

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## HEALTH CENTER MANAGER

Supplemental Questionnaire Required

Open and Promotional  
Job # 24-UW6-01

Salary: \$8,824 – 11,792 / Month

Closing Date: Friday, April 12, 2024

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### County Equity Statement

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.*

*Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

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**THE JOB:** Under direction, plans, organizes, supervises, coordinates, and administratively directs the services of the County's outpatient health clinics and ancillary services; performs service delivery planning, evaluation, and program policy development; and performs other work as required. The specific vacancy is in the Health Services Agency's Behavioral Health Division Psychiatry Clinic, which provides care to adults and children with serious mental illness and substance use disorder diagnoses. The incumbent will have direct oversight of the clinic operations and staff schedules including reception, medical assistants, and workflows. The position will work on-site in a healthcare clinic location at least 4 days per week. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

**THE REQUIREMENTS:** Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these would be:

Equivalent to graduation from a four-year college in business administration, health science, social science or a related field **AND** three years of professional administrative experience in a primary or public health care delivery setting which included budget development and operations analysis. One year of experience must have included supervisory responsibility.

**Substitution:** A master's degree in public health may be substituted for one year of non-supervisory professional administrative experience in a health care delivery setting.



**Special Requirements/Conditions: License Requirement:** Possession of a valid California Class C Driver License or the ability to provide suitable transportation which is approved by the appointing authority.

**Knowledge:** Thorough knowledge of management practices and procedures and office organization; principles and techniques of supervision and training; and principles of public health practices and administration. Working knowledge of fiscal management and budgets, grant proposal writing, funding sources, and program evaluation; laws pertaining to the practice of medicine and of public health in the State of California; application of data processing to office automation; and principles and procedures for planning, organizing, and directing public health programs. Some knowledge of principles of administrative survey and basic statistical analysis; and functions and services of community health services, organizations, and public health clinics.

**Ability to:** Plan, organize, direct, supervise and evaluate outpatient medical clinics and ancillary services; design and deliver in-service training programs; assume a leadership role in the community's health delivery system; analyze, evaluate and solve complex administrative problems; understand, interpret, explain and apply laws, regulations, policies and written and oral directions; supervise, train and evaluate the work of subordinate staff; write effective and comprehensive reports and recommendations; make oral presentations to small and large groups of diverse audiences; prepare and analyze grant proposals, service contracts, budgetary documents and financial statements; establish and maintain cooperative working relationships with staff, representatives of community organizations and the public; and input, access and analyze data using a computer terminal.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training, and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months, and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, minorities, and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

## HEALTH CENTER MANAGER - SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for moving to the next step in the recruitment process.**

1. Please describe your experience in a health clinic setting. Include any experience with budget oversight, operations analysis, and process improvement.
2. Describe your experience with supervision of staff. Include the type of supervision performed (direct, indirect, lead work), the number of employees supervised and experience with progressive discipline.
3. Describe your experience working with a variety of employees including clerical, nursing, and physicians.

### EMPLOYEE BENEFITS:

**VACATION** - 16 days 1<sup>st</sup> year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

**ADMINISTRATIVE LEAVE** - One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

**HOLIDAYS** - 14 paid holidays per year.

**SICK LEAVE** - Six days per year.

**BEREAVEMENT LEAVE** - 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** - County pays for employee and eligible dependent coverage.

**VISION PLAN** - The County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT AND SOCIAL SECURITY** - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** - County paid \$50,000 term policy. Employee may purchase additional life insurance.

**LONG TERM DISABILITY PLAN** - Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

**DEPENDENT-CARE PLAN** - Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

**H-CARE PLAN** - Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFA)** - Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** - A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

**LIVE Here**

**WORK Here**

**PLAY Here**