



Stanislaus County  
now offers an employee  
bonus worth up to  
**\$10,000 or 21  
additional days of  
leave time!\***

\*See inside for details

# Assistant Medical Director Health Services Agency

**\$180,086 - 270,108 Annually**

This is a continuous recruitment. We encourage you to apply immediately as this recruitment may close at any time.



# THE POSITION

Working under the direction of the Medical Director of the Health Services Agency, the Assistant Medical Director at each ambulatory care clinic will play a key role in ensuring that the organization's mission, goals, and values are supported and implemented by the clinical staff. The Assistant Medical Director will ensure that medical practices are in place to support high quality, cost-effective and efficient clinical services at the clinic. The individual will oversee and supervise all licensed providers and ensure that the medical program's clinical goals and measures are met at the clinic. The Assistant Medical Director will consult with the Medical Director and other County Leadership to identify program needs, supports and resources. The Assistant Medical Director will maintain positive cooperative working relationships with other departments.

HSA holds strongly to its vision of "Healthy People in a Healthy Stanislaus" by developing its services with the community in ways that support the needs of the public

## 5 Reasons to choose Health Services Agency as your workplace:

Health Services Agency is  
committed to supporting  
community health!

### ***Make a difference in the community***

Working at a Health Services Agency clinic will provide you with an opportunity work with an incredible and committed team who genuinely cares about our community and strives to provide top quality healthcare.

### ***Build community partnerships and friendships through collaboration***

Working in a clinic, you learn from many community agencies, healthcare partners, and education systems that combine resources to make a positive impact serving Health Services Agency patients.

### ***Current employees shared that it's a great place to work!***

Caring and compassionate co-workers, positive work culture, growth opportunities, and great job security.

### ***Grow your skills and be innovative***

Working at Health Services Agency offers many opportunities for professional growth in healthcare and community engagement. You will have opportunities to learn about current issues such as health and racial equity, healthcare trends, and community partnerships.

### ***Be part of something bigger***

Whether working with individuals or part of a team, you will be making an important impact on our community members of all ages and backgrounds from pediatric to senior patients.



## THE TYPICAL TASKS

- Responsible for the implementation of medical guidelines and clinical protocols that are in compliance with national standards and federal and state regulatory agencies.
- Leads medical oversight of utilization management, quality, and continuous process improvement at the clinic.
- Serves as Lead Clinician, provides direct patient care, and supervises all MDs, APCs, LCSWs.
- Consults with clinicians, ensures continuous communication, resolution of issues, appropriate coaching, and provides direction as needed on appropriate medical management of patients.
- Works in partnership and as the clinical counterpart to the Clinical Director to ensure efficient, patient-centered clinical operations.
- In partnership and under direction with the Medical Director, assists in the planning, implementation, administration and evaluation of all clinical programs and services.
- Works with the Director of Quality to monitor and ensure clinical quality and create and implement improvement plans when necessary.
- In collaboration with Risk Management, reviews, investigates, and resolves patient complaints.
- Supervises onboarding and ongoing training of clinical staff for medical standards and guidelines, new or changed protocols, devices, or equipment.
- Ensures incident reporting is done in a timely manner.
- In conjunction with Human Relations and the Medical Director, participates in the recruitment of clinical staff.
- Leads regularly scheduled meetings with licensed staff to ensure that clinic operations support population health goals.
- Ensures compliance of licensed provider staff with the HSA mission and County policies as they relate to medical care.
- Provides advice and recommendations to the Medical Director on utilization of HSA's clinical resources and medical issues at the clinic.
- Works in collaboration with other departments as needed.

## MINIMUM QUALIFICATIONS

### SKILLS/ABILITIES

- Speaking
- Critical Thinking
- Active Listening
- Management of Personnel Resources
- Service Orientation
- Systems Evaluation
- Instructing
- Negotiation
- Management of Financial Resources
- Learning Strategies

### KNOWLEDGE

- Administration and Management
- Administrative
- Law and Government
- Personnel and Human Resources
- Medicine

# EDUCATION & EXPERIENCE

- Medical Degree, Board Certified in Family Practice, Pediatrics or Internal Medicine from an accredited university; AND
- Two (2) or more years of post-residency experience in primary care clinical setting providing direct patient care; Experience to include patient care management, working knowledge of CPT and ICD-10 coding, formulary and authorization rules and requirements; AND
- Possession of a valid California medical license or eligible for a valid California Physician license.

***Interested in learning more about Health Services Agency?***

*Scan the QR code or visit [www.schsa.org](http://www.schsa.org)*



## DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening may focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application

- Minimum of one (1) year in a similar management position with Quality Management background; AND
- Qualify for or maintain active status on the medical staff of a community hospital

Proof of education will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209) 558-7192 to make other arrangements by application deadline. Failure to submit proof will result in disqualification.

