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7 Proposed Attorneys for Chapter 11 Debtor and  
8 Debtor In Possession

9  
10 UNITED STATES BANKRUPTCY COURT  
11 SOUTHERN DISTRICT OF CALIFORNIA

12  
13 In re:  
14 BORREGO COMMUNITY HEALTH  
15 FOUNDATION,  
16 Debtor and Debtor In Possession.

Case No. 22-02384-LT11

Chapter 11 Case

**EMERGENCY FIRST DAY  
MOTION OF DEBTOR FOR  
ENTRY OF ORDER SETTING  
INSIDER COMPENSATION**

**MEMORANDUM OF POINTS AND  
AUTHORITIES IN SUPPORT  
THEREOF**

[(I) Declaration of Isaac Lee in Support  
of Debtor’s First Day Motions and (II)  
Declaration of Isaac Lee in Support of  
Debtor’s Emergency Motion Regarding  
Insider Compensation filed  
concurrently herewith]

Judge: Honorable Laura S. Taylor  
Date: TBD  
Time: TBD  
Place: TBD

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**EMERGENCY FIRST DAY MOTION**

Borrego Community Health Foundation (the “Debtor”), the debtor and debtor in possession in the above-captioned Chapter 11 bankruptcy case (the “Case”), hereby moves, on an emergency basis (the “Motion”), pursuant to § 363(c) of title 11 of the United States Code (the “Bankruptcy Code”) and Appendix D-1(6) of the Local Bankruptcy Rules and Administrative Procedures (the “LBR”) of the United States Bankruptcy Court for the Southern District of California (the “Court”) for the entry of an order (substantially in the form attached hereto as **Exhibit “A”**) providing the Debtor with immediate authorization to pay, as obligations come due, its insiders their pre-petition salaries during this Case. In support of the Motion, the Debtor has separately filed the *Declaration of Isaac Lee, Chief Restructuring Officer of Borrego Community Health Foundation, in Support of Debtor’s Emergency First Day Motions* (the “Lee Declaration”) and the *Declaration of Isaac Lee, Chief Restructuring Officer of Borrego Community Health Foundation, in Support of Debtor’s Emergency First Day Motion Regarding Insider Compensation* (the “Lee Declaration Re Insider Compensation,” and, collectively with the Lee Declaration, the “Lee Declarations”).

**SUMMARY OF REQUESTED RELIEF**

The Debtor requests that the relief sought herein be granted on an emergency basis because it will suffer irreparable harm without the relief requested in this Motion. Without this relief, the Debtor’s insiders, who are integral to the Debtor’s business and reorganization effort would be unpaid, which would, undoubtedly, affect their ability to focus their efforts on the Debtor’s continued efforts to provide patient care and on the Debtor’s efforts to decide on a path forward in this Case.

1 Therefore, pursuant to Rule 9013-9 of the LBR, the Debtor requests that this Motion  
2 be heard on an emergency basis.<sup>1</sup>

3  
4 **ADDITIONAL INFORMATION**

5 The Motion is based on the Notice of Emergency Motions that will be filed  
6 and served after a hearing date for the Debtor’s “First Day Motions” has been  
7 obtained, the attached Memorandum of Points and Authorities, the Lee Declarations,  
8 and the arguments of counsel and other admissible evidence properly brought before  
9 the Court at or before the hearing regarding the Motion. In addition, the Debtor  
10 requests that the Court take judicial notice of all documents filed with the Court in  
11 this Case.

12 The Debtor will serve this Motion, the attached Memorandum of Points and  
13 Authorities, the Lee Declarations and the Notice of Emergency Motions in  
14 accordance with LBR 9013-9(d) and Appendix D1 of the LBR on: (i) the Office of  
15 the United States Trustee; (ii) any alleged secured creditors; (iii) the twenty largest  
16 general unsecured creditors appearing on the list filed in accordance with Rule  
17 1007(d) of the Federal Rules of Bankruptcy Procedure (the “Bankruptcy Rules”); (iv)  
18 the United States of America and the State of California; (v) parties that file with the  
19 Court and served upon the Debtor requests for notices of all matters in accordance  
20 with Bankruptcy Rule 2002(i); and (vi) the banks providing the bank accounts. To  
21 the extent necessary, the Debtor requests that the Court waive compliance with LBR  
22 Bankruptcy Rules 2002 and 6004(a), and approve service (in addition to the means  
23 of service set forth in such LBR) by overnight delivery and telephonic notice.

24 Pursuant to Appendix D-1(8) of the LBR, any party who opposes this  
25 Emergency First Day Motion must immediately notify the Bankruptcy Judge’s law  
26 clerk of its position by telephone at (619) 557-6750. No opposition may be filed to  
27

28 <sup>1</sup> Pursuant to LBR 9013-9(b), a separate motion for an expedited hearing is not required.

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1 an Emergency First Day Motion unless authorized by the Court.

2 In the event that the Court grants the relief requested by the Motion, the Debtor  
3 shall provide notice of the entry of the order granting such relief upon each of the  
4 foregoing parties and any other parties in interest as the Court directs. The Debtor  
5 submits that such notice is sufficient and that no other or further notice be given.

6 **WHEREFORE**, for all the foregoing reasons and such additional reasons as  
7 may be advanced at or prior to the hearing regarding this Motion, the Debtor  
8 respectfully requests that the Court enter an order ((substantially in the form attached  
9 hereto as **Exhibit “A”**)) providing for the Debtor to, with immediate authorization  
10 and as obligations come due, pay its insiders their pre-petition salaries during this  
11 Case.

12 Dated: September 12, 2022

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SAMUEL R. MAIZEL  
TANIA M. MOYRON

13 By /s/ Tania M. Moyron  
14 Tania M. Moyron

15 Proposed Attorneys for the Chapter 11  
16 Debtor and Debtor In Possession

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**MEMORANDUM OF POINTS AND AUTHORITIES**

**I.**

**INTRODUCTION**

Borrego Community Health Foundation (the “Debtor”), the debtor and debtor in possession in the above-captioned Chapter 11 bankruptcy case (the “Case”), seeks authority to pay its eight (8) insiders (the “Insiders”) their regular compensation. Each of the Insiders are integral to the Debtor’s efforts to maintain ongoing business operations; to preserve value for the Debtor, its stakeholders, and parties in interest; maintain the Debtor’s employees who are essential to patient care; and, most importantly, to protect the health and wellbeing of the approximately 94,000 patients who are being treated annually at the facilities operated by the Debtor.

**I.**

**JURISDICTION**

The Court has jurisdiction over this matter pursuant to 28 U.S.C. §§ 157 and 1334. This is a core proceeding pursuant to 28 U.S.C. § 157(b)(2). The venue of the Cases is proper pursuant to 28 U.S.C. §§ 1408 and 1409.

**II.**

**STATEMENT OF FACTS**

**A. GENERAL BACKGROUND**

1. On September 12, 2022 (“Petition Date”), the Debtor filed a voluntary petition for relief under chapter 11 of title 11 of the United States Code (the “Bankruptcy Code”).<sup>2</sup> Since the commencement of the case, the Debtor has been operating its business as debtor in possession pursuant to §§ 1107 and 1108 of the Bankruptcy Code.

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<sup>2</sup> All references to “§” or “section” herein are to the Bankruptcy Code, 11 U.S.C. §§ 101, *et seq.*, as amended.

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1           2.     To date, no official committee or examiner has been appointed by the  
2 Office of the United States Trustee in this Case.

3           3.     Additional background facts on the Debtor, including an overview of  
4 the Debtor's business, information on the Debtor's capital structure and additional  
5 events leading up to this Case, are contained in the Lee Declaration.

6 **B.   RELEVANT BACKGROUND TO MOTION**

7           4.     The Insiders and their respective titles and annual salaries are listed  
8 below:

| Name               | Title                             | Salary (\$) |
|--------------------|-----------------------------------|-------------|
| Rosemarie MacIsaac | Chief Executive Officer           | 429,000     |
| William Cummins    | Chief Financial Officer           | 150,000     |
| Corina Velasquez   | Chief Operating Officer           | 239,861     |
| Dana Erwin         | Chief Compliance Officer          | 265,000     |
| Douglas Habig      | Chief Legal Officer               | 325,000     |
| Dr. Kenneth Soda   | Chief Medical Officer             | 330,000     |
| David Baldwin      | Vice President of IT              | 230,000     |
| Brian Beck         | Vice President of Human Resources | 245,000     |

19  
20           5.     The Debtor hired the Insiders because each Insider was qualified for  
21 their position and willing to meet the demands of each position. The "Job  
22 Description" for each Insider position (the "Job Descriptions") is set forth in the  
23 attached Exhibit "A." The Job Descriptions require that (as applicable) Insiders be  
24 "[a]vailable for all shifts and, when required, able to work evenings and weekends,"  
25 stringent educational and experience prerequisites, and executive-level abilities and  
26 skills.

