

**RESOLUTION TO AMEND THE COUNTY CLASSIFICATION PLAN TO INCLUDE THE  
JOB DESCRIPTIONS FOR MANAGEMENT ANALYST & ALCOHOL AND DRUG  
PROGRAMS CLINICAN - SUPERVISOR**

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, during the fiscal year needs may arise to amend the Classification Plan; and

WHEREAS, the Behavioral Health Director has requested the Human Resources Director to update the Plumas County's Position Allocation for Fiscal Year 2017/2018 for fund # 70570 adding a 1 FTE for a Management Analyst I/II position and a 1 FTE Alcohol and Drug Programs Clinician - Supervisor; and

WHEREAS, The job descriptions for Management Analyst I/II and Alcohol and Drug Programs Clinician – Supervisor currently exist in the County's job classification plan; and

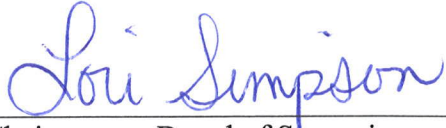
WHEREAS, the Human Resources Director concurs with the Behavioral Health Department's need to add these two positions to the allocation.

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

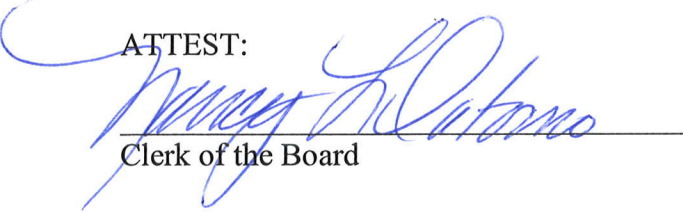
The job description for Management Analyst and Alcohol and Drug Programs Clinician – Supervisor, attached hereto is approved, and the County's classification plan is hereby amended to include these two positions.

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 17<sup>th</sup> day of October, 2017 by the following vote:

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

  
\_\_\_\_\_  
Chairperson, Board of Supervisors

ATTEST:

  
\_\_\_\_\_  
Clerk of the Board

## **MANAGEMENT ANALYST I**

### **DEFINITION**

Under supervision, to perform surveys, studies and analysis of budgetary, administrative organizational and operational matters of a department(s) or the County government; to develop, implement and evaluate policies, plans and programs and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry and first experienced level in the Management Analyst class series. Incumbents are expected to learn and perform increasingly difficult and complex management analyst tasks and conduct management studies for County Departments. Incumbents are expected to increase their skill in knowledge of budgetary, administrative, fiscal, operational and organizational areas of County government.

### **REPORTS TO**

Department Head.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **MANAGEMENT ANALYST I – 2**

### **EXAMPLES OF DUTIES**

- Performs general and specialized studies, surveys, and analysis relating to matters of county government operation.
- Reviews revenues and expenditures requests from county departments and makes recommendations based on program objectives and requirements.
- Assists in compiling and analyzing.
- Monitors revenues and expenditures of various county departments.
- Makes periodic reports on budget status.
- Studies and makes recommendations related to administrative and operational policies and procedures.
- Monitors department compliance with federal and state regulations.
- Gathers, tabulates and analyzes data and information.
- Develops recommendations and prepares reports.
- May assist in developing grant applications and administering grants.
- Makes oral and written presentations to various commissions and boards.
- May coordinate the development of bids and specifications for major purchases.
- Will administer or negotiate leases and service contracts.
- May represent the County at meetings and conferences.
- May coordinate part of the county risk management, Health Insurance Portability and Accountability Act (HIPPA), and MediCal Administrative Activity programs.
- Performs a variety of staff support duties and other specialized functions 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 with continuous contact with staff and public. Some field trips will be necessary to attend Training/meetings, visit outstation county departments, staff, programs and operations.

