



COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES

CAREER OPPORTUNITY

CHIEF OPERATIONS OFFICER, HARBOR - UCLA MEDICAL CENTER

COUNTY TITLE:
**DEPUTY, MANAGEMENT PROGRAMS, HEALTH
SERVICES (UNCLASSIFIED)**

FILING PERIOD BEGINS:
MARCH 11, 2025
UNTIL THE NEEDS OF THE DEPARTMENT ARE MET

ANNUAL SALARY:
\$176,297.52 - \$274,178.64

LOCATION: HARBOR - UCLA MEDICAL CENTER
1000 W. CARSON ST, TORRANCE, CA 90502

OPEN TO ALL INTERESTED AND QUALIFIED CANDIDATES

ABOUT US

The Los Angeles County Department of Health Services (DHS) is the second largest municipal health system in the nation. Through its integrated system of 25 health centers and four hospitals – and expanded network of community partner clinics –DHS annually provides direct care for 600,000 unique patients, employs over 23,000 county employees, and has an annual budget of over \$6.9 billion.

Through academic affiliations with the University of California, Los Angeles (UCLA), the University of Southern California (USC), and the Charles R. Drew University of Medicine and Sciences (CDU), DHS hospitals are training sites for physicians completing their Graduate Medical Education in nearly every medical specialty and subspecialty. In addition to its direct clinical services, DHS also runs the Emergency Medical Services (EMS) Agency and the County's 911 emergency response system. In addition, DHS manages our Community Programs, which includes Housing for Health and the Office of Diversion and Re-entry, each with a critical role in connecting vulnerable populations, including those released from correctional and institutional settings to supportive housing. For additional information regarding DHS please visit www.dhs.lacounty.gov.

ABOUT HARBOR - UCLA

Harbor - UCLA Medical Center (Harbor - UCLA) is nationally recognized for the quality of its services. It is a 594-bed hospital with an average daily census of 360 patients and a workforce of over 7,000 employees, including doctors, nurses, therapist, technologies, technicians, and contracted workforce. The Medical Center is a designated Level I Trauma Center, a kidney transplant center, and provides a full range of specialty medical services to residents of the southern portion of the Los Angeles County.

Harbor-UCLA is affiliated with the David Geffen School of Medicine at UCLA and has over 40 Accreditation Council for Graduate Medical Education (ACGME) and non-ACGME training and fellowship programs. Additionally, Harbor - UCLA is closely affiliated with the Los Angeles Biomedical Institute (LABioMed), an organization that conducts research in specialized areas such as cardiology, oncology, reproductive endocrinology, respiratory, physiology, neonatology, maternal-fetal medicine, and other areas closely associated to the medical series at the Medical Center. Harbor - UCLA is also affiliated with the Medical Foundation, Inc. (MFI), a non-profit organization that supports the faculty office practice, faculty referral center, physician services billing, and collections. MFI directly supports faculty salaries, and its non-profit status is related to supporting research (LABioMed) and physician training (Chief Medical Officer's Office) on the campus Harbor-UCLA Medical Center campus.



Excelling in patient-centered care,
medical education and research

Providing care to the Southwestern Los Angeles County region
since 1946.



OVERVIEW

The Deputy, Management Programs, HS serves as the Chief Operations officer at Harbor-UCLA. The position executes and implements the strategic plan, and operational initiatives to support efficient processes, continuous organization improvement, and high reliability consistent with the Organization's mission, vision and strategic direction.

This position is unclassified (at-will) and reports to the Chief Executive Officer (CEO) at Harbor – UCLA and is responsible for the day-to-day operations of the hospital. The COO assists in the implementation of strategic objectives and ensures smooth and efficient hospital operations. This position is distinguished by its executive and administrative responsibility to support the CEO.

EXAMPLES OF DUTIES

Duties for the Deputy, Management Programs, HS include but are not limited to:

- Participates as a key member of the Harbor - UCLA Medical Center Executive Leadership team in ensuring the effective operation of the organization through the formulation of plans, policies, procedures, budgets, programs, goals, and objectives to meet the needs of the patients and community.
- Actively participates in the development and achievement of key strategic goals and objectives within the organization which are aligned to the Department at large.
- Ensures all activities meet the organization's needs related to quality and patient safety and maintains full accreditation and licensure by all regulatory agencies.
- Maintains positive labor/management partnership through effective communications and collaboration.
- Ensures that the hospital operations supports, maintain, and promote a positive patient experience.
- Serves as a role model in building a team and an organization that will be responsible and accountable for achieving the mission and financial/operational objectives of the hospital.