27           6.     In summary:  
28

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- 1 a. Rosemarie MacIsaac, the Debtor’s **Chief Executive Officer**, is  
2 responsible for: (i) providing leadership, overall direction and  
3 administration of the Debtor’s operations; (ii) interpreting and applying  
4 the policies of the Board of Trustees (the “Board”); (iii) establishing  
5 and implementing basic procedures within which the various activities  
6 of the Debtor will be conducted; (iv) assisting the Board in developing  
7 the Debtor’s short and long-range goals; and (v) evaluating the  
8 Debtor’s activities.
- 9 b. William Cummins, the Debtor’s **Chief Financial Officer**, is  
10 responsible for: (i) all aspects of the Debtor’s financial operations; (ii)  
11 providing accounting, budgetary, operational and programmatic  
12 support to all of the Debtor’s programs and activities; (iii) overseeing  
13 and supervising the financial, accounting, payroll staff, and other  
14 departments as directed by the CEO; and (iv) all financial reporting  
15 obligations of the Debtor, including providing timely and accurate  
16 information to the Board to enable the Board to set fiscal policy.
- 17 c. Corina Velasquez, the Debtor’s **Chief Operating Officer** (i) manages  
18 and handles the Debtor’s daily business operations, and (ii) works  
19 closely with department heads and clinic supervisors to support the  
20 day-to-day activity of employees.
- 21 d. Dana Erwin, the Debtor’s **Chief Compliance Officer**, is responsible  
22 for (i) designing, developing, implementing and maintaining an  
23 organization-wide compliance and audit program, as well as policies  
24 and procedures that promote a corporate culture that fosters ethical and  
25 compliant behavior, and (ii) ensuring adequate internal controls and  
26 compliance with all laws and regulatory requirements.
- 27 e. Douglas Habig, the Debtor’s **Chief Legal Officer** (i) oversees all legal  
28 matters for the Debtor, (ii) serves as the primary legal advisor to the

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CEO, the Debtor’s senior management team, and the Board, (iii) leads and manages the Legal department, (iv) advises on major contracts and transactions, including mergers and acquisitions and business and physician agreements, regulatory compliance, litigation, research, health IT policy and systems, labor and employment issues, medical staff and patient care matters, and (v) manages outside counsel.

f. Kenneth Soda, the Debtor’s **Chief Medical Officer** is responsible for: (i) the control and delivery of all medical care by the Debtor; (ii) the recruitment and supervision of all of the Debtor’s health professionals and the medical specialists; and (iii) the application and implementation of established policies of the Board and city, county, state and federal agencies.

g. Brian Beck, the Debtor’s **Vice President of Human Resources** is responsible for: (i) directing and managing the Debtor’s personnel, safety, benefits, and compliance programs; and (ii) developing, implementing and coordinating policies, procedures and programs covering employment, labor relations, wage and salary administration, employee indoctrination, training, placement, safety, health benefits and other employee services.

h. David Baldwin, the **Vice President of Information Technology is responsible for**(i) providing technology, application and data analytics vision and strategic leadership in the development and implementation of the Debtor’s information technology programs; and (ii) leading the Debtor’s efforts in planning and implementing enterprise information systems to support both distributed and centralized clinical and business operations.

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**III.**

**DISCUSSION**

7. Section 363(c)(1) authorizes a debtor in possession to operate its business in the ordinary course of business. Paragraph 6 of Appendix D-1 of the Local Bankruptcy Rules and Administrative Procedures of the United States Bankruptcy Court for the Southern District of California provides, in pertinent part:

Authorization for payment of insider compensation may be obtained through a First Day Motion. This Motion must state the nature and extent of the duties to be performed by such insider(s) and the business justification for the amount of the compensation proposed.

8. Here, the Debtor seeks authorization to pay insider compensation, and, thus, described the nature and extent of the Insiders’ duties, including in the attached Job Descriptions.

9. The Debtor’s request for authority to continue to pay the insider’s prepetition salary is an entirely reasonable business judgment. The Debtor seeks to continue to pay Insiders their pre-petition, market salaries to continue to operate its business and to ensure that the Debtor continues to provide uninterrupted high quality medical care to its 94,000 patients in 18 clinics and six mobile units while, simultaneously, supporting the Debtor through its chapter 11 Case.

10. The Debtor’s operations are complex and rely on the skill and expertise of the Insiders. The Insiders possess unique knowledge regarding specific aspects of the Debtor’s operations, which would be virtually irreplaceable should such Insiders be lost through a failure to pay their salaries. In addition, any failure by the Debtor to pay the Insiders their salaries would negatively impact the morale of the Insiders at a critical time for the Debtor and its business when the Insiders are most needed. In short, the potential harm and economic disadvantage that would stem from the failure to pay the Insider’s salaries would be significant.



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Dated: September 12, 2022

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Debtor and Debtor In Possession

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**Exhibit “A”**  
**(Proposed Order)**

Name, Address, Telephone No. & I.D. No.

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Proposed Attorneys for the Chapter 11 Debtor and Debtor In Possession

**UNITED STATES BANKRUPTCY COURT**  
SOUTHERN DISTRICT OF CALIFORNIA  
325 West F Street, San Diego, California 92101-6991

In Re  
BORREGO COMMUNITY HEALTH FOUNDATION,  
Debtor and Debtor In Possession.

Debtor.

BANKRUPTCY NO. 22-02384-LT11

Date of Hearing:  
Time of Hearing:  
Name of Judge: Honorable Laura S. Taylor

**ORDER ON**

**EMERGENCY FIRST DAY MOTION OF DEBTOR FOR ENTRY OF ORDER SETTING INSIDER COMPENSATION**

The court orders as set forth on the continuation pages attached and numbered 1 through 2 with exhibits, if any, for a total of 30 pages. Motion/Application Docket Entry No. \_\_\_\_\_.

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DATED:

\_\_\_\_\_  
Judge, United States Bankruptcy Court

ORDER ON  
DEBTOR:

Borrego Community Health Foundation

CASE NO: 22-02384-LT11

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At the above referenced date, time and location, the Court held an emergency hearing on Debtor's Emergency First Day Motion for Entry of an Order Setting Insider Compensation; Memorandum Of Points And Authorities In Support Thereof (the "Emergency Motion") [Docket No. \_\_\_] filed by Borrego Community Health Foundation (capitalized terms not otherwise defined herein have the meanings ascribed to them in the Emergency Motion., the Debtor and Debtor in Possession in the above-captioned chapter 11 bankruptcy case (the "Debtor"). Having considered the Lee Declarations and the arguments of counsel on the record; and the Court having found that the relief requested in the Motion is in the best interests of the Debtor's estate, its creditors, and other parties in interest and necessary to avoid immediate and irreparable harm pursuant to Bankruptcy Rule 6003; and the Court having found that the Debtor provided appropriate notice of the Motion and the opportunity for a hearing on the Motion under the circumstances,

IT IS HEREBY ORDERED THAT:

1. The Motion is granted.
2. The Debtor is immediately authorized to pay the Insiders their pre-petition salaries in the ordinary course and to continue to do so throughout the Case.
3. Notice of the Emergency Motion as provided therein shall be deemed good and sufficient notice, and the requirements of Bankruptcy Rules 2002 and 6004(a) and LBR 9013(9)(d) and Appendix D-1(2) the Local Bankruptcy Rules are waived and/or satisfied by such notice.
4. The Debtor is authorized to take all actions necessary to effectuate the relief granted in this Order in accordance with the Motion.
5. This Court retains exclusive jurisdiction with respect to all matters arising from or related to the implementation, interpretation, and enforcement of this Order.

**Exhibits to Exhibit “A”**

|   |                             |                     |
|---|-----------------------------|---------------------|
|  | EFFECTIVE DATE: 5/1/2017    | POLICY N°: CCOMPLO  |
|   | REVISION DATE: 04/28/17     |                     |
|   | ORIGINATOR: HUMAN RESOURCES | LOCATION: ALL SITES |
| <b>SUBJECT: JOB DESCRIPTION - CHIEF COMPLIANCE OFFICER</b>                        |                             |                     |

**STATUS:** Exempt

**REPORTS TO:** Chief Executive Officer (CEO)

**DIRECT REPORTS:** Risk Management and Compliance Coordinator, Compliance Auditors

**SUMMARY:**

The Chief Compliance Officer (CCO) is responsible for designing, developing, implementing and maintaining an organization-wide compliance and audit program, as well as policies and procedures that promote a corporate culture that fosters ethical and compliant behavior and provides the basis for ensuring adequate internal controls and compliance with all laws and regulatory requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Administrative Functions:**

1. Initiate, maintain and publicize a confidential and easily accessible system for employees to report alleged violations of standards without fear of retribution.
2. Implement and maintain a system of management reporting that provides timely and relevant information on all aspects of audit and compliance issues to management.
3. Develop and ensure efficient processes for documenting all compliance-related initiatives and activities.
4. Develop and recommend annual compliance and internal audit program work plans and report conclusions and recommendations to the CEO and Borrego Health's Board of Trustees.
5. Establish audit controls and procedures to monitor operational effectiveness and fiscal integrity. Work in collaboration with the medical director and other management team members to respond to performance quality indicators and ensure corrective action plans.
6. Develop policies and procedures that set up standards for internal audit and compliance, giving specific guidance to management, medical staff and individual departments as appropriate.
7. Direct efforts to communicate compliance initiatives, including written materials and training programs designed specifically to promote awareness and understanding of compliance issues, applicable laws and regulations and reporting requirements and consequences of noncompliance.
8. Serve as an internal authority on relevant laws and regulations, keeping abreast of current changes that may affect health care systems through personal initiative, seminars, training programs and peer contact.
9. Lead and/or support specific audits to investigate adherence with policies, procedures and legal/regulatory requirements to identify and evaluate exposures and to correct defective processes. Provide advice and support to senior management regarding any disciplinary action that may result.
10. Exercise due diligence in concert with management and the Medical Staff to prevent and detect misconduct and wrongdoing. Undertake all reasonable steps to respond appropriately when an offense is detected and prevent future similar offenses. Ensure the enforcement of compliance program standards through appropriate disciplinary mechanisms in concert with the Executive Management and Human Resources Department.
11. Review complaints, concerns or questions relative to compliance issues and provide consultative leadership and support to all entities as appropriate.
12. Obtain advice, counsel and information and foster cooperative efforts with management and staff as appropriate, such as Legal Counsel, Chief Operating Officer, Senior Management, the Medical Staff, and Human Resources.