# QUICK GUIDE TO APPLYING

## APPLICATION PROCESS



Find the  
Right Job



Update Your  
Application



Submit Your  
Application



Wait for  
Processing



Receive Notice of  
Application Status

## APPLICATION BEST PRACTICES

### BE COMPLETE

We screen for qualifications based on the information provided on your application, not on your resume. **Please make sure all relevant experience is listed within the body of your application.**

### BE DETAILED

Connect your professional experiences to the job's knowledge, skills and abilities. **Share your work history and how it relates to the minimum qualifications of the position.**

### UPDATE YOUR APPLICATION

Take the time to review and update your application each time you apply for a new position. **Ensure that your employment dates are correct and that any relevant skills or experiences are listed.**

### ATTACH SUPPORTING DOCUMENTS

Attach any required supporting documentation listed in the Minimum Qualifications. **Not submitting that typing certificate or proof of education could be the reason you are disqualified!**

### HIGHLIGHT DESIRABLE QUALIFICATIONS

If there are desirable qualifications listed, they may influence the screening process. **Detail how you meet both minimum qualifications and desirable qualifications in the duties section of your application.**

## COMMON MISTAKES TO AVOID

### WRITING "SEE RESUME"

Relying on your resume instead of completing the application can hurt your chances. **Be sure to fill out all sections and attach proof of education when required, as resumes alone don't provide the details needed to evaluate your qualifications.**

### OUTDATED OR MISSING REFERENCES

Submitting old contact information or leaving references blank can delay the reference check process. **Include current, reachable contact information for all references.**

### INCLUDING TOO MUCH OR UNRELATED INFO

Adding long paragraphs or unrelated experiences can make your application unclear. **Keep your application clear, concise, and focused on relevant qualifications.**

### ASSUMING COMPUTERS SCREEN APPLICATIONS

Believing that a computer or automated system selects qualified candidates is a common misconception. **All applications are reviewed by trained recruitment analysts, so make sure your experience is clearly detailed.**



STANISLAUS  
COUNTY HUMAN  
RELATIONS

Take Your Place.



# JOIN OUR TEAM and receive a bonus worth UP TO \$10,000!

or 21 additional days of leave time!\*

\*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE NEW EMPLOYEES TO RECEIVE A BONUS WORTH  
\$5,000 - \$10,000 OVER THREE ANNUAL INSTALLMENTS

**YOU CHOOSE:**  
One month's worth of



## Cash Payout

Redo that kitchen  
or paydown debt.

*It's all yours.*



## Leave Time

Take a little extra time  
off and enjoy yourself.

*You've earned it.*



## Deferred Compensation

Reduce some taxable  
income and receive it later.

*Why not?*



Scan the QR code with a camera  
app to watch the Employee Choice  
Bonus Plan video!



STANISLAUS  
COUNTY HUMAN  
RELATIONS

Take Your Place.



clubwellness  
myclubwellness.org

# Employee Choice Bonus Plan

## UNDERSTANDING THE DETAILS



### JOIN OUR TEAM BY JUNE 30TH, 2026 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow those hired full-time on or before June 30, 2026, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



#### Option 1 BONUS CASH PAYMENT

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



#### Option 2 BONUS LEAVE TIME

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



#### Option 3 BONUS DEFERRED COMPENSATION CONTRIBUTION

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



### Eligibility for Employee Choice Bonus Plan

- To receive each payment, you must be hired as a new full-time employee, and be active both on the vesting date and during the pay period in which the payment is issued.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2026, are eligible to receive future payments in accordance with their new hire date.



Take Your Place.

## COMPENSATION & BENEFITS

### Approximate Annual Base Salary: **\$180,086 - 270,108 Annually**

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- County paid Deferred Compensation at 1.5% of base salary
- Two weeks annual vacation upon entering County service
- 32 additional vacation hours annually
- 56 hours administrative/management leave per year (does not carry over)
- 96 hours of sick leave annually
- 12 paid holidays annually
- \$900 annual Professional Development reimbursement
- Car allowance
- Moving allowance
- Disability protection
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

Details available upon request.

## RECRUITMENT INCENTIVES:

### **Employee Choice Bonus Plan:**

Stanislaus County now offers an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit [stanjobs.org](http://stanjobs.org) for details.

### **Career Ladders:**

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization—from Accounting to Public Safety to IT.

### **Learning Institute:**

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

## WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



## **CLASSIFICATION INFORMATION**

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered "at-will" and is designated Management for labor relations purposes.

The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

## **APPLICATION PROCEDURES/FINAL FILING DATE: Continuous but may close at any time.**

### **Oral Examinations are tentatively scheduled on a continuous basis.**

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

### **Resumes will not be accepted in lieu of a completed application.**

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

## **RECRUITMENT ACCOMMODATIONS**

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

## **GENERAL QUALIFICATIONS**

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

## **APPLICATION AND/OR EXAMINATION APPEAL RIGHTS**

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

## **DISCLAIMER**

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.