RECOMMENDED ACTION AND JUSTIFICATION:

Approve the proposed class specification and designation of Deputy Director of Behavioral Health and set the salary range at 305 ($4,314 - $5,243 monthly). This classification will be assigned to the Mariposa County Managerial and Confidential Organization (MCMCO).

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During the Fiscal Year 2001-02 Budget Hearings, the Board of Supervisors approved the additional position of Deputy Director of Behavioral Health for the Mental Health division of the Human Services Department and setting aside funding for the position.

Pursuant to Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 “Classification Plan Amendment,” the Board may create new classes or revise or abolish existing classes.

MCMCO has received a copy of the proposed classification and salary range.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Board previously approved this allocation. Only the approval of the class specification and setting the salary range is required.
MARIPOSA COUNTY

JOB TITLE: DEPUTY DIRECTOR BEHAVIORAL HEALTH

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

This is a management classification that supervises and is responsible for the services and contracts administered within the Department of Human Services programs of Mental Health, Alcohol and Drug, and Children’s System of Care; oversees the coordination and integration of all clinical services within the agency; assists in setting clinical standards; assists in ensuring that programs are delivered according to professional standards and State and Federal guidelines.

SUPERVISOR: Human Services Director (Director of Mental Health)

TYPICAL DUTIES:

- Manage and administer programs within the Behavioral Health Division including the Mental Health, Alcohol and Drug, and Children’s System of Care programs

- Monitors contractors that provide Mental Health and Substance Abuse Services in the County

- Work cooperatively with other managers in the Department of Human Services, the Mental Health Advisory Board, and the Alcohol and Drug Advisory Board, in meeting the needs of the community

- Assess the current service delivery system. Develop and make recommendations to enhance the service delivery system

- Develop program quality control measures and assist the Department’s fiscal staff with fiscal integrity and control

- Analyzes and implements programs to meet the local behavioral health needs
MARIPOSA: Deputy Director of Behavioral Health

TYPICAL DUTIES: (cont’d)

- Prepares and presents a variety of program reports at the direction of the Human Services Director

- Coordinates the completion of all Federal, State, and County fiscal reports

- Develops the annual budget request, in consultation with the Department Head for all programs in the Behavioral Health Division

- Prepares and monitors grant applications

- Monitors legislation and analyzes proposed legislation for impact on County programs

- Selects and supervises support staff, and conducts performance evaluations

EMPLOYMENT STANDARDS:

Knowledge of:

- human and organizational behavior

- best practice efforts in mental health, substance abuse, and systems of care

- treatment models for children, adults, and families with serious mental illness and/or addiction

- Mental Health, Substance Abuse, and Children’s System of Care evaluation and monitoring (quality control) techniques

- basic principles and practices of supervision, training, and performance evaluation

- revenue sources including State and Federal government, MediCal, and private insurance providers

- administrative practices and procedures involved in planning, supervision, and budgeting
MARIPOSA: Deputy Director of Behavioral Health

**Ability to:**

- interpret and apply laws, rules, and policies affecting mental health facilities and services, substance abuse, and systems of care
- supervise and prioritize the work of others
- establish and implement clinical standards and program policies
- communicate effectively and tactfully in both oral and written form
- establish and maintain positive working relationships with those contacted in the performance of required duties
- prepare and administer program budgets and plans
- monitor and manage contracts for services

**MINIMUM QUALIFICATIONS:**

Possession of a valid California Driver's license.

AND

**Education:**

Possession of a Doctor of Medicine (M.D.), or a Doctor of Philosophy (Ph.D.) in Clinical Psychology or a Licensed Clinical Social Worker with a Master's Degree in Social Work, or a directly related field.

AND

**Experience:**

The equivalent of five (5) years experience, including at least three (3) years of clinical work and at least two (2) years experience in an administrative and/or supervisory capacity within a mental health setting.