



**Health Services**  
LOS ANGELES COUNTY

# POLICIES AND PROCEDURES

**SUBJECT:** STATE NOTIFICATION: APPOINTMENT – DIRECTOR OF HEALTH SERVICES

**POLICY NO:** 104

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- PURPOSE:** To establish a policy and procedure, applicable to the Department of Health Services (DHS), to ensure the State of California, Department of Health Services (CDHS) is provided written notification whenever a change of administrators occurs.
- POLICY:** It is the policy of the County and DHS that the DHS shall provide written notification to the CDHS when there is an appointment or change of Director, Health Services.
- GUIDELINES:**
1. DHS must have procedures in place to ensure that CDHS receives timely notification of the appointment.
  2. DHS shall develop procedures to implement this policy, according to the California Code of Regulations (CCR) §§ 70701(2) and 70701(3).
- PROCEDURE:** DHS, Quality Improvement and Patient Safety, will perform the following activities:
1. Obtain the Board of Supervisors' (governing body) motion appointing the Director, Health Services.
  2. Obtain the Director, Health Services duty statement from the Board of Supervisors to ensure the written notification to the CHDS provides a complete and accurate position description.
  3. Provide written notification to the CDHS of the Director, Health Services' appointment.
- DEFINITION:** The term "Director of Health Services" applies to the position that has full responsibility for planning and directing all of the operations for the Department of Health Services, which provides health services for the County of Los Angeles in accordance with State and Federal statutes and regulations, the County Administrative Code, Charter and Ordinances.
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**APPROVED BY:** Signature on File

**EFFECTIVE DATE:** 05/12/2006

**SUPERSEDES:**

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**DEPARTMENT OF HEALTH SERVICES  
COUNTY OF LOS ANGELES**

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Such services include all County hospitals, County probation infirmaries, rehabilitation centers, community health centers, comprehensive health centers, and others as defined by the Board of Supervisors.

**AUTHORITY:** California Code of Regulations (CCR) §§ 70701(2), 70701(3), Title 22, Division 5  
Los Angeles County Code, Title 2 – Administration  
    § 2.06.130 Department Heads-Additional Duties  
    § 2.76.020 References to Superseded Offices  
    § 2.76.030 Definitions  
    § 2.76.040 Director – Duties Generally  
Health & Safety Code §§ 101000-101010, Part 3, Local Health Departments, Chapter 1, Organization and Appointment of Health Officers  
Health & Safety Code §§101025-101070, Part 3, Local Health Departments, Chapter 2, Powers & Duties of Local Health Officers and Local Health Departments, Article 1, County Health Officers

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**EFFECTIVE**

**DATE:** 05/12/2006

**SUPERSEDES:**

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