Director of Human Resources

1. Partner with leadership team to develop sound understanding of goals and strategies of the Agency. (15 & 17 – Health related Program Planning and Policy Development)

2. Identify problems, review related information, develop and evaluate options and implement solutions. (15 & 17 – Health related Program Planning and Policy Development)

3. Review and make recommendations to leadership on improvement of Agency policies, procedures and practices. (15 & 17 – Health related Program Planning and Policy Development)

4. Communicate changes in agency personnel policies and procedures and ensure proper compliance is followed. (15 & 17 – Health related Program Planning and Policy Development)

5. Plan, develop, deliver and evaluate various training initiatives to develop agency-wide leaders. (15 & 17 – Health related Program Planning and Policy Development)

6. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)

7. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink) ___________________________  Date ___________________________

Employee Name (printed) ___________________________________________