

### Health Services Agency Director

1. Represent the Program to agency staff and directors, outside agencies, the media, and general public. (4 – Health related Outreach)
2. Oversee and/or establish and maintain outreach contacts with related agencies, groups, businesses and individuals. (4 – Health related Outreach)
3. Reviews Federal grants, contracts and agreements to ensure the provision of appropriate services to the community. (12 & 13 - Health related Contract Administration)
4. Guides analysis of the current and potential impact of State and Federal administrative and legislative policy proposals on County medical, mental health, and alcohol and drug services, and the populations they serve, including Medi-Cal. Coordinates development of County policy and planning for program changes in response to State and Federal changes, including Medi-Cal. (15 & 17 – Health related Program Planning and Policy Development)
5. Provides consultation to Agency departments, other county departments, and regional, and state entities regarding policy issues and problems impacting health care services, including Medi-Cal. (15 & 17 – Health related Program Planning and Policy Development)
6. Responsible for guidance and coordination of Agency-wide data gathering and analysis to assess impact of Federal and State policy changes on health care for County populations, including Medi-Cal. (15 & 17 – Health related Program Planning and Policy Development)
7. Coordinates Agency-wide assessment of gaps in and changed needs for services; works with Agency departments regarding maximizing Medi-Cal participation and strategizing alternatives; actively participates and provides leadership in community and statewide planning and policy development activities. (15 & 17 – Health related Program Planning and Policy Development)
8. Represents Agency in collaborative efforts with other health care and County departments to provide interagency linkages and integration between provision of health, social and related services, including Medi-Cal. (15 & 17 – Health related Program Planning and Policy Development)
9. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19)
10. Attends training related to the performance of MAA. (19)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (printed)