DEPARTMENT: Administration  BY: Rich Inman, CAO
PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

1. Adopt resolution entitled “Resolution Amending the Policy and Program of Mariposa County Employment and the County Classification Plan” in order to transition Kings View employees into County employment effective June 2, 2004.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors has made the decision to transition the County’s Mental Health Program from under the contractual control of Kings View Corporation to direct control of the Board of Supervisors as a division of the Department of Human Services. Since January staff has been working diligently on all the required actions to facilitate and accomplish this transition. One of the final issues that needed to be resolved was to establish the job descriptions, job titles and salary ranges for those Kings View employees who transition into county employment. The Board of Supervisors authorized a classification and compensation study to be conducted by HDC & Associates which is the same consultant that did the overall county classification study. That study is attached for your review and a summary of the recommendations can be found on circle page 49 of that study. In order to properly transition these employees the attached resolution must be adopted to adhere to the county’s employment policies.

Authorization is also being requested for the county to pay for health insurance coverage for those employees transitioning for the month of June. Since it is recommended that the effective transition date is June 2, 2004 the transitioned employees will not be covered by county insurance 30 days. This action will allow those employees to continue to be covered during the initial 30 day period until county insurance is activated.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Financial Impact?  ( X ) Yes( ) No  Current FY Cost: $ 10,000  Annual Recurring

Cost: $  
Budgeted In Current FY?  ( X ) Yes ( ) No ( ) Partially Funded

Amount in Budget: $  
Additional Funding Needed: $  

Source:
Internal Transfer
Unanticipated Revenue ________ 4/5’s vote
Transfer Between Funds ________ 4/5’s vote
Contingency ________ 4/5’s vote
( ) General ( ) Other

LIST ATTACHMENTS, NUMBER PAGES CONSECUTIVELY
Resolution including HDC study and recommendations

CLERK’S USE ONLY:
Res. No.: 04-223  Ord. No. ______
Vote – Ayes: 5  Noes: ______
Absent: ______
Approved ______  Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date:_______
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: ____________
Deputy
Revised Dec. 2002

COUNTY ADMINISTRATIVE OFFICER:
☐ Requested Action Recommended
☐ No Opinion
Comments:

CAO:  EAI
MARIPOSA COUNTY BOARD OF SUPERVISORS RESOLUTION NO. 04-233

A RESOLUTION AMENDING THE POLICY AND PROGRAM
OF MARIPOSA COUNTY EMPLOYMENT
AND THE COUNTY CLASSIFICATION PLAN

WHEREAS, Section 2.68.040 entitled “Exempt service” of Chapter 2.68 of the County
Ordinances entitled “Personnel Classification and Regulations” states that persons under contract
or serving by special agreement are exempt from this chapter unless specifically included by
board order; and

WHEREAS, Section 2.68.060 entitled “Amendments to and Maintenance of
Classification Plan” of Chapter 2.68 states “Whenever one or more new positions are to be
established, or when, for any reason, there is a substantial change in duties or responsibilities of
any existing positions, the classifications as set forth in this chapter shall be amended or revised”
by resolution; and

WHEREAS, the Mariposa County Board of Supervisor has determined that it is in the
best interest of the County to terminate the contract with Kings View Corporation to provide
Mental Health services and have the County operate said program; and

WHEREAS, by special agreement between Kings View Corporation, the employees of
Kings View Corporation and the County, employees of Kings View Corporation will be
transitioned directly into County employment; and

WHEREAS, because the Board of Supervisors will need to adopt new job descriptions
and salary ranges for those employees transitioned from Kings View Corporation to the County it
is necessary to amend the County’s classification plan by adopting this resolution; and

WHEREAS, upon transition Kings View Corporation employees will become County
employees with all rights and privileges available to County employees and as a result special
procedures are necessary to adhere to the County’s personnel rules and regulations,

THEREFORE BE IT RESOLVED, that the Mariposa County Board of Supervisors does
hereby amend the County’s classification plan by adopting those job titles, job descriptions and
salary ranges and allocate those positions identified in the HDC & Associates Study and attached
hereto, and

BE IT FURTHER RESOLVED, that the Mariposa County Board of Supervisors authorizes the
transfer of Kings View Corporation employees into County employment on June 2, 2004 given
the special agreement that exists between Kings View Corporation, Kings View Corporation
employees and the County that allows it to do so, under the following conditions:

1.) Employees must meet the minimum qualifications for the County job to which
they are transferring into and each employee will be required to complete a
standard county application form.

2.) Each employee shall serve a probationary period in accordance with County
policies and procedures and conditions spelled out in executed Memoranda of
Understanding.
3.) Each employee shall be placed on the appropriate salary step as deemed appropriate by the County Administrative Officer/Personnel Director.

4.) Each employee shall accrue benefits from date of employment with the County in accordance with County policies and procedures and executed Memoranda of Understanding.

5.) Each employee shall be placed in the appropriate bargaining unit as specified in existing County policy.

6.) Background checks and reference checks will be conducted in accordance with existing County practices and physical examinations may be required in accordance with existing county practices.

7.) Each employee shall verify on a form acceptable to the County Counsel that he/she is currently in good standing as an employee of Kings View with no pending disciplinary action(s).

BE IT LASTLY RESOLVED, that the Mariposa County Board of Supervisors herein renames the program from Mental Health to the Division of Behavioral Health, Alcohol and Drug Abuse Services within the Department of Human Services.

