



Los Angeles County Supervisor

**HILDA L. SOLIS**

First District • Chair Pro Tem

## Job Announcement

### **HEALTH DEPUTY**

The Office of Los Angeles County Supervisor Hilda L. Solis has an immediate opening for a full-time Health Deputy.

Supervisor Solis is proud to serve LA County's First District, which is home to two million residents, across 246 square miles, in diverse communities, from unincorporated East Los Angeles and Valinda, MacArthur Park to Eagle Rock, and South Gate to Pomona. The candidate must be community-oriented and have an interest in policy that improves the quality of life for residents of LA County, particularly First District constituents.

The Health Deputy will collaborate with Supervisor Solis' District staff, as well as county departments, other Board offices, cities within the district, constituents, labor partners, community groups, commissions, and other stakeholders to advance policy initiatives aligned with the Supervisor's agenda. The Health Deputy will be central to the First District's COVID-19 pandemic response and, accordingly, will be heavily involved in taking action to limit further infection in LA County and address the significant health crisis and racial disparities in health care in First District communities. The Health Deputy will also work to realize the community's vision for a Restorative Care Village at the LAC+USC Medical Center, the County's flagship trauma hospital, and the former General Hospital in the First District.

The Deputy, at a minimum, will work with the following departments and entities:

- Department of Health Services
- Department of Public Health
- Department of Mental Health
- Health Agency
- Integrated Correctional Health Services
- Juvenile Court Health Services

The Deputy will be responsible for the following policy areas:

- Integrated Health Care Delivery Systems

- Public Health Care Programs, such as the Affordable Care Act, Medi-Cal, and My Health LA
- COVID-19 and Pandemic Response
- Environmental Health
- Acute Communicable Diseases
- Substance Abuse Prevention and Control
- HIV and STD Programs
- Health Care Programs for Children in Foster Care
- Chronic Diseases and Injury Prevention
- Violence Prevention and Intervention

The ideal candidate for the Health Deputy position must be able to work well under pressure and meet tight deadlines, be an effective leader as well as a team player, and thrive in a fast-paced and changing environment.

**This is a professional staff position that requires work hours beyond the normal work day and will include weekend and holiday work.**

Duties:

- Ensure the Supervisor is kept up-to-date and informed on policy matters;
- Develop solutions and recommendations for the Supervisor's consideration;
- Provide the Supervisor with thorough and thoughtful recommendations;
- Conduct policy research, draft and build support for motions that advance the First District's policy priorities;
- Monitor State and Federal policies that could benefit the residents of the First District and the region;
- Prepare board briefings and talking points;
- Staff the Supervisor at events;
- Assist communications team in preparing statements, talking points for media inquiries
- Prepare policy memos, talking points and other briefing documents;
- Develop relationships with key stakeholders;
- Work closely with LAC+USC Medical Center management;
- Attend department meetings, track board items and prepare briefing memos for the Board of Supervisor's weekly meeting;
- Work with the Legislative staff and the District staff to craft the best policy solutions for residents of the First District;
- Respond and refer constituent inquiries;
- Conduct site visits to various organizations to gain familiarity with the community; and,
- Represent the Supervisor at community meetings and district events.

Required Skills:

- Strong and effective communication skills, both written and oral;
- Commitment to equity, diversity and to serving under-resourced and underserved communities;
- Proven ability to address complex public health issues of significant consequence;

- Demonstrated understanding of integrated health care delivery systems and hospital operations;
- Knowledge of the Affordable Care Act and governmental and charitable health care programs such as Medi-Cal and My Health LA,
- Understanding of public health issues, health care disparities, and social determinants of health;
- Able to work both independently and as part of a team;
- Highly motivated and possessing a strong work ethic;
- Able to work on several projects or issues simultaneously and be able to pivot in evolving situations;
- Attentive to the details while focusing on the big-picture goals;
- Able to work with others to craft and advance comprehensive policy solutions on interrelated issues that benefit the community, such as poverty, racial inequities, criminal justice, domestic violence, immigration and environmental justice;
- Able to analyze policy issues and prepare concise briefing memos in a fast-paced environment; and,
- Familiarity with the First District.

Minimum Qualifications:

- Minimum of five years of experience in a public or private health care setting working with elected officials, government relations, or on behalf of healthcare advocacy organizations;
- Master's degree or equivalent or higher in Health Administration, Public Administration, Public Policy, or another related field; and
- A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

To Apply:

Please submit resume, writing sample, references and a short cover letter to Barbara Garcia at [firstdistrictjobs@bos.lacounty.gov](mailto:firstdistrictjobs@bos.lacounty.gov) with "Health Deputy" in the subject line. Interviews will take place on a rolling basis until the positions is filled.