**SUBJECT:** JOB DESCRIPTION- CHIEF COMPLIANCE OFFICER

Page 2 of 3

13. Direct and supervise assigned personnel, including performance evaluations, scheduling, orientation and training. Make recommendations on employee hire, transfer, promotion, wage change, discipline, termination and similar actions.
14. Establish a culture of ethical and compliant behavior.
15. Coordinates and oversees data collection and analysis, reporting, improvement activities and follow-up activities.
16. Provide oversight of monitoring compliance with Meaningful use indicators.
17. Ensures the development, distribution and compliance of policies and procedures
18. Develops long-range goals, annual objectives and strategies for areas of responsibility.
19. Be a full partner with other members of management in solving problems.
20. Works on a collaborative basis with other members of the executive team.
21. Other duties as assigned.

**QUALIFICATIONS:**

*Minimum Qualifications:*

1. Experience in executive leadership. Five years' experience in both Quality and Compliance work. Clinical background MD, RN or Masters in Public Health.
1. Knowledge and experience in compliance/HIPAA process, regulations and internal controls. Understanding of quality improvement tools and methodologies.
2. Demonstrated ability to lead and implement quality improvement initiatives.
3. Quality and Compliance training required.

*Special Conditions of Employment:*

1. Valid California driver's license and acceptable driving record.
2. All staff that is presently working within a clinic is required to have a Current and Valid CPR and First Aide certification on file with the Human Resources Department. This is for clinical and administrative staff. This new license requirement is mandatory for continued employment, CPR and First Aide certification must be obtained through the American Heart Association. Internet certificates do not comply and for this reason are not valid.

*Knowledge, Skills and Abilities:*

1. Excellent oral and written communication skills.
2. Effective interpersonal skills.
3. Bilingual in Spanish/English
4. Leadership skills, comfortable with decision-making responsibilities.
5. Proficient in coaching, teaching and counseling skills.
6. Ability to inspire and build confidence in others and to forge alliances and garner support.
7. Analytical ability to conceptualize well in unstructured, dynamic and/or multidisciplinary environments requiring analysis, as well as a thorough knowledge of fundamental quality principles.
8. Ability to exercise complete discretion in how and what to communicate.
9. Project management skills, including the ability to define program project or process objective, identify stakeholders, plan steps, coordinate and allocate human, technological, and fiscal resources to accomplish goals and objectives in a resourceful and timely manner.
10. An in-depth knowledge of regulations and guidelines for governing areas of responsibility.
11. Strong ethical values.

*Physical and Mental Requirements:*

1. Able to lift/move up to 40 pounds, move from place to place and stand for long periods of time
2. Ability to do math, organize and prioritize workload and work effectively and efficiently under stress
3. Ability to supervise, multitask, understand and follow instructions
4. Ability to proficiently read, write, speak and understand English

**CUSTOMER SERVICE:**

**SUBJECT:** JOB DESCRIPTION- CHIEF COMPLIANCE OFFICER

Page 3 of 3

1. Actively supports, promotes and works to fulfill the Mission, Vision and core values of Borrego Health.
2. Provides excellent internal and external customer service.
3. Demonstrates Borrego Health’s Standards of Customer Service Behavior: Compassion, Attitude, Communication, Appearance, Sense of Ownership and Teamwork.
4. Participates in on-going customer service trainings.
5. In every action, seeks to promote Borrego Health as a top service organization.

**QUALITY MANAGEMENT:**

1. Contribute to the success of the organization by participating in quality improvement activities.
2. Complies with all Borrego Health policies and procedures and pro-actively participates in the implementation of new initiatives.

**SAFETY:**

1. Ensures compliance with policies and procedures related to safe work practices.
2. Uses all appropriate equipment and/or tools to ensure workplace safety.
3. Immediately reports unsafe working conditions.

**PRIVACY/COMPLIANCE:**

1. Maintains privacy and security of all patient, employee and volunteer information and access to such information. Such information is accessed on a need to know basis for business purposes only.
2. Complies with all regulations regarding corporate integrity and security obligations. Reports unethical, fraudulent or unlawful behavior or activity.
3. Upholds strict ethical standards

**Flexibility:** Available for all shifts and, when required, able to work evenings and weekends.

**Acknowledgement**

**Borrego Community Health Foundation is an Equal Opportunity Employer. We encourage applications from all individuals regardless of race, religion, color, sex, pregnancy, national origin, sexual orientation, gender identity, gender expression, ancestry, age, marital status, physical or mental disability or any other protected class, political affiliation or belief.**

**I acknowledge that I have read and understand the attached job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. I agree to abide by all policies and procedures of Borrego Community Health Foundation.**

**Print Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|   |                             |                     |
|---|-----------------------------|---------------------|
|  | EFFECTIVE DATE:             | POLICY Nº: CEO      |
|   | REVISION DATE: 04/01/2017   |                     |
|   | ORIGINATOR: HUMAN RESOURCES | LOCATION: ALL SITES |
| <b>SUBJECT: JOB DESCRIPTION- CHIEF EXECUTIVE OFFICER</b>                          |                             |                     |

**STATUS:** Exempt

**REPORTS TO:** Board of Directors

**DIRECT REPORTS:** CFO, COO, CCQO, CMO, CDO, COC, CPO, CLO, CDO, CDOO, Director of IT.

**SUMMARY:**

The Executive Director is appointed by and responsible to the Board of Directors as the chief executive officer of the health centers and is charged with providing leadership, overall direction and administration of the operations of Borrego Health. The Executive Director is responsible for interpreting and applying the policies of the Board of Directors. The Executive Director is responsible for establishing and implementing basic procedures within which the various activities of Borrego Health will be conducted. The Executive Director will assist the Board of Directors in developing short and long-range goals for the organization and evaluating Borrego Health activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Administrative Functions:**

1. Provides guidance and oversight to the Management Team
2. Acts as the primary liaison between the Board and the Management Team
3. Oversees the implementation of Board Policies
4. Monitors adherence to operating with available resources
5. Identifies and resolves or oversees resolution of problems
6. Interacts with the Community as the CEO of the Borrego Health
7. Aids in the development of short and long-term plans
8. Acts as a liaison between Board and staff in preparing Board agendas
9. Provides leadership to the Management Team to assure fulfillment of the mission adopted by the Board for the medical center operated by the Borrego Health
10. Analyzes operations to evaluate performance of the Foundations and its staff in meeting objectives, and to determine areas of potential cost reduction, program improvement, or policy change
11. Directs and coordinates the organization's financial and budget activities in order to fund operations, maximize investments, and increase efficiency.
12. Confers with board members, organization officials, and staff members to discuss issues, coordinate activities, and resolve problems
13. Prepare annual budgets for approval, including those for funding and implementation programs.
14. Negotiates or approves contracts and agreements with providers, suppliers, distributors, federal and state agencies, and other organizational entities
15. Reviews reports submitted by staff members in order to recommend approval or suggest changes
16. Appoints department heads or managers, and assign or delegate responsibilities to them

17. Directs Human Resources activities, including the approval of Human Resource plans and activities, the selection of Directors and other high-level staff, and establishment and organizational of major departments

## **QUALIFICATIONS:**

### **Minimum Qualifications:**

1. Bachelors' degree or equivalent work experience
2. Previous FQHC experience is preferred but not required
3. Health Care administration
4. Excellent skills in business, financial and managerial matters are essential
5. Strategic planning, and grant writing

### **Salary:**

The salary is negotiated between the individual and the Board of Directors using approved salary scale of the organization as a basis.

### **Special Conditions of Employment:**

1. All staff that is presently working within a clinic is required to have a Current and Valid CPR and First Aide certification on file with the Human Resources Department. This is for clinical and administrative staff. This new license requirement is mandatory for continued employment, CPR and First Aide certification must be obtained through the American Heart Association. Internet certificates do not comply and for this reason are not valid.

