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## Job details

Job 1 of 1

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**Bulletin Number** 2093BR

**Type of Recruitment** Open Competitive Job Opportunity

**Department** Mental Health

**Position Title** PROGRAM IMPLEMENTATION MANAGER, HEALTH SERVICES

**Additional Title** Program Implementation Manager (Health Care Reform Mental Health)

**Exam Number** 24629A

**Filing Type** Standard

**Filing End Date** 02/04/2011

**Filing End Time** 5:00 pm PST

**Salary Type** Monthly

**Salary Minimum** 8293.73

**Salary Maximum** 12553.23

**Special Salary Information** **Management Appraisal of Performance Plan (MAPP):**  
This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.

**Benefits Information** **Non-Represented Employees**  
• Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules

**Position/Program Information** Manages the Health Care Reform Division within the Department of Mental Health, with responsibility for planning, organizing, business development and

directing its services. Positions allocable to this class work under the direction of the Chief Deputy Director.

### Essential Job Functions

- Conducts program planning and development and establishes goals and objectives for the Low Income Health Plan (1115 Waiver program) that will serve as a bridge to Health Care Reform, including defining quality standards and developing work plans for meeting program deliverables.
- Manages the development, administration, monitoring and evaluation of all contractual agreements for the program including the preparation of guidelines, standards, and work plans to ensure compliance with contractual requirements.
- Manages the development, administration and coordination of the project budget and recommends the allocation of project funds.
- Oversees long and short-term planning and policy development with particular emphasis on implementation of the Low Income Health Plan and Health Care Reform services and operations.
- Develops recommendations to implement legislative changes affecting the operation of the Department related to Health Care Reform.
- Coordinates the Department of Mental Health's transition into Low Income Health Plan/1115 Waiver as a bridge to Health Care Reform, including liaison with Departments of Health Services, Children and Family Services, Public Health and Public Social Services.
- Conducts policy and government impact assessments to determine how changes in Health Care Policy and financing will impact departmental operations and services.
- Collaborates with statewide and federal workgroups on development and interpretation of Low Income Health Plan/1115 Waiver and Health Care Reform regulations.
- Represents the Department on programmatic service issues before municipal, state, federal and private agencies and other stakeholders. Identifies and resolves technical and programmatic issues involving stakeholders.

### Requirements

**Selection Requirements:** Four years of progressively\*\* responsible experience in a administrative capacity\*\*\* analyzing, evaluating, coordinating and making recommendations for a variety of healthcare programs for a large integrated healthcare delivery system, one year of which must have included supervisory experience at the level of Los Angeles County's class of Mental Health Clinical Program Head\*\*\*\* or higher.

### Physical Class

**Physical Class II – Light:** Light physical effort which

may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)  
Required**

A valid California Class "C" Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Desirable  
Qualifications**

- A Bachelor's degree or higher in Public Policy, Health Administration or Business Administration from an accredited\* college or university.
- Extensive experience working in governmental relations, healthcare policy, public administration, or policy analysis.
- Demonstrated experience with health legislation, and health care reform planning.
- Excellent networking and interpersonal skills.
- Demonstrated experience in project management.
- Ability to set, prioritize, execute strategies and deliverables to achieve goals.
- Extensive knowledge of applicable laws, rules, and regulations relating to Health Care Reform.
- Demonstrated leadership experience in strategic planning and managing change.
- Excellent written communication and oral presentation skills.
- Strong negotiation skills.

**Special  
Requirement  
Information**

In order to receive credit for any college course work, or any type of college degree, such as a Bachelor, or Masters degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application.

\*\*Progressively responsible experience is work experience that clearly shows an upward progression in the level of duties and responsibilities from one job to the next.

\*\*\*Administrative capacity is defined as work performed in the overall management of a function or an organizational unit, including responsibility for the development of procedures, budget preparation, the direction of supervisory employees and participation in policy formulation. This includes experience at the level of independent responsibility for assignments of average difficulty analyzing and making recommendations for the solution of problems of organization, budget, personnel, information services, programs, facilities planning, materials management, and general management.

	<p>****Experience at the level of Mental Health Clinical Program Head in the County of Los Angeles is defined as assists in the direction of a mental health services program of the Department of Mental Health.</p>
<b>Accreditation Information</b>	<p><b>Accreditation:</b> *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the <u>Association of International Credential Evaluators, Inc. (AICE)</u>.</p>
<b>Examination Content</b>	<p>Each candidate's background will be evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's preparation for this position. Candidates with the highest qualifications as determined by the screening process will be invited to the interview weighted 100%. The interview will assess education, experience, personal fitness and general knowledge and abilities to perform the duties of the position.</p>
<b>Special Information</b>	<p>Candidate must achieve a passing score of 70% or higher in this examination in order to be placed on the Eligible List.</p>
<b>Vacancy Information</b>	<p>Past and present mental health clients and family members are encouraged to apply.</p> <p>The resulting eligible list for this examination will be used to fill a vacancy in the Department of Mental Health.</p>
<b>Eligibility Information</b>	<p>The names of candidates receiving a passing grade in this examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.</p>
<b>Available Shift Job Opportunity Information</b>	<p>Any</p> <p><b>Employment Eligibility Information:</b> Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.</p> <p><b>Social Security Act of 2004:</b> Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social</p>

Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

**Veterans Preference Credit:** Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

**County of Los Angeles Information**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**Los Angeles County Child Support Compliance**

**Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

**Application and Filing Information**

Fill out your application and Supplemental Application Form completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. All information is subject to verification. We may reject your application at any time during the selection process.

**INSTRUCTIONS FOR FILING ONLINE:**

To apply online, click on the link above this bulletin that reads, **Apply to Job** so you can apply online and track the status of your application and get notified of your progress by email.

APPLICANTS MUST COMPLETE AND SUBMIT THEIR JOB APPLICATIONS AND UPLOAD REQUIRED OR ADDITIONAL DOCUMENTS (e.g. Supplemental Application Form, Resume) AS ATTACHMENT(S) AT THE TIME OF FILING. Note: If you are unable to attach required documents, you may fax them to (213) 637-4585 within five (5) days of filing. Please include exam number and exam title.

**Click here for Job Specific Questionnaire:**  
[Supplemental/24629A.doc](#)

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