6** for first consideration.*

Apply Here: WBROWNCREATIVE.COM/CAPABILITIES/JOB-BOARD/

SAVE THE DATE

Interviews will take place on **AUGUST 28 & 29** (selected candidates will need to be available for both days).

QUESTIONS?

Call 541.664.0376 (Direct) –OR–
866.929.WBCP (Toll Free) –OR–
email Wendi at: wendi@wbrowncreative.com

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