



SHERIFF'S MEDICAL SERVICES ADMINISTRATOR

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT

ANTICIPATED HIRING RANGE: \$165,000 - \$175,000 ANNUALLY
EXCELLENT BENEFITS PACKAGE



THE POSITION

The San Diego Sheriff's Department is accepting applications and résumés for the position of **Sheriff's Medical Services Administrator**. Under the direction of an Assistant Sheriff, this position is responsible for recommending, formulating, and implementing policies that provide comprehensive, integrated, and cost-effective health services to inmates in Sheriff's detention facilities.

Key responsibilities of this position include:

- Formulates and implements policy and procedures relating to all aspects of health care and services provided to inmates in Sheriff's detention facilities
- Provides direction to all County and contracted professional, technical, and support staff to ensure compliance with State law
- Reviews, investigates, analyzes, and recommends policies, procedures, services, and other changes to minimize complaints and claims of inadequate medical care against the County by persons in custody
- Facilitates integrated and comprehensive medical services in conjunction with medical records, dietary, laundry, and housekeeping operations
- Negotiates and finalizes program/service contracts; monitors, records, and evaluates the performance of contractors

DETENTION SERVICES BUREAU

The San Diego County Sheriff's Department has the legal obligation to care for persons held in County custody. The department operates a system of seven detention facilities throughout San Diego, with a combined average daily population of more than 5,000 inmates. In addition to booking, classifying, housing, and releasing approximately 100,000 inmates per year, the department provides a wide array of quality services including medical, mental health, food, counseling, recreation, religious, education and job training services.



SAN DIEGO COUNTY SHERIFF'S DEPARTMENT

The San Diego County Sheriff's Department enhances the quality of life for residents and visitors by providing the highest quality safety services in an effort to make San Diego the safest urban county in the nation. Along with patrol and investigative operations, the Sheriff's Department provides air support, search and rescue operations, forensic support for the San Diego region, operates seven detention facilities, and provides security to nine courthouses.

The Department is one of the largest Sheriff's departments in the nation with an annual operating budget of \$1.1 billion and 4,695 full time employees.

For more information, please visit the San Diego County Sheriff's Department website at www.sdsheriff.gov.

MINIMUM QUALIFICATIONS

APPLICANTS MUST POSSESS THE FOLLOWING:

A bachelor's degree from an accredited U.S. college or university, or certified foreign studies equivalency AND three (3) years of experience that demonstrates the ability to perform the essential functions of the classification OR, a combination of experience and/or education as stated above.



THE IDEAL CANDIDATE



This is a challenging opportunity for an exceptionally qualified and highly motivated individual with strong management perspective in the area of healthcare management.

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

- Leadership experience working with unions, physician (independent contractor) groups, and larger community health agencies
- Knowledge of policies and practices that support diversity, inclusion, and cultural competency to advocate for the community as well as the Department
- Experience in correctional healthcare
- Knowledge of County budgets and procurement processes
- A master's degree in healthcare administration or a related field is highly desirable
- At least five years of practical experience in healthcare management is preferred



SALARY & BENEFITS

COMPENSATION

Anticipated hiring range: \$165,000 - \$175,000 Annually.

Salary placement is dependent upon the qualifications of the selected candidate

BENEFITS

- 15 days of paid vacation, 13 days of paid sick leave, and 14 paid holidays
- Medical, dental, and vision insurance plans
- Flexible Credits starting at \$452.50 each pay period, based on the selected level of medical coverage
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Deferred Compensation Program 457 and 401(a) plans
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, visit www.sdcera.org
- May be eligible for relocation allowance up to \$10,000
- View the detailed Benefit Plan for [Unclassified Management \(UCL\)](#)



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.



The County of San Diego and its employees embrace the vision of: a just, sustainable, and resilient future for all. Our values include: integrity, equity, access, belonging, excellence, and sustainability. Each of which are infused throughout our operations. While also embracing a mission of strengthening our communities with innovative, inclusive, and data driven services through a skilled and supported workforce. Click [here](#) for more information on our [Strategic Plan \(sandiegocounty.gov\)](http://sandiegocounty.gov) as well as our commitment to serve everyone, to build a [Framework for the Future](#) that will create a County that works for all.

HOW TO APPLY

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

1. Complete the online application at www.sandiegocounty.gov/hr; select Current Job Postings, Job Number 22099302U.
2. Attach your résumé at the Attachments step of the online application. Résumés should include academic degrees held, dates of service, areas of experience, levels of responsibility, reporting structure, key duties performed, and number of direct reports or staff.
3. Attach a copy of your college degree, final transcripts, or foreign studies equivalency certificate (if education was obtained outside of the U.S.).

Résumés will be screened in relation to the criteria outlined in this brochure. Candidates deemed to possess the most relevant qualifications will be referred to the hiring department for further evaluation. Candidates who are selected to move forward in the selection process will be contacted directly by the hiring department.

This recruitment closes on April 8, 2022. **A first review of résumés will be held during the week of March 21, 2022. Interested candidates are encouraged to apply as soon as possible for consideration.**

SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable a qualified individual with disabilities to perform the essential functions of a job, on a case-by-case basis.

CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Darah Frondarina, Senior Executive Recruiter, Department of Human Resources at Darah.FronDarina@sdcounty.ca.gov.

Questions about the position may be directed to Billie Jean Tamayo, Group Human Resources Director for the Public Safety Group, at BillieJean.Tamayo@sdcounty.ca.gov.