## **MANAGEMENT ANALYST I – 3**

### **DESIRABLE QUALIFICATIONS**

#### **KNOWLEDGE OF**

- Local government origination, operation and legislative process.
- Statistical methods and practices of financial administration including governmental accounting
- Functions, originations and programs of local government in California
- Basic research methods and techniques
- Effective oral and communication styles

#### **ABLITIY TO**

- Perform a variety of specialized analytical studies
- Effectively present ideas and recommendations orally and in writing
- Analyze and evaluate a variety of information researching and gathering appropriate data to resolve problems
- Develop and administer grants
- Prepare a variety of comprehensive reports
- Effectively represent the programs and functions of the county with public, community organizations, other county staff, and other government agencies
- Establish and maintain effective working relationships

## **MANAGEMENT ANALYST II**

### **DEFINITION**

Under supervision, to perform surveys, studies and analysis of budgetary, administrative organizational and operational matters of a department(s) or the County government; to develop, implement and evaluate policies, plans and programs and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the experienced to advanced experienced level in the management analyst class series. Incumbents are expected to perform increasingly difficult and complex management analyst tasks and conduct management studies for County departments. Incumbents are expected to carry out assigned risk management, purchasing, and other specialized functions.

### **REPORTS TO**

Department Head.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **MANAGEMENT ANALYST II – 2**

### **EXAMPLES OF DUTIES**

- Performs general and specialized studies, surveys, and analyst relating matters of county government operation.
- Reviews revenues and expeditors requests of county departments and makes recommendations based on program objectives and requirements.
- Assists in compiling and analyzing.
- Monitors revenues and expeditors of various County departments.
- Makes periodic reports on budget status.
- Studies and makes recommendations related to administrative and operational policies and procedures.
- Monitors department compliance with federal and state regulations.
- Gathers, tabulates and analyses data and information.
- Develops recommendations and prepares reports.
- May assists in developing grant applications and administering grants.
- Makes oral and written presentations to various commissions and boards.
- May coordinate the development bids and specification for major purchases.
- Will administer or negotiate leases and service contracts.
- May represent the County at meetings and conferences.
- May coordinate part of the county risk management, Health Insurance Portability and Accountability Act (HIPPA), and MediCal Administrative Activity programs.
- Performs a variety of staff support duties and other specialized functions 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 with continuous contact with staff and public. Some field trips will be necessary to attend training/meetings, visit out-station county departments, staff, programs and operations.

## **MANAGEMENT ANALYST II – 3**

### **DESIRABLE QUALIFICATIONS**

#### **KNOWLEDGE OF**

- Local government origination, operation and legislative process.
- Statistically methods and practices of financial administration including governmental accounting
- Functions originations and programs of local government in California
- Basic research methods and techniques
- Effective oral and communication styles
- Organization functions programs and policies of Plumas County Government

#### **ABLITIY TO**

- Perform a variety of specialized analytical studies
- Effectively present ideas and recommendations orally and in writing
- Analyze and evaluate a variety of information researching and gathering appropriate data to resolve problems
- Develop and administer grants
- Prepare a variety of comprehensive reports
- Effetely represent the programs and functions of the county with public, community organizations, other county staff, and other government agencies
- Establish and maintain effective working relationships

## **MANAGEMENT ANALYST II – 4**

### **TRAINING AND EXPERIENCE:**

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Possession of a bachelor's degree in public or business administration or a related field.  
Two (2) years of experience in performing the duties and responsibilities reverent to that of a Management Analyst I with Plumas County.

Job related experience might be substituted for education requirements on a year-to-year basis. Job related experience would be defined as experience performing duties set forth in the "Examples of Duties" in this job description.

### **Special Requirements:**

Possession of a valid driver's license at time of application and possession of a valid California Drivers License by time of appointment. The valid California Drivers License must be maintained throughout employment.



## **ALCOHOL AND DRUG PROGRAM CLINICIAN/SUPERVISOR**

### **DEFINITION**

Under general direction, to plan, organize, and supervise the functions, services, and programs of the Plumas County Alcohol and Drug Program related to substance use disorder treatment; to be responsible for the development and evaluation of programs and services; to provide individual and group counseling services; to supervise treatment team staff; to represent Alcohol and Drug Programs with community organizations and other government agencies; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position classification. Incumbents possess a valid California license as a Licensed Clinical Social Worker, Marriage and Family Therapist, or Psychologist; or a valid California Alcohol and Drug Certification – Master’s Level Addiction Specialist. Incumbents exercise independent clinical judgment within the scope of program responsibilities and licensure, and may provide training and guidance to less experienced employees and/or provide clinical supervision for hours towards certification or licensure. This position has responsibility for the supervision and coordination of substance use disorder treatment services provided by Plumas County Alcohol and Drug. The incumbent works closely with the Plumas Alcohol and Drug Administrator in the development and administration of Alcohol and Drug programs. Responsibilities also include providing direct counseling services and supervision of treatment staff.