### **Knowledge, Skills and Abilities:**

1. Excellent oral and written communication skills
2. Effective interpersonal skills
3. Knowledge of economics and accounting principles and practices, the financial markets, banking and analysis and reporting of financial data
4. Knowledge of laws, legal codes, precedents, government regulations, executives orders, agency rules and the democratic political process
5. Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems
6. Excellent written, verbal communication and organizational skills.
7. Accuracy is essential, close attention to detail, neatness is a priority
8. Ability to use computer, assist administrative personnel as necessary.
9. Ability to multi-task, work independently, accurately, and with minimum supervision

### **Physical and Mental Requirements:**

1. Able to lift/move up to 40 pounds, move from place to place, and stand for long periods of time
2. Ability to do math, organize and prioritize workload, work effectively and efficiently under stress
3. Ability to supervise, multitask, understand and follow instructions
4. Ability to proficiently read, write, speak and understand English

**CUSTOMER SERVICE:**

1. Actively supports, promotes, and works to fulfill the Mission, Vision and core values of Borrego Health
2. Provides excellent internal and external customer service
3. Demonstrates Borrego Health's Standards of Customer Service Behavior: Compassion, Attitude, Communication, Appearance, Sense of Ownership, and Teamwork
4. Participates in on-going customer service trainings
5. In every action, seeks to promote Borrego Health as a top service organization

**QUALITY MANAGEMENT:**

1. Contributes to the success of the organization by participating in quality improvement activities
2. Complies with all Borrego Health policies and procedures and pro actively participates in the implementation of new initiatives
3. Collaborates with clinic staff to ensure optimal patient care and promote a positive working environment
4. Maintains channel of communication between staff members, doctors and patients
5. Participates in evaluation mechanisms to determine the clinic's quality of practice and demonstrates personal/professional commitment

**SAFETY:**

1. Ensures compliance with policies and procedures related to safe work practices
2. Uses all appropriate equipment and/or tools to ensure workplace safety
3. Immediately reports unsafe working conditions

**PRIVACY/COMPLIANCE:**

1. Maintains privacy and security of all patient, employee, and volunteer information and access to such information. Such information is accessed on a need to know basis for business purposes only
2. Complies with all regulations regarding corporate integrity and security obligations. Reports unethical, fraudulent or unlawful behavior or activity
3. Upholds strict ethical standards

**Flexibility:** Available for all shifts and, when required, able to work evenings and weekends

**SUBJECT:** JOB DESCRIPTION- CHIEF EXECUTIVE OFFICER

### **Acknowledgement**

**Borrego Community Health Foundation is an Equal Opportunity Employer. We encourage applications from all individuals regardless of race, religion, color, sex, pregnancy, national origin, sexual orientation, gender identity, gender expression, ancestry, age, marital status, physical or mental disability or any other protected class, political affiliation or belief.**

**I acknowledge that I have read and understand the attached job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. I agree to abide by all policies and procedures of Borrego Community Health Foundation.**

**Print Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|   |   |                     |
|---|---|---------------------|
|  | EFFECTIVE DATE: 04/01/2021                      | POLICY N°: CFO      |
|   | REVISION DATE: 04/01/2017; 03/26/2021; 09/03/21 |                     |
|   | ORIGINATOR: Human Resources Department          | LOCATION: ALL SITES |
| <b>SUBJECT: JOB DESCRIPTION: CHIEF FINANCIAL OFFICER</b>                          |   |                     |

**Status:** Exempt

**Reports to:** Chief Executive Officer

**Summary:**

The Chief Financial Officer CFO is responsible for all aspects of the financial operations for BCHF. Reporting directly to the Chief Executive Officer, the CFO provides accounting, budgetary, operational and programmatic support to all organization programs and activities. The CFO directly oversees and supervises the financial, accounting, payroll staff, and other departments as directed by the CEO. The CFO serves as an active member of the Executive Management Team helping to develop and implement the organization's vision and mission. The CFO is responsible for all financial reporting obligations of the BCHF, including providing timely and accurate information to the Board of Directors to enable the Board to set fiscal policy.

**Essential Duties and Responsibilities:**

1. Actively manage day-to-day accounting and financial operations.  
Develop budgets for the organization, individual programs and new/proposed/expanded services, including the preparation of budget revisions as needed.  
Prepare, analyze and present monthly financial reports  
Report on financial results and issues to the CEO and Board of Directors.
2. Oversee and review the preparation of all financial reporting required for funding sources.
3. Manage the Billing, Accounts Receivable and Accounts payables functions/staffs and the integration of billing information from the Electronic Health Record system into the accounting system.
4. Oversee banking activities and actively manage cash flow to ensure it meets organization needs.
5. Manage the negotiation and execution of contracts with funding sources, vendors and collaborative service providers.
6. Manage accounting control systems and internal audits ensuring the accurate and timely production of accounting information and financial reports.
7. Monitor changes in legal, regulatory and administrative environments, implement changes in procedures, and needed to maintain compliance while maximizing operational and financial results.
8. Manage liability insurance program, including ongoing risk analysis.
9. Serve as the primary liaison with independent Auditor to ensure the annual audit is completed smoothly and in a timely manner, including special reporting requirements of OMB A-I 33 for Federal grant recipients.

**Ability To:**

1. Manage and oversee all aspects of the financial/accounting management function.
2. Create, analyze and report on financial statements and budgets.
3. Supervise staff, develop job descriptions and provide performance evaluations and improvement plans.
4. Analyze and solve problems effectively and efficiently.
5. Communicate effectively both verbally and in writing.
6. Work well with, and be responsive to the needs of, internal and external customers, including the Board of Directors, funding sources, other provider organizations.
7. Manage priorities effectively to meet deadlines and demonstrate multi-tasking skills.
8. Assimilate new information and technology.
9. Foster and cultivate business opportunities and partnerships.

**SUBJECT:** JOB DESCRIPTION: CHIEF FINANCIAL OFFICER

Page 2 of 3

10. Responsible for ensuring staff compliance with all Borrego Health policies and procedures, and all applicable laws and regulations, including HIPAA and OSHA

**Qualifications:**

*Minimum Qualifications:*

1. A BS degree in accounting, public administration, business or related field from a fully accredited four-year college or university.
2. Highly preferred: Certified Public Accountant (CPA) or Certified Management Accountant
3. MBA or related Master's degree preferred
4. Minimum of five year's experience as a CFO in a non-profit healthcare environment, FQHC experience highly preferred.
5. Significant working experience

*Special Conditions of Employment:*

1. All staff that is presently working within a clinic is required to have a Current and Valid CPR and First Aide certification on file with the Human Resources Department. This is for clinical and administrative staff. This new license requirement is mandatory for continued employment, CPR and First Aide certification must be obtained through the American Heart Association. Internet certificates do not comply and for this reason are not valid.

*Knowledge, Skills and Abilities:*

1. Strong leadership experience and abilities to support the CEO, the Board and the organization in all aspects of financial management
2. Extensive knowledge in compliance and regulatory requirements and reporting
3. Proven experience working with information technology to manage finance and accounting software packages
4. Excellent oral and written communication skills
5. Effective interpersonal skills

*Physical and Mental Requirements:*

1. Able to lift/move up to 40 pounds, move from place to place, and stand for long periods of time
2. Ability to do math, organize and prioritize workload, work effectively and efficiently under stress
3. Ability to supervise, multitask, understand and follow instructions
4. Ability to proficiently read, write, speak and understand English

**Customer Service:**

1. Actively supports, promotes, and works to fulfill the Mission, Vision and core values of Borrego Health
2. Provides excellent internal and external customer service
3. Demonstrates Borrego Health's Standards of Customer Service Behavior: Compassion, Attitude, Communication, Appearance, Sense of Ownership, and Teamwork
4. Participates in on-going customer service trainings
5. In every action, seeks to promote Borrego Health as a top service organization

**Quality Management:**

1. Contributes to the success of the organization by participating in quality improvement activities
2. Complies with all Borrego Health policies and procedures and proactively participates in the implementation of new initiatives

**Safety:**

1. Ensures compliance with policies and procedures related to safe work practices
2. Uses all appropriate equipment and/or tools to ensure workplace safety
3. Immediately reports unsafe working conditions

**SUBJECT:** JOB DESCRIPTION: CHIEF FINANCIAL OFFICER

**Privacy/Compliance:**

1. Maintains privacy and security of all patient, employee, and volunteer information and access to such information. Such information is accessed on a need to know basis for business purposes only
2. Complies with all regulations regarding corporate integrity and security obligations. Reports unethical, fraudulent or unlawful behavior or activity
3. Upholds strict ethical standards

**Flexibility:** Available for all shifts and, when required, able to work evenings and weekends

**Acknowledgement**

**Borrego Health is an Equal Opportunity Employer. We encourage applications from all individuals regardless of race, religion, color, sex, pregnancy, national origin, sexual orientation, gender identity, gender expression, ancestry, age, marital status, physical or mental disability or any other protected class, political affiliation, or belief.**

**I acknowledge that I have read and understand the attached job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. I agree to abide by all policies and procedures of Borrego Health.**

**Print Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|   |                                       |                     |
|---|---------------------------------------|---------------------|
|  | EFFECTIVE DATE: 04/01/2014            | POLICY Nº: CLO      |
|   | REVISION DATE: 06/26/2014, 04/01/2017 |                     |
|   | ORIGINATOR: HUMAN RESOURCES           | LOCATION: ALL SITES |
| <b>SUBJECT: JOB DESCRIPTION – CHIEF LEGAL OFFICER</b>                             |                                       |                     |

