

DUTY STATEMENT

Employee Name:	Position Number: 580-831-7788-001
Classification: Medical Consultant II (Supervisory)	Tenure/Time Base: Permanent/Full Time
Working Title: Chief Medical Consultant	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: U16	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Field Operations North Division	Branch/Section/Unit: Statewide Surveyors/Medical Consultant Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving in a supervisory capacity and supervises Medical Records Consultants, Occupational Therapy Consultants, Nurse Consultant II's, Nurse Consultant III's and Medical Consultant I's in the Center. Provides consultation on medical and clinical issues in all health facilities; provides technical and professional guidance to all medical, therapy, and medical records consultants in the field, to providers, medical societies and health care organizations, and technical advisory committees; participates in the implementation and interpretation of the state and federal laws, the formulation of state laws, regulations and policies and procedures for the Center; develops and presents clinical training for field staff; and performs other duties as required. The job will require periodic travel within

California and other states, up to 10% of time.

The incumbent works under the general direction of the Staff Services Manager III (SSM III).

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 10%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Possession of the legal requirements for the practice of medicine in
California
- Other:

Essential Functions (including percentage of time)

- 40% The Medical Consultant II (Supervisory) supervises the assigned consultant staff and provides needed guidance, consultation, training and standards to the Field Medical Consultants in answering questions related to medical policy. Directs the work of the Office of Statewide Health Planning and Development (OSHPD) medical liaison as it relates to the Center and OSHPD jointly shared responsibilities. Review and approve staff work, prepare performance evaluations, hold staff meetings, set staff priorities and work standards.
- 20% Reviews field office operations for uniformity of application of existing medical policies including the rendering of medical opinions on surveys and punitive actions and the investigation of complaints. Recommends corrective action as necessary. Develop, revise, and maintain guidelines for the field medical consultants to use in conducting investigations, and surveys of general acute care hospitals and other providers of medical services incorporating changes in medical treatment protocols as appropriate to the population. Evaluates requests for program flexibility relating to medical services.
- 20% Serves as a program liaison and works closely with the medical profession and allied groups, providers of service, technical advisory committees, medical schools, Public Health Agencies, Center for Disease Control (CDC), Centers for Medicare & Medicaid Services (CMS) and State agencies on issues related to health care services. Functions as the Center's representative on several statewide medical committees related to the practice of medicine in a variety of settings regulated by the Department. Testifies at hearings and represents the department at federal and state court proceedings.
- 10% Interprets, develops, and evaluates current or proposed federal and state policies and regulations relating to the licensing and certification of health care facilities and providers. This includes analysis of the medical implications of federal and state legislation and the preparation of correspondence and reports related to medical issues.
- 5% Serves as medical advisor and/or develops and presents clinical training curriculum for

periodic staff in-service programs based on identified survey weakness, new facility categories or a need to update knowledge. Participates in initial training for new evaluators, presentations to provider groups, and the development and distribution of training information.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned.

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

Regions

Region	Counties	Available Headquarter Locations
Region I	Los Angeles, Orange, San Luis Obispo, Santa Barbara, Ventura	Los Angeles, Orange, Ventura
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	Contra Costa, San Francisco, Santa Clara, Sonoma
Region III	Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Trinity, Shasta, Sierra, Siskiyou, Sutter, Tehama, and Yuba	Butte
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento, San Joaquin
Region V	Fresno, Kern, Kings, Madera, Mariposa, Merced, Tulare	Fresno, Kern
Region VI	Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego	Riverside, San Bernardino, San Diego

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:

Approved By: DS

Date: 2/26/25