### **REPORTS TO**

Alcohol and Drug Administrator or designee.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Substance Use Disorder Specialist I and II, Community Care Case Manager, and other contracted program staff.

## ALCOHOL AND DRUG PROGRAM CLINICIAN/SUPERVISOR – 2

### EXAMPLES OF DUTIES

- Develops, administers, and evaluates the County Alcohol and Drug Programs in consultation with the Alcohol and Drug Administrator.
- Assists with recruitment, staffing, and selection of personnel.
- Supervises, trains, and schedules staff.
- Assists with establishing clinical treatment procedures and processes.
- Provides leadership, clinical supervision, and consultation to staff in the resolution of difficult questions concerning clinical problems and client services.
- Assists with the development of the County's plan for Alcohol and Drug/Prevention and Treatment.
- Works with State Department of Alcohol and Drug Programs.
- Conducts program evaluations.
- Serves as a member of the Plumas County Crisis Intervention Team to assess individuals for involuntary hospitalization.
- Develops policies and procedures.
- Provides supportive services and consultations to private alcohol and drug abuse facilities.
- Develops the budget and monitors financial reports.
- Provides training and education for community organizations.
- Acts as liaison with community groups, and State and local agencies concerned with alcohol and drug problems.
- Analyzes and makes recommendations regarding the effectiveness of services.
- Participates in policy development and implementation.
- Develops grant proposals for development of alcohol and drug services.
- Manages grant compliance.
- Conducts community presentations on alcohol and drug issues.
- Provides services to clients in recovery or in crisis as needed.
- May provide prevention services as needed.
- Works as part of the treatment team for persons ordered into treatment by the Courts.
- Provides records and reports to the County Probation Department and other authorized agencies.
- Refers individuals for residential substance abuse treatment.
- Coordinates continuity of services for clients needing in-patient treatment services

## **ALCOHOL AND DRUG PROGRAM CLINICIAN/SUPERVISOR – 3**

### **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 in an office environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Substance use disorder treatment related to addiction, recovery, rehabilitation, after care and prevention programs.
- The psychological and physiological effects of substance use and abuse
- Modern methods of assessing, treating, and counseling persons with substance use disorders
- Federal, State and local laws, regulations, policies and standards pertaining to alcohol and drug programs.
- Community organization principles and practices.
- Causes and treatment of substance use disorders.
- Crisis intervention principles and techniques.
- Methods and techniques of individual, group and family counseling.
- Methods of program monitoring and evaluation.
- Budget development and control.
- Principles of supervision, training, and employee evaluation.

#### **Ability to:**

- Plan, organize, develop, and implement a continuum of substance use disorder prevention, treatment, and after care programs and services.
- Assign, schedule, supervise, and evaluate staff.
- Develop a budget and control expenditures.
- Develop and implement alcohol and drug education programs for staff and community groups.
- Provide individual and group counseling sessions.
- Interpret, apply, and explain Federal, State and local laws, regulations, policies and procedures regarding substance use disorders.

## **ALCOHOL AND DRUG PROGRAM CLINICIAN/SUPERVISOR – 4**

### **Ability to - continued:**

- Effectively represent Plumas County Alcohol and Drug Programs in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

### **Training and Experience:**

- Five, (5) years experience in alcohol, drug, medical, mental health, or public health program, which must have included at least two (2) years of responsibility for program planning, administration and supervision of services.
- Graduation from a recognized college or university with a Master's degree in Psychology, Counseling, Psychiatric Nursing, or Social Work, including sufficient courses for obtaining the requisite license.
- Additional education in Health Administration, Business Administration, or Public Administration is desirable.

### **Special Requirements:**

- Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.
- Must possess valid California license as a Licensed Clinical Social Worker; Licensed Marriage and Family Therapist; Licensed Marriage, Family and Child Counselor; or Licensed Clinical Psychologist by the California State Board of Behavioral Science Examiners. Or, possess a valid California Alcohol and Drug Certification – Master's Level Registration Addiction Specialist.
- 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.