**STATUS:** Exempt

**REPORTS TO:** Chief Executive Officer and Board of Directors

**DIRECT REPORTS:** Staff Attorney

**SUMMARY:**

Reporting to the CEO and the Board of Directors, the Chief Legal Officer oversees all legal matters for the organizations and serves as the primary legal advisor to the CEO, the organization’s senior management team, and the Board of Trustees. Leads and manages the Legal department. The CLO will advise on major contracts and transactions, including mergers and acquisitions and business and physician agreements; regulatory compliance; litigation; research; health IT policy and systems; labor and employment issues; medical staff and patient care matters; and outside counsel management. Pragmatically managing legal risks and being an astute business executive are key components to the position. The CLO is expected to provide alternative solutions to minimize liability exposure while achieving business goals. In addition to excellent analytical and legal abilities, the CLO must to possess outstanding interpersonal skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Providing overall leadership and management of all corporate and commercial legal matters, including those listed above; facilitating strategically important corporate initiatives such as acquisitions or strategic alliances and advising management and the Board with respect to the transactions and negotiations.
2. Working directly with the corporate executive team to understand strategic initiatives and business needs, providing legal and business counsel, and establishing and influencing appropriate ethical standards and legal considerations which must be taken into account when decisions are made.
3. Advising the company on the litigation risks of possible employment and business decisions, providing preventive counseling with respect to the legal risks associated with employment and business practices, and developing strategy with both inside and outside counsel in response to civil litigation and regulatory inquiries (including negotiating settlement agreements where appropriate), and cost-effectively managing the resources required to address those matters.
4. Negotiating, drafting and implementing a wide variety of complex, multi-party agreements, including mergers and acquisitions, strategic alliances and joint ventures, and physician affiliation agreements.
5. Developing, implementing and managing a strategic plan for the provision of legal services in accordance with and in support of business objectives; budgeting for, selecting and managing outside counsel; managing existing in-house lawyers; creating staff development plans in conjunction with HR; and recruiting, developing, and training staff in accordance with the strategic plan.
6. Overseeing Borrego Health’s risk management programs for the entire organization; recommending and assisting in the development of policies, procedures and systems pertaining to patient care and risk management issues.
7. Conducting in-house training sessions for medical and other professional staff and employees regarding relevant legal issues.

**SUBJECT:** JOB DESCRIPTION - CHIEF LEGAL OFFICER

Page 2 of 3

8. Ensuring maintenance of attorney-client privilege, confidentiality of attorney work-product, as necessary.
9. Other duties as assigned.

**Staff Supervision:**

1. Supervise designated staff.
2. Provide staff training as necessary and ensure compliance with new employee and annual training requirements.
3. Evaluate staff performance either directly or in collaboration with other appropriate personnel as assigned.

**QUALIFICATIONS:**

**Minimum Qualifications:**

1. Juris Doctor (J.D.) from accredited law school
2. Current admission in good standing to the State Bar of California
3. Minimum 10 years experience as a practicing attorney, including a minimum of 5 years as General Counsel

**Knowledge, Skills and Abilities:**

1. Healthcare experience is required, including in the areas of business operations and contracting, business transactions, healthcare regulatory and legal compliance, and employment law.
2. Proven leadership experience.
3. Excellent oral and written communication skills.
4. Effective interpersonal skills.

**Physical and Mental Requirements:**

1. Able to lift/move up to 40 pounds, move from place to place, and stand for long periods of time
2. Ability to do math, organize and prioritize workload, work effectively and efficiently under stress
3. Ability to supervise, multitask, understand and follow instructions
4. Ability to proficiently read, write, speak and understand English

**CUSTOMER SERVICE:**

1. Actively supports, promotes, and works to fulfill the Mission, Vision and core values of BCHF.
2. Provides excellent internal and external customer service.
3. Demonstrates BCHF's Standards of Customer Service Behavior: Compassion, Attitude, Communication, Appearance, Sense of Ownership, and Teamwork.
4. Participates in on-going customer service trainings.
5. In every action, seeks to promote BCHF as a top service organization.

**QUALITY MANAGEMENT:**

1. Contribute to the success of the organization by participating in quality improvement activities.
2. Complies with all BCHF policies and procedures and pro actively participates in the implementation of new initiatives.

**SAFETY:**

1. Ensures compliance with policies and procedures related to safe work practices.

**SUBJECT:** JOB DESCRIPTION - CHIEF LEGAL OFFICER

Page 3 of 3

- 2. Uses all appropriate equipment and/or tools to ensure workplace safety.
- 3. Immediately reports unsafe working conditions.

**PRIVACY/COMPLIANCE:**

- 1. Maintains privacy and security of all patient, employee, and volunteer information and access to such information. Such information is accessed on a need to know basis for business purposes only.
- 2. Complies with all regulations regarding corporate integrity and security obligations. Reports unethical, fraudulent or unlawful behavior or activity.
- 3. Upholds strict ethical standards

**Flexibility:** Available for all shifts and, when required, able to work evenings and weekends.

**Acknowledgement**

**Borrego Community Health Foundation is an Equal Opportunity Employer. We encourage applications from all individuals regardless of race, religion, color, sex, pregnancy, national origin, sexual orientation, gender identity, gender expression, ancestry, age, marital status, physical or mental disability or any other protected class, political affiliation or belief.**

**I acknowledge that I have read and understand the attached job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. I agree to abide by all policies and procedures of Borrego Community Health Foundation.**

**Print Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|   |                             |                     |
|---|-----------------------------|---------------------|
|  | EFFECTIVE DATE:             | POLICY Nº: CMO      |
|   | REVISION DATE: 04/01/2017   |                     |
|   | ORIGINATOR: HUMAN RESOURCES | LOCATION: ALL SITES |
| <b>SUBJECT: JOB DESCRIPTION - CHIEF MEDICAL OFFICER</b>                           |                             |                     |

**STATUS:** Exempt

**REPORTS TO:** Chief Executive Officer

**DIRECT REPORTS:** Doctors (MD & DO), Mid-Levels, Regional Medical Directors, Site Medical Directors

**SUMMARY:**

The Chief Medical Officer is appointed by the Chief Medical Officer and is responsible for the control and delivery of all medical care within the Center. This includes the recruitment and supervision of all health professionals and the medical specialists within the Center. The Chief Medical Officer is responsible for the application and implementation of established policies of the Board of Directors and city, county, state and federal agencies. The Chief Medical Officer shall have other such powers and perform other such duties as from time to time may be prescribed by the Chief Executive Officer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Administrative Functions:**

1. Initiates and assists in the organization and utilization of the medical staff and reviews the activities of the medical staff in accordance with ethical standards and the overall policies of the Center. Schedules interdisciplinary meetings with medical and support staff to assure quality patient care.
2. Provides the final medical decision on medical issues when disputes arise.
3. Formulates policies and objectives for medical programs and communicates these policies to appropriate staff for execution within an integrated team case management approach.
4. Provides consultation to Chief Executive Officer to assess and provide clinical training for department or staff, as needed.
5. Assists in developing the Center's clinical policies and formulating the mission, goals and philosophy of care.
6. Recommends clinical objectives and participate in the designation of priority objectives for the health center with reference to implementation of the health care plan.
7. Responsible for the development of the Center's health care plan based on community health needs, epidemiology of the community, and health behavior of the community.
8. Assists in the development and presentation of the clinical activities budget, including staffing, support plan, and equipment needs projections.
9. Develops the organizational plan for clinical operations and provide for efficient use of personnel in the application of multiple health skills (disciplines) to community and individual health problems.
10. May represent the corporation in community organization activities designed to modify community behavior, epidemiology, and/or needs.
11. Has oversight for annual and periodic performance evaluations of clinical providers. Has specific responsibility for evaluating section chiefs.
12. Prepares and recommends qualifications statements for credentialing, job descriptions, and

**SUBJECT:** JOB DESCRIPTION - CHIEF MEDICAL OFFICER

Page 2 of 4

- evaluation standards for all clinical personnel.
13. Advises on health information system needs; develops, recommends, and conduct special studies of health needs and priorities, interpret clinical data.
  14. Leads or participates in the periodic review of practice management functions, e.g., reception, telephone triage, patient flow, outreach services, laboratory, follow-up on missed appointments, referral tracking, etc.
  15. Reviews patient satisfaction survey; function as first-level patient complaint solution focal point.
  16. Arranges and conduct regular meetings of clinical providers.
  17. Maintains advice and consent functions regarding the responsibilities and privileges of administrative personnel supervising ancillary (e.g., laboratory, x-ray, etc.) services.
  18. Institutes and manage continuing professional education, in-service training, and orientation of clinical staff.
  19. Participates in the development of health risk management protocols.
  20. Advocates for the Health Center and serve as liaison to local and state professional societies, as well as to health officials, organizations, and health institutions, as appropriate.
  21. Assists in the development and supervision, implementation, and operation of a quality assurance program as it relates to patient care.
  22. Represents the views, needs concerns, and policy proposals of the medical staff to the Chief Executive Officer.
  23. Is responsible for the quality control of medical care, through active involvement with facility administration and intimate knowledge of the medical care components of the community service program. Chairs the Quality Assessment Committee.
  24. Is the lead physician of the Center's Health Care Team.
  25. Participates, in concert with Human Resources, the recruitment and interviewing of medical staff and assurance of their credentials. Recommends hiring and firing and other disciplinary actions of medical staff for review and approval of the CEO.
  26. Serves and/or assists as a primary rater (or review officer where additional levels of supervision exist) for all clinical personnel evaluations; recommends or participates in final determination of disciplinary actions and terminations as well as nomination of individuals for awards.
  27. Represents clinical management in health center administrative meetings and, under the direction of the CEO, participate in Community and Board meetings.
  28. Responsible for clinical assignments, rotation and call schedules, coverage and approval of leave time, etc.
  29. Assists in the presentation of reports on health and quality assurance issues to the Board of Directors regularly, as determined by the CEO and Board.
  30. Attends Board of Directors meeting and makes a monthly report to the Board of Directors.
  31. Greets all patients/clients/customers via telephone or directly in a personal and professional manner.

