



POSITION PROFILE

Project Manager

Rancho Cordova, California

September 5, 2017

POSITION SUMMARY

George Hills is seeking a Project Manager to assist in the expanding operation of our client, California Mental Health Services Authority (CalMHSA). CalMHSA is an Independent Administrative and Fiscal Government Agency focused on the efficient implementation of California mental health projects. CalMHSA is seeking a Project Manager to assist with their State Hospitals Program.

This position would be responsible for managing the day-to-day activities associated with the CalMHSA efforts to establish alternatives to State Hospitals to benefit and assist CalMHSA Members who participate and procure beds at State Hospitals (psychiatric hospital) as well as ongoing additional items. The candidate must have excellent writing skills, critical thinking, and problem solving skills. The candidate must be flexible, able to work independently, follow established time-lines, and manage multiple projects.

ABOUT George Hills

George Hills (George Hills) was founded in 1954 with the intention to revolutionize claims administration and JPA administration by creating a culture focused on innovation and excellent service. George Hills' culture of creative solutions and customer appreciation is maintained by hiring people with similar professional values and providing them with the state-of-the-art tools they need to deliver the superior service and reports that George Hills has become known for.

CalMHSA MISSION STATEMENT

The mission of CalMHSA is to provide member counties a flexible, efficient, and effective administrative/fiscal structure focused on collaborative partnerships and polling efforts in:

- Development and implementation of common strategies and programs to improve Behavioral Health of Californians
- Fiscal integrity, protections, and management of Programs
- Accountability of state, regional, and local levels



POSITION OVERVIEW

Under the direct supervision of the Chief Operations Officer, the Project Manager's responsibilities identified include, but not limited to the following:

1. Development of Alternative to State Hospitals (*summary only*):
 - Plan, oversee, and document activities related to developing an alternative to state hospitals for LPS and related services, a psychiatric hospital.
 - Develop project scope and objectives, including all relevant stakeholders.
 - Coordinate internal resources and third parties to execute to the project.
 - Coordinate with stakeholder counties regarding potential sites.
 - Coordinate with developer regarding project deliverables.
 - Coordinate with state, county, and local officials as it relates to permitting, zoning, licensing, entitlements, etc.
 - Research statutory, regulatory, and licensing requirements.
 - Develop strategies for stakeholder engagement.
2. Coordination of County/State Collaborative Meetings.
3. Act as primary liaison between CalMHSA, Counties and all State Departments.
4. Participates in studies of new and existing programs and special projects to determine feasibility, resolve problems and increase efficiency, including organizational, technical and fiscal research and analysis.
5. Develops recommendations; implements as directed and monitors changes.
6. Represents CalMHSA and Counties on committee, department and other meetings.
7. Custodian of Participation Agreement.
8. Oversight of State Hospital billings/collections to members.
9. Contract management.

Education and Experience

MA, MPA or MPH in a health related field preferred. 5-10 years' experience required, or an equivalent combination of education, work experience or military service may be sufficient to successfully perform the duties as described above.

Benefits

- Medical paid 75% for employee
- Dental, vision, long term disability and life insurance paid 100% for employee
- 15–20 days of PTO per year (dependent on length of service)
- 11 paid holidays
- 401K with employer match
- Employee Assistance Program for employee and dependents

Application Process

1. Submit a GH application with cover letter and resume to Laura Li, JPA Administrative Manager, at laura.li@georgehills.com —no walk-ins please.
2. Resumes will be reviewed by HR staff and the supervising manager.
3. Phone screenings will be conducted by HR staff.
4. One to two in person interviews will be conducted with the executive team.
5. Following the first interview, candidates may be asked to complete an assessment related to the position for which they are interviewing.

The purpose of this profile is to provide general information and assist potential candidates in determining interest in applying for this position. The information provided is not all-inclusive.