QUALIFYING EDUCATION & EXPERIENCE

EDUCATION

Graduation from an accredited* college or university with a Bachelor's degree.

*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 American Universities and Colleges and International Handbook of Universities are acceptable references

EXPERIENCE

OPTION I: Five (5) years of experience as an administrator or associate administrator at the level of County of Los Angeles class of Associate Hospital Administrator II** or higher of a joint commission accredited hospital of at least 100 beds or a health system.

***Associate Hospital Administrator II in the County of Los Angeles is defined as: Assists a high level Administrator in the direction and administration of a large hospital.*

OPTION II: Five (5) years of experience as an administrator or associate administrator overseeing at least 500 employees.

PHYSICAL CLASS

2 - Light

LICENSE REQUIREMENT

A valid California Class "C" driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related functions.



DESIRABLE QUALIFICATIONS

- Master's degree or higher from an accredited college or university in Hospital Administration or Business Administration.
- Demonstrated expertise in quality and performance improvement.
- Demonstrated commitment and experience in equity, diversity, inclusion, and anti-racism.
- Demonstrated alignment with the organization's mission.
- Experience in integrated health care systems and understanding of complex healthcare operations.
- Experience developing and articulating a strategic vision in response to operational challenges and experience obtaining broad-based consensus and support for the implementation of the organizational vision.
- Experience interacting with elected and public officials, medical and other professional personnel, employee unions, advocacy groups, external organizations and the general public.
- Experience leading and motivating physicians, nurses and other employees to develop and implement problem-solving strategies that are consistent with the overall strategic goals and objectives of the organization.
- Experience with and knowledge of federal, State, and local statutes, ordinances and regulations regarding healthcare administration and the provision of services.

COMPENSATION & BENEFITS

ANNUAL SALARY: \$176,297.51 - \$274,178.64

The successful candidate may be appointed to any salary within the range, depending on qualifications. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP) and is compensated at the MAPP Range of R15.

BENEFITS

The County provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan:** The successful candidate will participate in a contributory defined benefit plan. The Los Angeles County Employee Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.
- **Cafeteria Benefit Plan:** The County provides a tax-free contribution of 14.5% to 17% of the employee's monthly salary from which to purchase health insurance and other benefits. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the Megaflex plan include medical, dental, disability, life, and AD&D insurance. (Megaflex is not available to County employees who are currently in Flex.)
- **Flexible Spending Accounts:** Optional employee tax-free health care spending account. Employees may contribute up to \$200 per month tax-free to a Health Care Spending Account and up to \$400 per month tax-free to a Dependent Care Spending Account.
- **Savings Plan (401k):** Optional tax-deferred income plan that may include a County matching contribution up to 4% of the employee's salary.
- **Deferred Compensation Plan (457):** Optional tax income plan that may include a County matching contribution up to 4% of employee's salary.
- **Non-Elective Days:** up to 80 paid hours per year with the option to buy elective annual leave days. Annual leave can be used for vacation, sick, or personal leave.
- **Holidays:** Average of 12 to 13 paid days per year.

SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted for consideration. **NOTE: Appointment to this position is contingent upon the satisfactory completion of background and reference checks.**

HOW TO APPLY

Qualified candidates are invited to submit a statement of interest and resume. The statement of interest should include details of special qualifications and a record of accomplishments. Resumes must include the following:

1. Names of schools, colleges, or universities attended, dates attended, and degrees earned with field(s) of study. Please enclose copies of degree(s), licenses, and certificates together with the resume.
2. For each organization and program managed please include:
 - The name of each employer, titles held, and dates of employment.
 - Size of organization and budget information for programs managed.
 - Number of and composition of personnel supervised.
 - Scope of management responsibilities and functions managed.
3. Sufficient information to determine if candidate experience meets the Qualifying Education & Experience Requirements sections of this recruitment announcement.

All submitted information will be reviewed and evaluated as received. Please email your statement of interest and resume materials to:

Annie Hsu, Executive Recruiter
DHS - Recruitment & Exams Office
Email: ahsu3@dhs.lacounty.gov

AN EQUAL OPPORTUNITY/ADA EMPLOYER