**Staff Supervision:**

1. Provides staff training as necessary and ensures compliance with new employee and annual training requirements.
2. Evaluates provider performance either directly or in collaboration with the Regional Medical Directors.
3. Conducts employee corrective action, provides guidance and conducts annual evaluations.
4. Responsible for ensuring staff compliance with all BORREGO HEALTH policies and procedures, and all applicable laws and regulations, including HIPAA and OSHA.

**QUALIFICATIONS:**

**Special Conditions of Employment:**

1. Full License to practice medicine in the State of California and must be board-certified in a Primary Care Specialty.

**SUBJECT:** JOB DESCRIPTION - CHIEF MEDICAL OFFICER

Page 3 of 4

2. Six years of experience in a clinical, academic or administrative capacity. Have a strong community health/public health orientation, be experienced in patient care management, and should possess all of the qualifications of a staff physician.
3. Legal requirements to practice medicine in California as determined by the California Board of Medical Quality Assurance and the Drug Enforcement Administration.
4. Board Eligible of Board certified by any primary care specialty.
5. All staff that is presently working within a clinic is required to have a Current and Valid CPR and First Aide certification on file with the Human Resources Department. This is for clinical and administrative staff. This new license requirement is mandatory for continued employment, CPR and First Aide certification must be obtained through the American Heart Association. Internet certificates do not comply and for this reason are not valid.

**Knowledge, Skills and Abilities:**

1. Communicate effectively and diplomatically with patients and Borrego Health personnel, both orally and in writing. Organize, direct, and implement a comprehensive medical care program. On a continuous basis, analyze and prepare technical reports; interpret and evaluate staff reports; understand and interpret laws, regulations and codes; train and evaluate staff; problem solve department cost recommendations. Interpret and explain section policies and procedures.
2. Identify critical issues and recommend solutions to address executive concerns.
3. Establish and maintain effective working relationships with those contacted in the course of work.
4. Effective judgment in making decisions or recommending policies.
5. Effective interpersonal skills.
6. Bilingual in Spanish/English

**Physical and Mental Requirements:**

1. Able to lift/move up to 40 pounds, move from place to place, and stand for long periods of time
2. Ability to do math, organize and prioritize workload, work effectively and efficiently under stress
3. Ability to supervise, multitask, understand and follow instructions
4. Ability to proficiently read, write, speak and understand English

**CUSTOMER SERVICE:**

1. Actively supports, promotes, and works to fulfill the Mission, Vision and core values of Borrego Health.
2. Provides excellent internal and external customer service.
3. Demonstrates Borrego Health's Standards of Customer Service Behavior: Compassion, Attitude, Communication, Appearance, Sense of Ownership, and Teamwork.
4. Participates in on-going customer service trainings.
5. In every action, seeks to promote Borrego Health as a top service organization.

**QUALITY MANAGEMENT:**

1. Contribute to the success of the organization by participating in quality improvement activities.
2. Complies with all Borrego Health policies and procedures and pro actively participates in the implementation of new initiatives.

**SAFETY:**

1. Ensures compliance with policies and procedures related to safe work practices.
2. Uses all appropriate equipment and/or tools to ensure workplace safety.
3. Immediately reports unsafe working conditions.

**SUBJECT:** JOB DESCRIPTION - CHIEF MEDICAL OFFICER

Page 4 of 4

**PRIVACY/COMPLIANCE:**

1. Maintains privacy and security of all patient, employee, and volunteer information and access to such information. Such information is accessed on a need to know basis for business purposes only.
2. Complies with all regulations regarding corporate integrity and security obligations. Reports unethical, fraudulent or unlawful behavior or activity.
3. Upholds strict ethical standards

**Flexibility:** Available for all shifts and, when required, able to work evenings and weekends.

**Acknowledgement**

**Borrego Community Health Foundation is an Equal Opportunity Employer. We encourage applications from all individuals regardless of race, religion, color, sex, pregnancy, national origin, sexual orientation, gender identity, gender expression, ancestry, age, marital status, physical or mental disability or any other protected class, political affiliation or belief.**

**I acknowledge that I have read and understand the attached job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. I agree to abide by all policies and procedures of Borrego Community Health Foundation.**

**Print Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|   |                                   |                     |
|---|-----------------------------------|---------------------|
|  | EFFECTIVE DATE: 6/ 6/2011         | POLICY Nº: COO      |
|   | REVISION DATE: 9/1/2012, 4/1/2017 |                     |
|   | ORIGINATOR: HUMAN RESOURCES       | LOCATION: ALL SITES |
| <b>SUBJECT: JOB DESCRIPTION - CHIEF OPERATION OFFICER</b>                         |                                   |                     |

**STATUS:** Exempt

**REPORTS TO:** Chief Executive Officer (CEO)

**DIRECT REPORTS:** Vice President of Operations, Vice President of Patient Services, Pharmacist in Charge, Director of Radiology and the Facilities Director.

**SUMMARY:**

Under the supervision of the Chief Executive Officer, works closely with the Chief Medical Officer, Chief Compliance/ Quality Officer, Chief Development Officer and Chief Financial Officer to direct, supervise and coordinate the overall clinical and business operations of the organization and to develop and monitor the strategic business plan for Borrego Health. In conjunction with Corporate Officers, develops and ensures compliance with corporate performance standards, policies and procedures and acts as liaison with community agencies and institutions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Administrative Functions:*

1. Recommend corporate performance standards and enforce corporate policies and procedures.
2. Participates in the development and implementation of the mission and values of the organization, including the deliverance of high quality, patient focused healthcare..
3. Resolve problems related to staffing, utilization of facilities, equipment and other operating issues.
4. Supervise safety and emergency preparedness efforts.
5. Maintain an active staff training program.
6. Ensure facility and vehicle licensure and insurance.
7. Evaluate management staff under direct supervision.
8. Participates in recruitment and retention of professional and nonprofessional staff.
9. Attend meetings as required and participate on committees as directed.
10. Schedule and chair staff meetings concerning operational matters.
11. Maintain control systems to ensure that all records are complete, accurate and timely
12. Investigate, resolve, and report patient, provider or staff complaints.
13. Prepare reports, work plans, applications, and correspondence as directed.
14. Research, develop and implement clinical and community programs that promote Individual, family and community health as directed.
15. Participates in the evolution and refinement of the quality improvement process.
16. Ensure compliance with grants and contracts.
17. Other related duties and tasks as assigned.

*Staff Supervision:*

1. Provide leadership in development of inter-team communication and cohesiveness, sustaining culture and supporting staff during organizational growth.

**SUBJECT:** JOB DESCRIPTION- CHIEF OPERATION OFFICER

Page 2 of 3

2. Supervises designated staff/departments including Vice President of Operations, Vice President of Patient Services, pharmacy, radiology, facilities and clinic operations.
3. Provides staff training as necessary and ensures compliance with new employee and annual training requirements.
4. Evaluates staff performance either directly or in collaboration with co-management.
5. Conducts employee corrective action, provides guidance and conducts annual evaluations.
6. Responsible for ensuring staff compliance with all BCHF policies and procedures, and all applicable laws and regulations, including HIPAA and OSHA.

*Leadership and Development:*

1. Demonstrate leadership, coaching and relationship management.
2. Manage and develop a strong management team, which in turn will serve as a "player/coach" to motivate and mentor his/her team.
3. Ability to manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities.
4. Develop, coach and retain high-performance team members, empowering them to elevate their levels of responsibility, span of control, and performance.
5. Work with staff to develop systems to ensure consistent, high-quality project management.
6. Envision and develop direction, goals, and priorities for teams overall.

**QUALIFICATIONS:**

*Minimum Qualifications:*

1. Requires 7-10 years in a managerial position of a community health center.
2. Master's degree in related field.
3. Strong knowledge of management principles and practices.

*Special Conditions of Employment:*

1. All staff that is presently working within a clinic is required to have a Current and Valid CPR and First Aide certification on file with the Human Resources Department. This is for clinical and administrative staff. This new license requirement is mandatory for continued employment, CPR and First Aide certification must be obtained through the American Heart Association. Internet certificates do not comply and for this reason are not valid.

