

0943 Director/Medical Director of Jail Health Services (JHS)

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Recruitment #PBT-0943-064334**Department** Public Health**Analyst** Cristyl Beltran**Date Opened** 12/19/2014**Filing Deadline** 8/12/2015 5:00:00 PM**Salary** \$160,862.00 - \$237,666.00/year**Job Type** Permanent PBT**Employment Type** Full-Time**INTRODUCTION**

Applications for this recruitment process will be accepted continuously and may close at any time, but not before January 5, 2014. Interested applicants are encouraged to apply immediately.

This is a Position-Based Test (PBT) in accordance with the Civil Service Rule 111A. The current position is located in the Department of Public Health (DPH). The eligible list resulting from this examination may be utilized for future positions in this class in other City departments.

The San Francisco Health Network (SFHN), Division of Ambulatory Care (DAC), Jail Health Services (JHS) Director/Medical Director is a full-time physician executive.

Under policy direction of the Director of Ambulatory Care, the JHS Director/Medical Director works closely with each SFHN Division and each Ambulatory Care Section's clinical and administrative leadership to ensure strategic and clinical alignment of JHS programs across the SFHN. The JHS Director/Medical Director is responsible for providing effective clinical leadership, vision, direction and expertise in the oversight and operations of the four county jail facilities. The JHS Director/Medical Director leads clinical integration and coordination of care services within JHS with other SFHN units, sections and divisions.

Essential functions include, but are not limited to:

- Supervises physicians, nurses practitioners, and program managers within four JHS facilities;
- Develops and administers JHS budget of \$31 million;
- Develops and leads policy planning and implementation;
- Oversees and manages the behavioral health contract with Health Right 360, clinical care of prisoner patients in the SF County Jails and at San Francisco General Hospital (SFGH) and Trauma Center's inpatient, emergency, and specialty care departments;
- Works collaboratively with SFGH, TB and STD Control and Behavioral Health clinical and administrative leadership and staff, and the San Francisco Sheriff's Department to ensure the health care needs of prisoners in the SF County Jail are met;
- Represents the Department of Public (DPH) with the City Attorney's office, Courts, Public Defender, and the SF Police Department on issues related to criminal justice;
- Plans, organizes, integrates and directs the JHS quality improvement activities;
- Manages and directs the JHS communicable disease program;
- Oversees integration and coordination of JHS clinical services with other SFHN Divisions and Ambulatory Care Sections in ensuring strategic alignment;
- Provides 24/7 on call coverage for clinical and administrative issues;
- Serves on SFHN and Ambulatory Care committees; and
- Participates in the state and national committees related to correctional health care.

The JHC Director/Medical Director also performs other duties as assigned/required.

MINIMUM QUALIFICATIONS

1. Possession of a Doctor of Medicine (M.D.) Degree from an accredited college or university; AND possession and maintenance of a current/valid license to practice medicine issued by the Medical Board of California; **OR**
2. Possession of a Doctor of Osteopathy (D.O.) Degree from an accredited college or university;

AND possession and maintenance of a current/valid license to practice medicine issued by the Osteopathic Medical Board of California; AND

3. Possession of a Board Certification or Board Eligibility in Family Medicine or Internal Medicine; AND
4. Possession and maintenance of a Drug Enforcement Administration (DEA); AND
5. Five (5) years of verifiable professional healthcare management experience in a correctional facility.

Applicants must meet the minimum qualification requirement by the final filing date unless otherwise noted.

In accordance with the Civil Service Rules, qualifications, including any required license and/or certificate, must remain current throughout the duration of employment. If required for the position, failure to demonstrate/show proof of a current license and/or certificate may result in dismissal and/or termination from employment.

Desirable Qualifications: The stated desirable qualifications may be used to identify job finalists at the end of the selection process when candidates are referred for hiring.

- Comprehensive knowledge and understanding of Lean Production Practice and experience in applying Lean management principles within a healthcare organization.
- Knowledge of change management principles and experience with change management approaches.

Compensation and Benefits: The normal annual salary range is \$160,862.00 - \$205, 296.00

. Appointment above the maximum of the normal range up to \$237,666 may be considered based on documented and substantiated recruitment and retention issues or exceptional skills. A special approval process is necessary for appointment above the normal salary range.

In addition to a competitive salary, the City and County of San Francisco offers flexible benefit plans with pre-tax elections which include: medical and dental insurance; retirement plan; deferred compensation plan; Social Security; long-term disability plan; life insurance; management training program; eleven (11) paid holidays annually; five (5) floating holidays; depending on years of service, ten (10), fifteen (15), or twenty (20) vacation days annually; and may earn up to 100 hours paid administrative leave annually.

HOW TO APPLY

Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the PBT-0943-064334, Manager VIII job announcement
- Select "Apply" and read and acknowledge the information
- Select either "I am a New User" if you have not previously registered, or "I have Registered Previously"
- Follow instructions on the screen

Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Department of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

You can also watch this video for further assistance with our online application system:

<http://www.youtube.com/watch?v=4-kUFHXhBjQ&feature=youtu.be>

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

If you have any questions regarding this recruitment or application process, please contact the exam analyst, Cristyl Beltran, telephone at 415-554-2913, or by email at cristyl.beltran@sfdph.org

Verification of Qualifications: Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/index.aspx?page=456>

Verification of Experience: When requested, verification of all experience needed to qualify must be on the employer's letterhead indicating the name of the applicant, job title, dates of employment, hours per week worked, duties performed and must be signed by the supervisor and/or appropriate representative. City and County of San Francisco (CCSF) employees do not need to submit verification of qualifying CCSF work experience if the experience gained is within their appointed job classification. Credit for experience obtained outside of the employee's job classification will only be permitted if recorded in accordance with the provisions of the Civil Service Commission Rules. CCSF employees relying upon qualifying work experience gained outside of the CCSF must submit written verification of such experience as described above. Verification of experience may be waived if impossible to obtain, but the applicant must submit a signed statement with the application explaining why the verification cannot be obtained and waiver requests are considered on a case-by-case basis.

