

RESOLUTION NO. 15-8064

**RESOLUTION TO ADOPT THE POSITION CLASSIFICATION AND JOB DESCRIPTION OF BEHAVIORAL HEALTH DIRECTOR**

**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 has directed staff to move from a Mental Health Department to a Behavioral Health Department; and  
**WHEREAS**, due to the vacancy of the Mental Health Director it provides the perfect time to make this change; and  
**WHEREAS**, the Human Resources Director and the Interim Mental Health Director Ms. Hall have worked together to complete the classification review; and  
**WHEREAS**, it is necessary that the Board approve by this resolution the job description of the Behavior Health Director and the salary classification of Behavior Health Director at \$106,000.00 135,000.00.

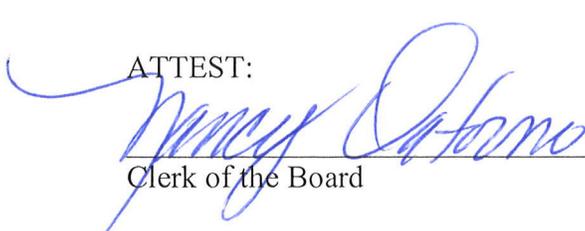
**NOW, THEREFORE BE IT RESOLVED** by the Plumas County Board of Supervisors as follows:

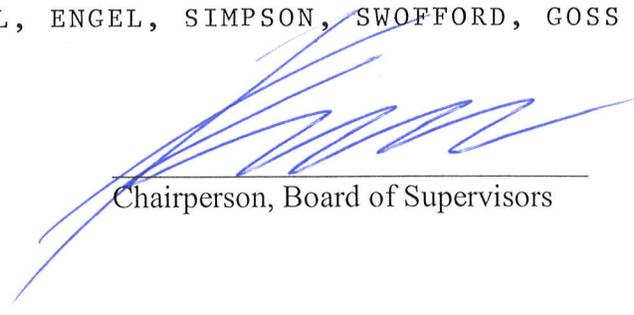
The County's classification plan is hereby amended to include the Behavioral Health Director job description for this position at the annual salary range of \$106,000.00 to \$135,000.00.

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 12<sup>th</sup> day of May, 2015 by the following vote:

AYES: Supervisors THRALL, ENGEL, SIMPSON, SWOFFORD, GOSS  
NOES: Supervisors NONE  
ABSENT: Supervisors NONE

ATTEST:

  
Clerk of the Board

  
Chairperson, Board of Supervisors

	Health & Human Svs Range	Health & Human Svs Range	Behavioral Health Range	Behavioral Health Range
AMADOR	10,605.00	10,605.00		
CALAVERAS	12,395.07	12,395.07		
DEL NORTE	6,940.90	6,940.90		
GLENN	10,139.81	10,139.81		
INYO	10,688.00	10,688.00		
LASSEN	7,119.71	8,614.96		
TEHAMA	9,844.00	9,844.00		
TUOLUMNE	9,240.40	11,280.53		
Average HHS Monthly	9,621.61	10,063.53		
Average HHS Annual	115,459.32	120,762.41		
COLUSA			8,335.00	10,640.00
SAN BENITO			9,391.20	11,991.20
Average BH Monthly			8,863.10	11,315.60
Annual Average Annual			106,357.20	135,787.20

Average of HHS & BH Monthly	9,469.91	10,313.95
Average of HHS & BH Annual	113,638.90	123,767.36

## **BEHAVIORAL HEALTH DIRECTOR**

### **DEFINITION**

Under direction of the Board of Supervisors, plan, organize, direct, manage, and supervise County of Plumas Behavioral Health programs; direct and supervise staff providing mental health and drug and alcohol services; represent Department activities, programs and services with community organizations and other government agencies; oversee clinical, financial and administrative aspects of Department operations; oversee the development of evidence based clinical services and quality assurance systems; and, perform special assignments and related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is an “at will” Department Head position that is appointed by and serves at the pleasure of the Board of Supervisors. The incumbent shall have general responsibility for the administration of mental health and alcohol and drug programs and services under the direction of the Board of Supervisors. In this role, the Behavioral Health Director shall be responsible for the direct delivery or brokerage of behavioral health crisis intervention services, individual or group therapeutic or other treatment services, case management, medication and nursing support services, psychiatric hospitalization and sober living or other residential care services.

### **REPORTS TO**

Board of Supervisors or through a County Administrative Officer, if applicable.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Mental Health Program Chief, Mental Health Program Chief – Nursing, Behavioral Health or Mental Health Therapist III, Department Fiscal Officer I or II, and the Quality Assurance Coordinator, and other positions/classifications as needed.