*Knowledge, Skills and Abilities:*

1. Excellent oral and written communication skills.
2. Effective interpersonal skills.

*Physical and Mental Requirements:*

1. Able to lift/move up to 40 pounds, move from place to place, and stand for long periods of time
2. Ability to do math, organize and prioritize workload, work effectively and efficiently under stress
3. Ability to supervise, multitask, understand and follow instructions
4. Ability to proficiently read, write, speak and understand English

**CUSTOMER SERVICE:**

1. Actively supports, promotes, and works to fulfill the Mission, Vision and core values of Borrego Health.
2. Provides excellent internal and external customer service.
3. Demonstrates Borrego Health's Standards of Customer Service Behavior: Compassion, Attitude, Communication, Appearance, Sense of Ownership, and Teamwork.
4. Participates in on-going customer service trainings.
5. In every action, seeks to promote Borrego Health as a top service organization.

**QUALITY MANAGEMENT:**

**SUBJECT:** JOB DESCRIPTION- CHIEF OPERATION OFFICER

Page 3 of 3

1. Contribute to the success of the organization by participating in quality improvement activities.
2. Complies with all Borrego Health policies and procedures and pro actively participates in the implementation of new initiatives.
3. Promotes and maintains the principals and practices of whole person care.
4. Ensures patient satisfaction with site operations.
5. Maintain channels of communication between staff and corporate management.
6. Ensures that programs and sites function efficiently and effectively.

**SAFETY:**

1. Ensures compliance with policies and procedures related to safe work practices.
2. Uses all appropriate equipment and/or tools to ensure workplace safety.
3. Immediately reports unsafe working conditions.

**PRIVACY/COMPLIANCE:**

1. Maintains privacy and security of all patient, employee, and volunteer information and access to such information. Such information is accessed on a need to know basis for business purposes only.
2. Complies with all regulations regarding corporate integrity and security obligations. Reports unethical, fraudulent or unlawful behavior or activity.
3. Upholds strict ethical standards

**FLEXIBILITY:**

1. Available for all shifts and, when required, able to work evenings and weekends.

**Acknowledgement**

**Borrego Community Health Foundation is an Equal Opportunity Employer. We encourage applications from all individuals regardless of race, religion, color, sex, pregnancy, national origin, sexual orientation, gender identity, gender expression, ancestry, age, marital status, physical or mental disability or any other protected class, political affiliation or belief.**

**I acknowledge that I have read and understand the attached job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. I agree to abide by all policies and procedures of Borrego Community Health Foundation.**

**Print Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|   |                             |                     |
|---|-----------------------------|---------------------|
|  | EFFECTIVE DATE:             | POLICY Nº: VPHR     |
|   | REVISION DATE: 09/01/2020   |                     |
|   | ORIGINATOR: HUMAN RESOURCES | LOCATION: ALL SITES |
| <b>SUBJECT: JOB DESCRIPTION: VICE PRESIDENT OF HUMAN RESOURCES</b>                |                             |                     |

**Status:** Exempt

**Reports to:** Chief Executive Officer

**Direct Reports:** Human Resources Manager(s), HRIS Analyst, Coordinator, Assistant

**Summary:**

Under the supervision of the Chief Executive Officer, directs and manages the Foundation's personnel, safety, benefits, and compliance programs. Develops implements and coordinates policies, procedures and programs covering employment, labor relations, wage and salary administration, employee indoctrination, training, placement, safety, health benefits and other employee services. Maintains full confidentiality of all employees, as well as company records. Participates in the development of strategic planning to ensure organizational success.

**Essential Duties and Responsibilities:**

*Administrative Functions:*

1. Develops, organizes, and directs the activities of managerial, professional, technical, and clerical personnel engaged in the areas of employee relations, benefit administration, safety and management, and delivery of employment and training programs.
2. Reviews and recommends action plans for compliance with all federal and state laws and regulations pertaining to employment.
3. Review's policies and procedures and recommends action plans to reduce accidents and control losses and loss producing conditions.
4. Resolves conflicts and other issues raised by employees according to the policies and procedures of the Company and applicable laws.
5. Reviews and investigates employee concerns.
6. Makes disciplinary recommendations, as necessary.
7. Conducts training on new and existing company programs.
8. Coaches' managers and supervisors through conflict management/resolution, discipline/corrective action procedures, and labor law compliance
9. Develops effective strategies and aligns HR strategy with organizational goals.
10. Create strategies for favorable outcomes for Unemployment Insurance and Wage & Hour hearings
11. Oversea workflows to ensure compliance with administrative paperwork, new hires, terminations, Leave of Absence documents, I-9 documents, and other company forms.
12. Participates in the review of employee benefits including benchmarking and industry standards.
13. Conducts and documents investigations pertaining to Department of Labor, Department of Health, and state unemployment agency, sexual harassment, and discrimination in accordance with Company guidelines as well as directives by Company Legal Department
14. Participates in meetings as required and committees as directed.
15. Ensures proper data management strategy is implemented for employee information such as personnel data, compensation, benefits, tax data, performance reviews and evaluations, termination dates, and all related paperwork.
16. Hears and settles employee grievances as assigned.
17. Assists with maintaining quality employee morale and recreation programs, assists with coordinating company events.

**SUBJECT:** JOB DESCRIPTION: VICE PRESIDENT OF HUMAN RESOURCES

Page 2 of 3

18. Other related duties and tasks as assigned.

*Staff Supervision:*

1. Supervises designated staff.
2. Responsible for collection and approval of timecards and benefit requests for staff under his/her supervision. Facilitates processing of payroll by submitting timecards and benefit requests to the Accounting Department in the time frame prescribed by Borrego Health Policy and the needs of the Department.
3. Provides staff training as necessary and ensures compliance with new employee and annual training requirements.
4. Evaluates staff performance either directly or in collaboration with co-management.
5. Conducts employee corrective action, provides guidance, and conducts annual evaluations.
6. Responsible for ensuring staff compliance with all Borrego Health policies and procedures, and all applicable laws and regulations, including HIPAA and OSHA.

**Qualifications:**

*Minimum Qualifications:*

1. Bachelor's degree or equivalent work experience
2. 10+ years of HR generalist experience with a minimum of 5 years in management

*Special Conditions of Employment:*

1. Has clean driving record and insurance as required by state.
2. Has reliable transportation.
3. All staff that is presently working within a clinic is required to have a Current and Valid CPR and First Aide certification on file with the Human Resources Department. This is for clinical and administrative staff. This new license requirement is mandatory for continued employment, CPR and First Aide certification must be obtained through the American Heart Association. Internet certificates do not comply and for this reason are not valid.

*Knowledge, Skills and Abilities:*

1. Excellent oral and written communication skills
2. Effective interpersonal skills
3. In depth knowledge of Human Resources generalist function to include Compensation, Benefits, HRIS Programs, Training, Administration, and Staffing
4. Experience in the HR function with concentration in Employee Relations and Recruiting Procedures
5. Working Knowledge of MS Outlook, Excel, Word, Power Point, Pay-Net, Etc.
6. Ability to present in front of groups both large and small.
7. Knowledge of pertinent Federal, State, and local labor laws
8. Able to deal effectively with a diversity of individuals.
9. Ability to establish and maintain cooperative working relationships with all during the course of work.
10. Maintains an Open-door policy.
11. Bilingual in Spanish/English

*Physical and Mental Requirements:*

1. Able to lift/move up to 40 pounds, move from place to place, and stand for long periods of time.
2. Ability to do math, organize and prioritize workload, work effectively and efficiently under stress.
3. Ability to supervise, multitask, understand, and follow instructions.
4. Ability to proficiently read, write, speak, and understand English.

**Customer Service:**

1. Actively supports, promotes, and works to fulfill the Mission, Vision, and core values of Borrego Health.
2. Provides excellent internal and external customer service.
3. Demonstrates Borrego Health's Standards of Customer Service Behavior: Compassion, Attitude, Communication, Appearance, Sense of Ownership, and Teamwork
4. Participates in on-going customer service trainings.
5. In every action, seeks to promote Borrego Health as a top service organization.
6. Ensures patient centered and customer friendly services.
7. Understands and implements employee, patient rights and responsibilities.

**SUBJECT:** JOB DESCRIPTION: VICE PRESIDENT OF HUMAN RESOURCES

Page 3 of 3

- 8. Analyzes and responds to patient and staff satisfaction information.

**Quality Management:**

- 1. Contributes to the success of the organization by participating in quality improvement activities.
- 2. Complies with all Borrego Health policies and procedures and pro-actively participates in the implementation of new initiatives.

**Safety:**

- 1. Ensures compliance with policies and procedures related to safe work practices.
- 2. Uses all appropriate equipment and/or tools to ensure workplace safety.
- 3. Immediately reports unsafe working conditions.

**Privacy/Compliance:**

- 1. Maintains privacy and security of all patient, employee, and volunteer information and access to such information. Such information is accessed on a need-to-know basis for business purposes only.
- 2. Complies with all regulations regarding corporate integrity and security obligations. Reports unethical, fraudulent, or unlawful behavior or activity.
- 3. Upholds strict ethical standards.

**Flexibility:** Available for all shifts and, when required, able to work evenings and weekends

**Acknowledgement**

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**Print Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|   |                             |                     |
|---|-----------------------------|---------------------|
|  | EFFECTIVE DATE: XX/XX/XXXX  | POLICY Nº: VPIT     |
|   | REVISION DATE:              |                     |
|   | ORIGINATOR: Human Resources | LOCATION: ALL SITES |
| <b>SUBJECT: JOB DESCRIPTION: VICE PRESIDENT INFORMATION TECHNOLOGY</b>            |                             |                     |

**Status:** Exempt

**Reports to:** Chief Executive Officer

**Direct Reports:** Director Business Applications, Director Data and Analytics and Director IT Infrastructure and Operations.

