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| **VENTURA COUNTY, HEALTH CARE AGENCY INVITES APPLICATIONS FOR:**   |  |  |  | | --- | --- | --- | | Shape  Description automatically generated with medium confidence | **Program Administrator II - VCMC Residency Program** **0623HCA-21AI (MA)** |  |   *An Equal Opportunity Employer* |
| |  |  |  | | --- | --- | --- | | **SALARY RANGE (approximate)** | | | | $33.50 - $46.90 Hour | $5,805.85 - $8,128.98 Monthly | $69,670.16 - $97,547.79 Annually |   This posting is for the Ventura County Health Care Agency;  vacancy location is Ventura.  **POSITION INFORMATION**  Under general direction from the Program Director, the Program Administrator shall function in collaboration with the Program Director in the daily operations, leadership, and future planning of the residency program.  The Program Administrator shall lead the medical education staff in assisting the core faculty in their duty to oversee and educate the VCMC Family Medicine residents, oversee direct day-to-day operations of medical education department to ensure appropriate prioritization and timely completion of responsibilities, and identify and evaluate methods for improving workflows and effectiveness.    **EDUCATIONAL INCENTIVE:**  Some positions may be eligible for educational incentive.  This incentive may be 2.5%, 3.5%, or 5% for incumbents in eligible positions based on completion of an Associate's, Bachelor's, or Master's degree that is not required for the classification.  **BILINGUAL INCENTIVE:**   Some positions may be eligible for bilingual incentive depending on the applicable memorandum of agreement and the needs of the department.  In order to qualify for this incentive, incumbents in eligible positions must take and pass the applicable bilingual fluency exam.  **DEPARTMENT/AGENCY:**  Health Care Agency - VCMC Residency Program  Program Administrator II is a Management classification and is not eligible for overtime compensation.  Incumbents in this classification are eligible for benefits at the MB4 level.  The eligible list established from this recruitment may be used to fill current and future Regular (including Temporary and Fixed-term), Intermittent, and Extra Help vacancies**for this position only.**There is currently one (1) Regular vacancy.  **TENTATIVE SCHEDULE**  **OPENING DATE:**  October 19, 2021                                                         **CLOSING DATE:**  Continuous and may close at any time; therefore, the schedule for the remainder of the process will depend upon when we receive a sufficient number of qualified applications to meet business needs.  **EXAMPLES OF DUTIES**  Duties may include, but are not limited to the following:   * Maintains ACGME online database in real-time and update comprehensively in advance of annual reporting and site visits; * Assists in preparation for site visits; * Coordinates Program Evaluation Committee to comply with ACGME requirements; * Provides support to the faculty for curriculum, scheduling, evaluations, certificates of completion, etc. for the functions of the residency program; * Provides administrative support to the Designated Institutional Official (DIO) to ensure ACGME Institutional Accreditation, normal activities of the Graduate Medical Education Committee (GMEC); prepares minutes of the GMEC and reports them to the Hospital Administration; * Oversees residency recruitment campaign; * Coordinates annual selection committee process; * Communicates with incoming residents  regarding onboarding process and assists new residents in their relocation process; * Works collaboratively with chief residents to establish academic year schedule and prepares rotation schedule; * Serves as liaison between off-campus educational entities (i.e. Ventura College Student Health, Planned Parenthood, etc.) to ensure that schedules are distributed, contracts are signed, and necessary documentation is updated; * Ensures that residents obtain training certifications, postgraduate training license and DEA in the timeframe required by the Medical Board of California and ensures training certifications are maintained throughout residency; * Assists residents with exit process and schedules exit interviews with Program Director prior to graduation; * Maintains contracts and program letters of agreement between VCMC and the students' home institutions; * Selects, supervises, motivates, counsels and evaluates the performance of assigned staff.  Provides for appropriate staff training and certification requirements and implements disciplinary action as appropriate; and * Performs other related duties as required.   **TYPICAL QUALIFICATIONS**  These are entrance requirements to the exam process and assure neither continuance in the process nor placement on an eligible list.  **EDUCATION, TRAINING, and EXPERIENCE**  Considerable administrative support experience coupled with considerable experience in the related field to the assigned program which demonstrates possession of and competency in technical knowledge of the program area.  The required knowledge, skill and abilities can be obtained by considerable experience supervising/managing a residency program.  These requirements are demonstrated by:   * Bachelor's degree in public health, public policy, public administration, social work, education or a related field **AND** * Two (2) to four (4) years of increasingly responsible experience on the day-to-day operations of a residency program * A minimum of two (2) years of experience supervising staff in a medical education department   **NECESSARY SPECIAL REQUIREMENTS**   * Must have experience in residency accreditation requirements with ACGME. * Must have experience in residency recruitment and matching. * Must have experience in resident licensing and certification requirements.   **DESIRED**   * Bachelor's degree in Health Care Administration or other related field.   **Knowledge, Skills, and Abilities** Working knowledge of: the principles and techniques of program management, budgetary preparation and analysis, fiscal management, organization and staffing, administrative application of data processing, public relations, and personnel administration as applicable to allocated level and program; principal techniques and methods applicable to assigned program.  Ability to: analyze administrative and fiscal problems, prepare a variety of reports and recommendations, speak effectively in public, and plan, organize, and supervise the work of others.  **RECRUITMENT PROCESS**  **FINAL FILING DATE**:  This is a continuous recruitment and may close at any time; therefore, apply as soon as possible if you are interested in it.  Your application must be received by County of Ventura Human Resources in Ventura, California, no later than 5:00 p.m. on the closing date.  To apply online, please refer to our website at [www.ventura.org/jobs.](http://www.ventura.org/jobs)  If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials and submit them to County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.  **Note to Applicants:**  It is essential that you complete all sections of your application and supplemental questionnaire thoroughly and accurately to demonstrate your qualifications.  A resume and/or other related documents may be attached to supplement the information in your application and supplemental questionnaire; however, it/they may not be submitted in lieu of the application.  **SUPPLEMENTAL QUESTIONNAIRE – qualifying:**All applicants are required to complete and submit the questionnaire for this exam AT THE TIME OF FILING.  The supplemental questionnaire may be used throughout the exam process to assist in determining each applicant's qualifications and acceptability for the position.  Failure to complete and submit the questionnaire may result in the application being removed from consideration.  **TRAINING & EXPERIENCE EVALUATION** **– 100%:**A Training and Experience Evaluation (T&E) is a structured evaluation of the job application materials submitted by a candidate, including the written responses to the supplemental questionnaire. The T&E is NOT a determination of whether the candidate meets the stated requirements; rather, the T&E is one method for determining who are the better qualified among those who have shown that they meet the stated requirements. In a T&E, applications are either scored or rank ordered according to criteria that most closely meet the business needs of the department. Candidates are typically scored/ranked in relation to one another; consequently, when the pool of candidates is exceptionally strong, many qualified candidates may receive a score or rank which is moderate or even low resulting in them not being advanced in the process.      **NOTE*:*** In a typical T&E, your training and experience are evaluated in relation to the background, experience and factors identified for successful job performance during a job analysis. For this reason, it is recommended that your application materials clearly show your relevant background and specialized knowledge, skills, and abilities. **It is also highly recommended that the supplemental questions within the application are completed with care and diligence providing all information requested.** Examinees must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.     If there are three (3) or fewer qualified applicants, a T&E will not be conducted. Instead, a score of seventy percent (70%) will be assigned to each application, and each applicant will be placed on the eligible list.  Applicants successfully completing the exam process may be placed on an eligible list for a period of one (1) year.  **Lateral Transfer Option**: If presently permanently employed in another "merit" or "civil service" public agency/entity in the same or substantively similar position as is advertised, and if appointed to that position by successful performance in a "merit" or "civil service" style examination, then appointment by "Lateral Transfer" may be possible.  If interested, please click [here](http://vcportal.ventura.org/CEO/HR/docs/Lateral_Transfer.pdf) for additional information.  **BACKGROUND INVESTIGATION:**  A thorough pre-employment, post offer background investigation which may include inquiry into past employment, education, criminal background information and driving record may be required for this position.   For further information about this recruitment, please contact Michelle Antonetty via email at [michelle.antonetty@ventura.org](mailto:michelle.antonetty@ventura.org) or by telephone at (805) 677-5153. |

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| **Program Administrator II - VCMC Residency Program Supplemental Questionnaire** | |
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| Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process. | |
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| 1. | Do you possess a bachelor's degree or its equivalent in public health, public policy, public administration, social work, education or a related field? |
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| 2. | Do you possess Two (2) to four (4) years of increasingly responsible experience of the day-to-day operations of a residency program? |
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| 3. | If you responded "yes" to the previous question, please indicate the position(s) where you gained this experience. Provide the name the employer and your position title. If you responded "no" to the previous question, please enter "N/A" in the text box below. |
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| 4. | Do you possess at least two (2) years of experience supervising staff in a medical education department? |
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| 5. | If you responded "yes" to the previous question, please describe your supervision experience. Please include:   The number of staff you have supervised   The job titles or functions you supervised   Your experience training staff   Your experience writing performance evaluations and issuing discipline  If you do not possess this work experience, please enter "N/A" in the text box below. |
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| 6. | Please describe your experience in residency accreditation requirements with ACGME. If you do not possess this experience, please enter "N/A" in the text box below. |
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| 7. | Please describe your experience in residency recruitment. If you do not possess this experience, please enter "N/A" in the text box below. |
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| 8. | Please describe your experience in resident licensing and training certifications. If you do not possess this experience, please enter "N/A" in the text box below. |
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| 9. | Please describe any managerial experience you have working in a residency program in which you took on an active leadership role. If you do not possess this experience, please enter "N/A" in the text box below. |