

**RESOLUTION TO ADOPT THE JOB DESCRIPTIONS OF ASSISTANT
DIRECTOR OF PUBLIC HEALTH AND HIV SPECIALTY CLINIC
THERAPIST**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and
WHEREAS, the Board of Supervisors have approved the Public Health Director, Ms. Mimi Hall's, request to establish and allocate the positions of Assistant Director of Public Health, and HIV Specialty Clinic Therapist; and
WHEREAS, the job descriptions for Assistant Director of Public Health and HIV Specialty Clinic Therapist was provided to Operating Engineers with the request to meet and confer; and
WHEREAS, Operating Engineers Local #3 Representative, Mr. Gregory Rameriz, has reviewed the proposed job descriptions and salary classifications, and has notified the Human Resources Director, that the Union has no objection in moving forward to add these two job descriptions and their salary classifications.

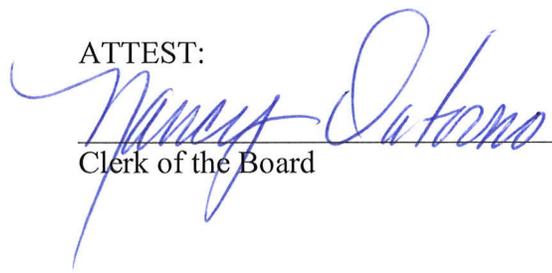
NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

The County's classification plan is hereby amended to include Assistant Director of Public Health, range 3434; and HIV Specialty Clinic Therapist, at range 2214.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 3rd day of April, 2012, by the following vote:

AYES: Supervisors SWOFFORD, THRALL, KENNEDY, SIMPSON, MEACHER
NOES: Supervisors NONE
ABSENT: Supervisors NONE


Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

ASSISTANT DIRECTOR OF PUBLIC HEALTH

Definition

Under general direction of the Public Health Director, the Assistant Director will provide oversight for the development of state and federally required data, reports, financial plans, statistical analysis, policies and procedures, and contract management; reviewing and analyzing legislation and determining affects on organizational procedures and operations; and assures department's compliance with state and federal laws, department goals and objectives, and county policies and procedures.

Distinguishing Characteristics

This is the senior administrative position in the department under the Public Health Director. The position encompasses a wide variety of day-to-day administrative, supervisory, and budgetary responsibilities.

Report To

Public Health Director

Classifications Directly Supervised

Program Chief, Dept Fiscal Officer I/II, Director of Nursing, Director of Senior Services, Contract Physician (Health Officer)

Examples of Duties

- Assists with planning, organizing and implementing activities of the department; serves as Department Head in the absence of the Public Health Director.
- Screens and assigns workload; plans and assigns tasks and projects; directs the development of performance standards
- Monitors operations and procedures; evaluates department issues, and recommends and implements solutions; assures strategic goals are reached.
- Prepares mandated responses to Federal and State regulations.
- Interprets policies and regulations for the public.

ASSISTANT DIRECTOR OF PUBLIC HEALTH – 2

- Develops, coordinates, evaluates and implements requirements for accreditation through the Public Health Accreditation Board
- Conducts research and strategic planning functions; analyzes trends and makes recommendations for staffing adjustments and personnel assignments; directs department projects.
- Directs the preparation of reports, which summarize and forecast department financial activities and position; reviews department's financial status and revenue trends.
- May act in the absence of the Director or represent the County at meetings and conferences.
- Maintains contact with the press and community organizations.
- Performs special assignments for the Director of Public Health.
- Interprets policies and regulations for the public.
- Determines financial implications of proposed and actual legislative/regulatory changes.
- Evaluates services and where necessary implements changes.
- Promotes and assists in the development of health services programs and initiatives designed to strengthen the public health community.
- Promotes and assists the effective integration of client programs and services provided by the Health department.
- Maintains relationships with other County offices, public and private agencies and community groups.
- Recommends hiring, terminations and other personnel actions.
- Reviews and evaluates proposals for new services and/or program modifications and evaluates services and when necessary, implements changes.
- Performs other duties as assigned.

Typical Physical Requirements

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

Typical Working Conditions

Work is usually performed in an office environment; continuous contact with staff and the public.