**Summary:**

The Vice President of Information Technology (VPIT) will provide technology, application and data analytics vision and strategic leadership in the development and implementation of the BCHF information technology (IT) programs. The VPIT will lead Borrego Health in planning and implementing enterprise information systems to support both distributed and centralized clinical and business operations, achieve more effective, and cost beneficial enterprise-wide IT operations. Additionally, the VPIT:

- Define, execute, and deploy the information technology strategic roadmap for new technologies and architectures including end-to-end implementations to increase automation and improve efficiencies throughout the Borrego Health network
- Evaluate key industry and technology trends and provide thought leadership to the enterprise on the use of emerging technologies; ensure the IT team is engaged on current trends and developments
- Aligns IT goals to contribute the business success of Borrego Health.
- Develop and oversee effective disaster recovery policies and standards to align with enterprise business continuity program goals. Coordinate the development of implementation plans and procedures to ensure that business-critical services are recovered in the event of a security event
- Responsible for the management of multiple information and communications systems and projects, including voice, data, imaging, and office automation.
- Designs, implements, and evaluates the systems that support end users in the productive use of computer hardware and software.
- Develops and implements user-training programs.
- Lead the recruitment and retention of a diverse team of IT professionals; create accountability and ownership among team members through communication of clear expectations, supervision, and timely performance feedback.

**Essential Duties and Responsibilities:**

*Administrative Functions:*

1. Creates an environment of accountability for teams by setting clear goals in technology service delivery, data and analytics, application support and infrastructure support.
2. Coach and develop team members with continuous improvement goals. Leads change and manages conflicts while fostering team collaboration. Leads by example pursuing continuous improvement and quality.
3. *Demonstrates leadership, builds partnerships and communicates in a way that is motivating, optimistic and pragmatic, operates with high integrity and promotes effective team interaction and accountability*

**BUDGET/CONTRACTS**

1. Approves, coordinates and controls all department projects related to selection, acquisition, development and installation of major information systems for Borrego Health. Provides advice on evaluation, selection, implementation and maintenance of information systems, ensuring appropriate investment in strategic and operational systems. Evaluates systems to measure their success.

2. Reviews and approves all hardware and software acquisition and maintenance contracts, soliciting involvement and participation of other management team members as appropriate.
3. Develops and maintains corporate policies and standards aimed at maximizing effectiveness and minimizing costs related to the acquisition, implementation and operation of IT systems.
4. Develops, when possible, master purchase or lease agreements for hardware, software, maintenance and telecommunication services.
5. Develops and monitors the approved annual operating and capital budgets for information and technology systems.
6. Maintains contact with IT suppliers and maintains knowledge of current technology, equipment, prices and terms of agreements to minimize the investment required to meet established service levels. Evaluates alternatives, performs appropriate cost benefit analysis, and recommends solutions that maximize effectiveness and minimize costs commensurate with acceptable risks.

#### *PLANNING/POLICY DEVELOPMENT*

1. Responsible for the technology vision and planning process that will regularly evaluate existing technology, information systems, and staffing, research new solutions and technologies and recommend changes.
2. Facilitates/leads the evaluation of products, vendors, and technologies in alignment with business objectives, develops recommendations including implementation and long-term cost and resource requirements for Borrego Health.
3. Develops and enforces policy and procedures to ensure the protection of Borrego Health's IT assets and the integrity, security and privacy of information entrusted to or maintained by Borrego Health.
4. Oversees the linkage between external technology systems (e.g. government, vendors and other health care organizations) and Borrego Health's IT resources; including systems for electronic data exchange.

#### *SYSTEMS ADMINISTRATION/REPORTING*

1. Promotes and oversees relationships between the health care network's IT resources and external entities (e.g., government, vendors, researchers, and other health care organizations).
2. Ensures that all information systems and networks operate according to internal standards, external accrediting agency standards, regulatory agencies and legal requirements, including HIPAA.
3. Develops and maintains the systems architecture, defining standards and protocols for data exchange, communications, software and interconnection of health care network information systems.
4. Ensures data and reporting integrity across system(s) and data repositories, through building of cross-functional knowledge and appropriate project planning for data pipelines and data warehousing needs.
5. Ensures that data systems are capable of provision of all patient data and statistics as required by Federal, state and local agencies. Supports the development of patient reports as requested.
6. Develop and maintain system recovery plan in the event of power failure, damage
7. Oversee the development, maintenance, and communication of systems documentation, policies, and procedures.

#### *TRAINING*

1. Supervises the development and maintenance of user documentation, including complete user manuals, FAQs and help files.
2. Communicates IS/IT plans, policies and technology trends throughout the organization, including management groups and professional staff.
3. Develop, implement and maintain comprehensive user training program. Provide directly or arrange new user training and advanced training for existing users.

#### *Staff Supervision:*

1. Coaches and mentors IT personnel for continuous improvement, action oriented elimination of blockers, monitors performance and establishes personnel development plans to achieve highest level of performance
2. Supervises designated staff including Director of IT Systems Engineering, Director of IT Operations, Director of Databases and Applications Engineering, Director of Information Security.

3. Provides staff training as necessary and ensures compliance with new employee and annual training requirements.
4. Evaluates staff performance either directly or in collaboration with co-management.
5. Conducts employee corrective action, provides guidance and conducts annual evaluations.
6. Responsible for ensuring staff compliance with all Borrego Health policies and procedures, and all applicable laws and regulations, including HIPAA and OSHA.

**Qualifications:**

*Minimum Qualifications:*

- 10+ years of multi-discipline IT experience, with a well-rounded knowledge of applications, data or analytics, cyber security and infrastructure in a multi-site or geographically dispersed environment; a minimum of 10 years leading a team to achieve performance results.
- Proven experience building a service-oriented organization. Demonstrated experience planning and directing IT efforts to improve operational efficiency, service delivery, and information management across technology platforms.
- Experience with contract and vendor negotiations, and an expertise in negotiating complex contracts and managing vendors, including design and tracking of Service Level Agreements (SLAs).
- Proven success managing multiple high-priority projects simultaneously with demonstrated ability to appropriately allocate resources and adjust to changing circumstances; ability to balance long-term assignments against daily responsibilities.
- Proven success analyzing key business issues and identifying the root cause of business challenges.
- Demonstrated ability to translate complex technical concepts into impactful statements for a variety of audiences and levels of sophistication.
- Demonstrated ability to interact with individuals of diverse backgrounds and at all levels of the organization, including effective conflict resolution. Minimum of 5 years of experience with increasing responsibilities for management and support of healthcare information systems and information technology, direct management of a major IT operation is preferred. Experience should also include exposure to both shared and outsourced solutions, as well as support of in-house information and communication systems in a multi-site client-server environment. Specific experience with practice management, financial management and clinical management information systems is a plus.

*Knowledge, Skills and Abilities:*

Knowledge of:

- Data processing methods and procedures, and computer software systems
- Business office operations as it pertains to third party billing and reimbursement activities in a managed care environment
- Systems design and development process, including requirements analysis, feasibility studies, software design, programming, pilot testing, installation, evaluation and operational management
- Business process analysis and redesign
- Design, management, and operation of managed IT systems

Proven skills in:

- Negotiating with vendors, contractors, and others
- Budget preparation and monitoring
- Planning and organizing
- Management and leadership
- Communication

Demonstrated ability to:

- Relate to all levels of the user community
- Be a team player that motivates and educates other team members
- Plan, implement and support systems in a complex health care environment
- Set and manage priorities
- Comprehend complex, technical subjects
- Translate technical language to lay audiences

- Link and apply complex technologies to business strategies

*Physical and Mental Requirements:*

1. Able to lift/move up to 40 pounds, move from place to place, and stand for long periods of time
2. Ability to do math, organize and prioritize workload, work effectively and efficiently under stress
3. Ability to supervise, multitask, understand and follow instructions
4. Ability to proficiently read, write, speak and understand English

**Customer Service:**

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4. Participates in on-going customer service trainings.
5. In every action, seeks to promote Borrego Health as a top service organization.

**Quality Management:**

1. Contribute to the success of the organization by participating in quality improvement activities.
2. Complies with all Borrego Health policies and procedures and pro actively participates in the implementation of new initiatives.
3. Serve as a member of the Quality Committee

**Safety:**

1. Ensures compliance with policies and procedures related to safe work practices.
2. Uses all appropriate equipment and/or tools to ensure workplace safety.
3. Immediately reports unsafe working conditions.

**Privacy/Compliance:**

1. Maintains privacy and security of all patient, employee, and volunteer information and access to such information. Such information is accessed on a need to know basis for business purposes only.
2. Complies with all regulations regarding corporate integrity and security obligations. Reports unethical, fraudulent or unlawful behavior or activity.
3. Upholds strict ethical standards

**Flexibility:** Available for all shifts and, when required, able to work evenings and weekends.

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**SUBJECT:** JOB DESCRIPTION: CHIEF INFORMATION TECHNOLOGY OFFICER

Page 5 of 5

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Print Name: \_\_\_\_\_

Location: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_