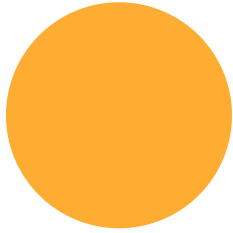


CORRECTIONAL HEALTH SERVICES ADMINISTRATOR

*DEPARTMENT OF
HEALTH SERVICES*



Sacramento County is an Equal Opportunity Employer



THE COUNTY OF SACRAMENTO

The County of Sacramento was incorporated in 1850 in response to the needs of a growing population and was one of the original 27 counties of California. In 1933, the Sacramento County Charter was established, along with the County Executive position.

The County is governed by five members of the Sacramento County Board of Supervisors, elected on a non-partisan basis to serve staggered four-year terms, each representing one of the five districts. The County Executive is responsible to the Board for planning, organizing and directing County activities. Other elected officials include the Assessor, District Attorney and the Sheriff.

In 1972, an amendment to the County Charter was implemented to organize the County on an agency basis for more effective administration of functions for which the County Executive is responsible to the Board of Supervisors. Approved by the electorate, the amendment established agency heads to groups of County Departments. The four agencies within the County, which report to the County Executive are Administrative Services, Municipal Services, Public Works and Infrastructure, and Social Services. Sacramento County has more than 30 departments and offices that provide services to County residents.

The County is responsible, pursuant to the County Charter or ordinances, or by state or federal mandate, to provide health and welfare, criminal justice and municipal services (including law enforcement), as well as other services to County residents. Major services include the Airport System, Animal Care and Regulation, Clerk Recorder, Criminal Justice, Health and Welfare, Property Tax System, Regional Parks, Sheriff, Transportation, Waste Management and Recycling, Voter Registration and Water Resources.

The County's total operating budget for 2021-22 is over \$6.5 billion, and there are more than 12,700 full-time employees.



Working Title:

CORRECTIONAL HEALTH SERVICES ADMINISTRATOR



Sacramento County is seeking a skilled, talented, and dynamic manager as the Correctional Health Services Administrator for adults incarcerated in the county jail facilities. Do you want the challenge of a leadership position in an organization committed to change management, process improvement, and better health outcomes? If so, this position may be a fit for you!

The Sacramento Sheriff's Office has overall responsibility and management for the jails. Sacramento County has two adult jail facilities located downtown at 651 I Street and in the south area at 12500 Bruceville Road. The population of the jail facilities is approximately 3,200.

The County Department of Health Services (DHS) Primary Health Division is responsible for healthcare service provision and works in partnership with SSO. DHS has three health divisions - Primary Health, Public Health and Behavioral Health. This position reports to the Primary Health Deputy Director.



Working Title:

CORRECTIONAL HEALTH SERVICES ADMINISTRATOR

This management position:

- Is accountable for the delivery and coordination of county operated and contracted health services. (Healthcare services are staffed primarily with county staff. Contracted services include: specialty care, mental health services, hospital services, and ancillary services such as laboratory or radiology.)
- Leads and directs a multidisciplinary management team in developing, implementing, and supporting changes for the health care delivery model. Facilitates compassionate, effective, timely and patient centered care across multiple disciplines in coordination with custody staff.
- Creates, revises and/or implements policies, procedures and/or protocols within the multidisciplinary management team.

County is under a legal consent decree to improve services (medical, mental health), staffing (to meet service needs), and facility (privacy, ADA, intake, and health/mental health treatment space).

What does this mean? Correctional and Custody leaders are working on improvements in a multi-year phase in process. For health staff this means moving from an episodic acute treatment model into a comprehensive primary care model. For mental health staff this means developing levels of care to ensure standards are met. For both services it requires protocol, policy and training for an extensive list of practices that will meet community levels of care.

While daunting, this is also a great opportunity to develop program and participate in a large scale proactive positive change process to improve services.





Description of Duties & Knowledge of: CORRECTIONAL HEALTH SERVICES ADMINISTRATOR

Duties:

- Develops and oversees correctional healthcare services within the adult jail system - health, mental health, dental, pharmacy, specialty, ancillary, and support services.
- Manages and directs services through multidisciplinary service line directors.
- Maintains a positive, professional and collaborative relationship with staff, custody, contractors, and various health/criminal justice partners to meet patients' service needs.
- Oversees the development and/or modification of services within the jails to meet the consent decree requirements. These mirror community standards of care.
- Complies with applicable state and local health services regulations and statutes.
- Utilizes data to make informed programmatic and/or fiscal decisions.
- Prepares and/or coordinates formal reports and/or responses required for a variety of audiences.
- Develops and monitors the program budget reviewing efficiency and effectiveness of services.

Knowledge of:

- Complex health care systems, quality improvement, compliance, reporting, and care coordination/continuity of care.
- Serving low income, diverse adults with healthcare and/or behavioral health needs.
- Laws and regulations governing healthcare services and healthcare disciplines.
- Administrative, leadership and management practices.
- Available health/social service resources.



IDEAL CANDIDATE & MINIMUM QUALIFICATIONS

Ideal Candidate:

- Healthcare management experience: correctional setting preferred.
- Master's degree in health care administration and/or a clinical license (RN, Psychologist or LCSW).
- Excellent knowledge in the development and management of correctional health care delivery systems.
- Demonstrated ability to interact positively with patients, staff, the management team, custody, and partners.
- Ability to problem-solve quickly and effectively.
- Capability to work in a high stress, high paced environment while maintaining a positive attitude.
- Computer experience in word processing and spreadsheets.
- A strong desire to have a significant role in the success of an innovative health services program.
- Experience in personnel selection, training, scheduling, and progressive discipline.

Minimum Qualifications:

Any combination of education, training and experience likely to provide the required Knowledge and Abilities for this class. Typical ways include:

Possession of a Bachelor's degree from an accredited college or university in management field such as public administration, business administration, or health services administration; or in a related human service field such as social work, psychology, public health, health sciences, sociology, or a closely related field such as life sciences or physical sciences; for some positions, a Master's degree may be preferred; additional qualifying experience may substitute for degree on a year-for-year basis;

AND

Two (2) years of managerial experience in the field of human services comparable to the County's Health Program Manager or Human Services Program Manager classes.

COMPENSATION, BENEFITS, & DEADLINES

Compensation:

The County of Sacramento offers an excellent compensation and benefits program. The salary range for this position is **\$129,560.40 - \$157,205.52 annually**.

There is an additional **3.35%** Management Differential which is added to the posted salary for this class.

The attractive benefits program includes:

- Retirement - The County's Retirement plan is provided by the County Retirement Act of 1937 and is managed by the Sacramento County Employees' Retirement System.
- Medical Insurance - Choice of HMO and High Deductible Health Plans (HDHP), to include Kaiser, Sutter, and Western Health Advantage.
- Holidays - 13.5 paid holidays per year.
- Vacation - Two to five weeks (based upon length of service) of paid vacation.
- Sick Leave - 15 days per year.
- Flexible Spending Accounts - Employees may set aside funds on a pre-tax basis to pay for eligible medical and/or dependent care expenses.

Application and Selection Procedure:

Qualified candidates are encouraged to apply by completing the online application and supplemental questions for the **Human Services Division Manager Range A/B** exam available via the County's job website www.SacCountyJobs.net.

Application deadline:

We will continue to accept applications until the position is filled. To be considered for this incredible opportunity, please submit your application immediately.

For questions regarding the recruitment, please contact Cathy O' Connell, Senior Personnel Analyst, connellc@saccounty.net. or by phone at (916) 874-7398.