Failure to submit the required verification or waiver request when requested may result in the rejection of the application.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

SELECTION PROCEDURES

Supplemental Questionnaire (Qualifying): Applicants are required to complete the supplemental questionnaire as part of the on-line application process. The purpose of the supplemental application is to determine whether applicants possess the minimum qualifications and the desired background required for the 0943 Manager VIII – Director/Medical Director of JHS, DPH position. This information should be consistent with your application and is subject to verification. Please keep a copy for your own records

Management Test Battery (Weight: 100%): Candidates will be invited to participate in a computer-based examination designed to measure competencies in job-related areas which may include but not be limited to: Problem Solving; Leadership; Decision Making; Interpersonal skill; Human Resources Management; Team Building; Communication; Conflict Management and Process Improvement. For more information about this Management Test (and a suggested reading list) please visit: <http://www.sfdhr.org/index.aspx?page=343>.

Please note: this examination is only held in San Francisco. Requests for an alternate test date may be considered in limited circumstances and must be submitted to the analyst listed in this announcement within five (5) calendar days of the announcement of the test date.

A passing score must be achieved on the Management Test Battery in order to continue in the selection process.

This is a standardized examination and, therefore, test questions and answers are not available for public inspection or review.

Scores attained on the Management Test Battery will be valid and 'banked' for three years, starting from the date of the examination. This means that, during this three-year time period, you will not be required to take the Management Test Battery. The Management Test Battery may be used for many other classes; therefore your test score may be applied to one or more of these classes if you choose to apply to future recruitments. If the selection process for the future announcement is held within one year of the date of this examination and it includes the Management Test Battery, your score will be automatically applied to that announcement. However, after one year, you have the option to either (a) apply your test score to the other announcement or (b) re-take the Management Test Battery. Re-testing is permitted no sooner than one year from the date of the examination and only in association with your eligibility for another announcement for which the Management Test

Battery is used. Please note that, should you re-test, your re-test score would become your official score since it is the most recent.

Candidate scores on this examination may also be applied to other announcements involving other job titles, when directed by the Human Resources Director.

Note: Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process.

Upon approval of the Human Resource Director (see Civil Service Rule 111A.26.5), the eligible list resulting from this announcement may be used by other departments that also use this classification or a similar classification. To find other Departments which use this classification, please see <http://www.sfdhr.org/Modules/ShowDocument.aspx?documentID=21246>. Search that document by title or job code to see which departments use the classification.

Condition of employment:

Security Clearance: Security Clearance issued by the Sheriff's Department is required prior to employment in positions with Jail Health Services division and must be maintained for continued employment. Failure to demonstrate/show proof of security clearance may result in dismissal and/or termination of employment.

Physical Examination: Prior to appointment, selected eligible candidates must pass a thorough physical examination by the Department Physician. Appointees must also take a TB screening test and may be required an additional physical exam prior to the completion of their probationary periods.

Note: Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process.

CONVICTION HISTORY

As part of the selection process an image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) history will disqualify you as a candidate based on the specific requirements of the position to which you are applying. If selected for fingerprinting, the hiring department will contact you to schedule an appointment.

Candidates applying for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.

Candidates applying for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CONCLUSION

Requests: Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a reasonable ADA Accommodation at: <http://www.sfdhr.org/index.aspx?page=20#applicantswithdisabilities>

Certification: The certification rule for the eligible list resulting from this examination will be Rule of Ten (10) Scores. Additional selection processes may be conducted by the hiring department prior to making final hiring decisions.

Eligible List: The eligible list resulting from this examination is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission.

The duration of the eligible list resulting from this examination process will be six (6) months, and may be extended with the approval of the Human Resources Director.

Veterans Preference: Information regarding requests for Veterans Preference can be found at: <http://www.sfdhr.org/index.aspx?page=20#veteranspreference>

Seniority Credit in Promotional Exams: Information regarding seniority credit can be found at: <http://www.sfdhr.org/index.aspx?page=20#senioritycredit>

Condition of Employment: In accordance with the Civil Service Rules, qualifications, including any required license and/or certificate, must remain current throughout the duration of employment. If required for the position, failure to demonstrate/show proof of a current license and/or certificate may result in dismissal and/or termination from employment.

Terms of Announcement: Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting the correction on the Department of Human Resources website at www.jobaps.com/sf. The terms of this announcement may be appealed under Civil Service Rule 111A.35.1. The standard for the review of such appeals is 'abuse of discretion' or 'no rational basis' for establishing the position description, the minimum qualifications and/or the certification rule. Appeals must include a written statement of the item(s) being contested and the specific reason(s) why the cited item(s) constitute(s) abuse of discretion by the Human Resources Director. Appeals must be submitted directly to the Executive Officer of the Civil Service Commission within five business days of the announcement issuance date.

General Information concerning City and County of San Francisco Employment

Policies and Procedures: Important Employment Information for the City and County of San Francisco can be obtained at <http://www.sfdhr.org/index.aspx?page=20> or hard copy at 1 South Van Ness Avenue, 4th Floor.

Copies of Application Documents: Applicants should keep copies of all documents submitted, as these will not be returned.

Right to Work: All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Issued: December 19, 2014

Exam Type: CPE

Micki Callahan

Human Resources Director

Department of Human Resources

Recruitment ID Number: PBT- 0943-064334

DPH/CB/415-554-2913 (0108893)

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please [click here](#).

[Accessibility](#) [Policies](#)