

MONTEREY COUNTY HEALTH DEPARTMENT

Our Values

Health Equity • Integrity
Innovation • Respect • Excellence



Our Vision

To create a legacy of
health together



**An Equal Opportunity Employer and a Drug-Free Workplace
Invites your interest for the position of**

Management Analyst III
\$5,709 - \$7,798 monthly

Final Filing Date: Wednesday, July 22, 2015
Exam #15/14C31/06KG

Summary of Position

The Health Department is seeking individuals to provide administrative analytical staff support services for a major program or function, performing a wide variety of analytical and administrative duties of moderate to high scope and complexity.

The **Administration Bureau** provides support services in the areas of finance, information systems, human resources, facilities, policy development, evaluation, and compliance. The appointee will serve as the Health Department's Privacy Officer as required under HIPAA (Health Insurance Portability and Accountability Act of 1996). The appointee will be responsible for assuring the Department's policies, procedures, and practices are in compliance with applicable State and Federal privacy and related laws in addition to contractual obligations. The appointee will serve as the point person for the U.S. Department of Health and Human Services Office of Civil Rights and other legal entities in any compliance review and/or investigation. Additionally, appointee will be responsible for managing the unit's budget and subcontractor agreements.

The **Clinic Services Bureau** provides quality primary and specialty medical care to the medically underserved in Monterey County. The appointee will serve as the Bureau's Quality Improvement Manager and will be responsible for identification, implementation and maintenance of the Quality Improvement Program and its operations including data retrieval, analytics and reporting. In addition the appointee will have oversight of staff training, policy development and audits and implementation of corrective action plans. Additionally, appointee will be responsible for working with the Bureau Finance Manager on unit's budget.

The **Emergency Medical Services Agency (EMS)** plans, coordinates, and evaluates the Countywide EMS System. The appointee will be responsible for providing administrative support to manage State-mandated plans, policies, and regulatory functions related to Title 22, Division 9: Prehospital Emergency Medical Service; developing and monitoring the annual EMS Agency budget and fiscal administration of the CSA 74 Fund and Maddy Funds; and maintaining improved procedures regarding certification and accreditation activities for prehospital personnel in accordance with State regulations.

This classification is used county-wide; any Eligible List resulting from this recruitment may be used to fill current and future vacancies, both regular and temporary, as they arise.

THE IDEAL CANDIDATE

Will have a proven track record demonstrating the following knowledge, skills, and abilities:

- Interpret and apply codes, regulations, laws, policies, procedures, and guidelines.
- Analyze and interpret a wide variety of complex data and information to prepare and present written and oral reports.
- Principles of practices of public administration and delivery of health care services.
- Principles and practices of conducting investigations, summarizing findings, and delivery of recommendations to administration.
- Automated business applications and electronic medical record systems.
- Principles and practices of management of vendors/contractors.
- Conduct comprehensive, in-depth research.
- Supervise management, professional, support and/or technical staff.
- Principles of financial management, fiscal, and accounting operations.
- Develop, prepare, modify and monitor items such as budgets, grants, research projects, and contracts.

Characteristics of the Ideal Candidate:

- Excellent oral and written communication skills with different types of audiences
- Effective leadership skills
- Project management skills; organized
- Independent
- Effective problem solver

Conditions of Employment:

- Must possess a valid California Class C driver license or be able to provide suitable transportation that is approved by the appointing authority by the time of appointment.
- The Department may conduct a thorough background and reference check process which includes a Department of Justice fingerprint check.

For complete information see the class specification/job description on our website at:

<http://www.co.monterey.ca.us/personnel/documents/specifications/14C31.pdf>

BENEFITS:

The County of Monterey offers an excellent benefits package (X Unit)

- Health Insurance: Flexible benefit Plan
- Public Employees Retirement Plan
- Life Insurance: Coverage of \$50,000 Term Life
- Paid Annual Leave
- 10 Paid Holidays and one floating holiday per calendar year
- Professional Leave: 10 days per year, non-accruable
- Professional Organization Membership: \$400 per calendar year
- Educational Stipend: 2% of the hourly base wage subject to eligibility
- Management Physical Exam
- Long-term Disability Plan
- Deferred Compensation Plan
- Social Security/Medicare: County participates in these programs

For additional information please visit Unit X's benefit summary sheet at:

<http://www.co.monterey.ca.us/personnel/benefits/summary/X-Non-Safety%20Revised%203-2014.pdf>

The information listed above is a general summary of benefits for this position. This information is not legally binding, nor does it serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolution prevails over this listing.

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NOTE:

If you believe you possess a disability that would require test accommodation, please call the Health Department Human Resources Office at (831) 755-4524. Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S. If you are hired into this classification in a temporary position, your salary will be hourly and you will not be eligible for the benefits listed above.

APPLICATION & SELECTION PROCEDURES

Submit the following application materials to the Monterey County Health Department, Human Resources Division, 1270 Natividad Road, Salinas, CA 93906 by the **final filing date: Wednesday, July 22, 2015.** Resumes will be accepted in addition to, but not in lieu of the required application materials.

- **Monterey County Employment Application**
- **Response to the Supplemental Questions**

Or apply on-line at <http://agency.governmentjobs.com/montereycounty/default.cfm>

Application materials will be competitively evaluated. Those applicants who are determined to be most appropriately qualified will be invited to participate further in the process. To further assess applicant's possession of required qualifications, this examination may include an oral examination, pre-exam exercise, performance exercise, performance exam, and/or written examination.

For more information or to receive application materials, contact the Health Department Human Resources Division at (831) 755-4524.

Monterey County
SUPPLEMENTAL QUESTIONS
MANAGEMENT ANALYST III

1. If not applying on-line:

Please number your responses and address each question separately. Include your name and the title of the position for which you are applying at the top of each page submitted.

Instructions:

Responses to these Supplemental Questions must be submitted with your application materials. Applications received without a Supplemental Questions Response will not be considered. A resume, cover letter, application, etc. will not be accepted as a substitute for a response to these questions. Failure to provide a complete response to any of these required questions will eliminate you from further consideration. Your response to the questions is an integral part of the selection process.

- I have read and understand the supplemental questions instructions.

2. Please indicate which program(s) you would like to be considered for:

- Health Department Administration Bureau
 Health Department Emergency Medical Services (EMS) Agency
 Health Department Clinic Services Bureau

3. Please describe your background, education and experience that has prepared you for this position(s).

4. Please describe your experience in establishing and administering a process for receiving, documenting, tracking, investigating, and taking action on complaints against an agency's policies, practices, and procedures. Please include in your response the following items:

- a. Your role and areas of responsibility
b. Recommendations provided
c. Resulting actions or outcomes
d. Whether you worked individually or as part of a team

5. Please describe your role and level of responsibility in developing and/or monitoring the budget for an organization, program, and/or unit. In your response include the size of the budget and complexity related to funding sources and accounting requirements.

6. Please describe in detail an example of when you had to interpret and apply Federal, State, or local codes, regulations, laws, or policies. Please include responses to the following items:

- a. Your role and areas of responsibilities
b. Recommendations provided
c. Resulting actions or outcomes

7. Please describe your experience in data retrieval and analytics. Please include in your response your role, data source, and tools used for analytics.

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