ASSISTANT DIRECTOR OF PUBLIC HEALTH – 3

Desirable Qualifications

- Knowledge of principles, practices and trends in public administration, leadership and management
- Knowledge of public health practice and its relationship to the development and operations of public programs and services.
- Knowledge of Federal, State and County laws and regulations applicable to public health programs and communicable disease control.
- Knowledge of Department and County policies and procedures
- Knowledge of grant proposals, budgets, and financial reporting
- Principles and techniques of effective employee supervision, training, and development.
- Skill in scheduling and supervising staff, delegating tasks and authority, and coaching to improve staff performance.
- Skill in understanding, interpreting and applying relevant statutes, ordinances, codes and regulations.
- Skills in assessing and prioritizing multiple tasks, projects and demands.
- Skill in establishing and maintaining effective working relations with co-workers, other county employees and representatives from other county, state and federal agencies.
- Skill in analyzing and interpreting fiscal and accounting records, and financial statements.
- Skill in following and effectively communicating verbal and written instructions.

Training and Experience

- Master's degree in Public Health, Public Health Nursing, Community Health, Environmental Health, Business Administration, Public Administration, or a related field from an accredited college or university.
- Three (3) years of administrative or management experience at the division director, program and/or facility manager in a public health, community health, or environmental health program involving the evaluation, administration and program direction of varied types of public health services and programs requiring large expenditures of funds would provide such opportunity.

ASSISTANT DIRECTOR OF PUBLIC HEALTH – 4

Special Requirements

Possession of an appropriate California Driver's License issued by California Department of Motor Vehicles. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

HIV SPECIALTY CLINIC THERAPIST

DEFINITION

Under direction to provide mental health assessments, brief counseling, referrals, treatment planning and support services to HIV+ individuals, and their families, and do related work as required.

DISTINGUISHING CHARACTERISTICS

This position is equivalent to a journey level class in the Mental Health Therapist series. It differs from the Mental Health Therapist I in that incumbents function under less supervision and are licensed. They classification requires travel to HIV Specialty Clinic Sites and client homes both in and out of Plumas County to provide counseling and treatment services.

REPORTS TO

Health Education Coordinator II, Public Health Program Chief, or Public Health Director

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

HIV SPECIALTY CLINIC THERAPIST -2

EXAMPLES OF DUTIES

- Performs and coordinates initial psychosocial assessments and ongoing reassessment of all HIV+ clients in Plumas and Lassen counties.
- Provides brief psychological and psychiatric treatment and counseling services for HIV+ individuals with a diagnosed mental health disorder. Provides referral for long term counseling and support group services.
- Consults with the client's attending physician, primary care practitioner and/or other medical providers as needed, to coordinate plans of treatment and advocate for the client as necessary.
- Works with the client and care team to implement a service plan with review and appropriate revision based on comprehensive assessments and reassessments, case conference, and service needs identified.
- Promotes understanding of the psychosocial factors impacting persons with HIV disease.
- Fosters intra-agency and interagency working relationships to help accomplish goals.
- Travels to various location in both Plumas and Lassen Counties to provide services at HIV Specialty Clinic sites and in individual client homes.
- Ensures that the client's psychosocial needs are addressed in accordance with the service plan.
- Identifies and assists clients in accessing benefits and entitlements, resources, and information and referral services for psychosocial needs.
- Consults with other social service providers as needed to assure continuity of care and prevent duplication of services.
- Participates in Question and Answer activities and described in the QI/QM Guidelines.
- Empowers clients in decision making for service planning.
- Maintains records and collect data as required by the Department and professional standards.
- Advocates for the needs of the individual client.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed off site in a medical clinic environment or client home; continuous contact with staff and the public.

HIV SPECIALTY CLINIC THERAPIST - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in mental health programs.
- Therapeutic treatment methods and procedures in the mental health field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health services and programs.
- Current practices and techniques in psychotherapeutic treatment.
- The Scope and activities of public and private agencies in the mental health field.
- Psychotropic medications.
- Treatment research, development, and implementation.
- Quality Assurance practices and standards.
- Crisis Counseling Techniques.
- Psychosocial aspects of mental illnesses.
- Psychosocial factors impacting person with HIV disease.

Ability to:

- Perform a variety of mental health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of emotionally disturbed patients and their families.
- Prepare clear, relevant and accurate reports.
- Develop and present public presentations.
- Enforce Quality Assurance Standards.
- Interpret and apply complex mental health program rules, regulations and policies.
- Effectively represent the Mental Health Department in contacts with clients and the public.

HIV SPECIALTY CLINIC THERAPIST - 4

Training and Experience:

Possession of a master's degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field from an accredited institution and two (2) years of post-master experience equivalent to a Mental Health Therapist I in Plumas County.

Minimum of 10 hours per year of HIV/AIDS specific continuing education training.

Special Requirements: Possession of a license as an LCSW or MFCC issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners.

Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.

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