## **BEHAVIORAL HEALTH DIRECTOR - 2**

### **EXAMPLES OF DUTIES**

- Plans, organizes, directs, coordinates, and administers the County's mental health and drug and alcohol programs, activities and services.
- Develops and recommends Department goals, objectives and policies.
- Prepares or participates in the preparation of Department budgets to be approved by the Board of Supervisors, and oversees appropriate administration of the approved budget for Department services and operations.
- Provide organizational supervision and direction to clinical director(s).
- Ensures appropriate training of Department staff in accordance with County Personnel Rules, and in accordance with current standards of behavioral health practice and professional licensure as appropriate.
- Directs and reviews grant and contract preparation, grant and contract management, and compliance with reporting and fiscal management requirements.
- Oversees Department program planning, service design and evaluation.
- Directs the collection of statistical or fiscal information, electronic medical records, and other data as needed to evaluate and monitor performance of Departmental programs and services, and prepares reports.
- Develops and implements new behavioral health programs to meet the needs of Plumas County residents as resources allow, or retools existing programs to meet current needs.
- Represents the Department with community organizations, health providers and other governmental jurisdictions. Participates with other County Department Heads including the Public Health and Social Services Directors to promote the development and coordination of health and human services. Serves as a member of the Community Corrections Partnership if directed by the Board.
- Serves as Mental Health Director and the County Alcohol and Drug Administrator as directed by the Board of Supervisors.
- Appropriately manages the most sensitive public complaints and issues, represents the Department in public settings, and serves as the primary Department spokesperson.
- Selects, assigns, directs and evaluates the performance of subordinate management and supervisory personnel, participates in determining qualifications, skills and training needs for multidisciplinary program staff.
- Oversees the development, negotiation and monitoring of contracted services and resources.
- Serves as the primary liaison of the Behavioral Health Department to the Mental Health Commission, and ensures ongoing support, data and information as requested by the Commission.
- Serves as the primary representative of the Behavioral Health Department with the California Department of Health Care Services, managed care organizations, and other state or federal agencies as needed.

## **BEHAVIORAL HEALTH DIRECTOR - 3**

### **EXAMPLES OF DUTIES - Continued**

- Analyzes new or proposed legislation and directives; interprets and disseminates County, State and federal policy and regulations pertaining to behavioral health services, and monitors implementation and compliance.
- Coordinates and participates in a variety of staff and departmental meetings to ensure quality care and service delivery, including utilization review. Ensures Department compliance with all federal and state requirements for documentation and billing.
- Performs special assignments as directed.

### **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, and copiers.

### **TYPICAL WORKING CONDITIONS**

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

### **KNOWLEDGE OF**

- Behavioral health problems and issues and their relationship to the development and delivery of behavioral health services.
- Methods, principles and practices of developing, implementing, coordinating and administering behavioral health services.
- Principles and practices of evaluation of effective and evidenced-based mental health and alcohol and drug use treatment programs and services.
- Federal, State, and County laws and regulations applicable to mental health and substance use programs, and the relationship of federal and State programs to local government services and programming.
- Principles and practices of fiscal management and budget administration necessary to oversee the development of sound budget requests and establish internal monitoring and control systems.
- Effective personnel management practices including techniques of selecting, supervising, training and evaluating the performance of multidisciplinary clinical, peer and administrative staff in a governmental setting.
- The application and effectiveness of a variety of behavioral health treatment modalities utilized in a comprehensive community-based prevention and treatment system.

## **BEHAVIORAL HEALTH DIRECTOR - 4**

### **KNOWLEDGE OF - Continued**

- Requirements, administrative techniques and record keeping necessary for securing, maintaining and effective oversight of grant or contract funded programs.
- General functions of the Behavioral Health Division of the California Department of Health Care Services.
- Community organization and development.

### **ABILITY TO**

- Plan, organize, supervise and administer the programs and services of the County Behavioral Health Department.
- Establish and maintain collaborative working relationships with community members and organizations, and continually develop the capacity of community based providers to develop and provide behavioral health services.
- Develop, negotiate and monitor contracts.
- Provide vision and direction, training, supervision, and evaluate the performance of multidisciplinary management, supervisory and other appropriate staff and resolve employee problems.
- Ensure appropriate clinical supervision and direction for licensed and/or certified personnel.
- Develop and administer Departmental budgets, control expenditures and actively seek reimbursements and other revenue to support Department services and operations.
- Oversee the development and administration of grant-funded programming when appropriate.
- Determine the need and priority of behavioral health programming, recommend allocation of resources and participate in short and long term budget planning and preparation.
- Establish and maintain cooperative working relationships with State and federal agency representatives, community representatives and staff.
- Develop and maintain systems to compile health data or outcomes, provide statistical analysis, and prepare or direct the preparation of clear and concise reports.
- Interpret complex federal, State and County codes, laws and regulations and implement systems to assure compliance.
- Effectively represent the Behavioral Health Department in contacts with the public, community organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Speak and write clearly and concisely.

## **BEHAVIORAL HEALTH DIRECTOR - 5**

### **TRAINING AND EXPERIENCE**

Any combination of training and experience that would likely provide the required knowledge and abilities. Some options are:

Option I: A physician and surgeon licensed by the State of California who has three years of graduate training in psychiatry and an additional two years of training or practice in the field of psychiatry, of which one year shall have been in an administrative capacity.

Option II: A psychologist licensed by the State of California who possesses a doctorate degree in Psychology from an institution of higher education and has three years of experience in clinical psychology, of which two years shall have been in an administrative capacity.

OPTION III: A clinical social worker licensed by the State of California who possesses a master's degree in social work and has five years of experience in mental health, of which two years shall have been in an administrative capacity.

OPTION IV: A marriage, family and child counselor who possesses a master's degree in an approved behavior science course of study, and who is a licensed marriage, family and child counselor in the State of California. In addition, the marriage, family and child counselor shall possess five years of mental health experience, two years of which shall have been in an administrative capacity.

OPTION V: A nurse who possesses a Master's degree in psychiatric or public health nursing and is licensed as a registered nurse by the Board of Registered Nursing in the State of California, and has five years of mental health experience, two of which shall have been in an administrative capacity.

Option VI: An administrator who shall have a master's degree in hospital administration, public health administration, or public administration from an accredited college or university or a related field, and who shall have at least three years experience in hospital or health care administration, two of which shall have been in the mental health and substance use field. Additional post-baccalaureate experience in a mental health setting may be substituted on a year-for-year basis.

### **SPECIAL REQUIREMENTS**

Must possess a valid driver's license at time of application and a valid California driver's license at the time of appointment. The valid California license must be maintained throughout employment.