PASSED, APPROVED AND ADOPTED, by the Mariposa County Board of Supervisors on 25th day of May, 2004 by the following vote:

AYES: STETSON, BALMAIN, BIBBY, PARKER, PICKARD

NOES: NONE

ABSENT: NONE

ABSTAINED: NONE

COUNTY OF MARIPOSA

[Signature: GARRY R. PARKER, Chairman]

ATTEST:

[Signature: MARGIE WILLIAMS, Clerk of the Board]

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

[Signature: THOMAS P. GUARINO, County Counsel]
MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: RICH INMAN, County Administrative Officer
FROM: MARGIE WILLIAMS, Clerk of the Board
SUBJECT: RESOLUTION FOR TRANSITION OF EMPLOYEES FROM KINGS VIEW CORPORATION TO MARIPOSA COUNTY
Resolution No. 04-233

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on May 25, 2004

ACTION AND VOTE:

Rich Inman, County Administrative Officer;
Adopt a Resolution for Transition of Employees from Kings View Corporation to Mariposa County and Authorize Payment of Health Insurance for Kings View Employees for the Month of June 2004

BOARD ACTION: Rich Inman reviewed the recommendations for the transition. Cheryle Rutherford-Kelly, Human Services Director, provided input relative to the transition and the job descriptions. Discussion was held. Rich noted that the job descriptions will need to be revisited, probably within three to four months. Supervisor Bibby asked about the impact this transition will have on the other departments and whether the employees would receive safety training, etc. that was provided for County employees.

(M)Pickard, (S)Balmain, Res. 04-233 was adopted approving the recommended actions/Ayes: Unanimous.

cc: Mary Hodson, Deputy County Administrative Officer
Cheryle Rutherford-Kelly, Human Services Director
Sandi Laird, Administrative Analyst-Administration
File
MARIPOSA COUNTY

KINGS VIEW CLASSIFICATION & SALARY REVIEW REPORT

March 5, 2004

Presented by
HDC & Associates
Human Resources Consultants
BACKGROUND

Mariposa County has contracted out community Mental Health and Substance Abuse services to the Kings View Corporation of Fresno for over twenty years. Recently the Board of Supervisor’s determined that the County would terminate the contract with Kings View and transition the programs into the County structure. Most Kings View employees would become County staff as part of the transition. The employees and programs will become part of the Behavioral Health Division of the Human Services Department.

HDC & Associates was hired by the County to conduct a classification study and salary review of the existing Kings View position classifications. Consultant’s assignment was to reconcile the existing Kings View classifications and salary schedule with that of the County’s.

CLASSIFICATION STUDY

Consultants initially met with the County Administrative Officer and Human Services Director to outline the scope of the assignment and to identify issues and/or concerns. HDC & Associates staff then conducted an orientation session for all Kings View employees. The orientation session was conducted to explain the purpose of the study, distribute Position Description Questionnaires (PDQs) and answer questions. The PDQs request information about the duties and responsibilities of the respective positions.

The Position Description Questionnaires (PDQs) were completed by all of the Kings View employees and reviewed by the Human Services Director and/or designees. They were then forwarded to HDC & Associates. There are twenty-six (26) positions in twenty (20) classifications covered by the study. Five (5) positions were open or vacant. Following a review of the PDQs by the Consultant staff we interviewed all twenty-one (21) incumbents, plus the Executive Director of the Mariposa Kings View.

HDC & Associates staff next met to review and compare our interview notes, reread the PDQs and reach conclusions as to the allocation of each position/incumbent to a recommended classification. Consultants then developed new classification specifications in the format approved by the County. HDC & Associates is recommending that the County adopt twelve (12) new classifications. Five (5) Kings View position classifications are recommended for assignment to existing County classifications. The new classification specifications are enclosed as Attachment A.
Consultant had an extensive conversation with the Madera County Director of Human Resources/staff during the course of the classification review. Madera County has recently transitioned its Kings View program and staff into the County structure. The Director provided useful information about the transition process in Madera County that assisted Consultants with our research and analysis. HDC & Associates staff also contacted State Merit Systems Services (MSS). Consultant spoke with a senior manager about MSS classifications (Social Worker series, etc.) and the overlay of these classifications as they might pertain to classifications in Behavioral Health (Mental Health and Substance Abuse class series). This discussion was useful as Consultants considered the development of new classifications or the inclusion of Kings View positions in existing County (MSS classification series). The discussion was also useful in our deliberations relative to classification salary range recommendations. HDC & Associates classification and salary range recommendations are contained within the Position Allocation List (PAL) enclosed as Attachment B. A narrative discussion of the recommendations is contained within this report.

**SALARY REVIEW**

Consultant began reviewing the salary schedule for Kings View classifications concurrent with the classification study. Kings View salaries have a first step and a top step. Between the first step and top step there is a second quartile salary, mid-point salary and fourth quartile salary according to the Mariposa Kings View Executive Director. Promoted or reclassified employees do not move from the step on their current salary range to the next highest step in the salary range for the higher level classification. Following a satisfactory performance evaluation an employee can normally receive up to a 4% salary increase. The salary increase can be higher if it involves a promotion or reclassification. There are no cost of living adjustments per se. Periodically, Corporate may adjust the salary ranges in response to recruitment difficulties. There is a 40% differential between the first step and the top step in the salary ranges. The County has a traditional local government five step salary range schedule.

Classification compensation is a product of external market factors and internal salary relationships. Typically, salaries for new classifications are determined either by external salary studies of comparable jobs in an agency's labor market, or by basing them upon internal salary relationships. Internally, salaries are set based upon the relative value assigned to the classification within the agency's classification structure. Salaries for classifications are either linked together by design as having the same relative value based on assignments and qualifications, etc., or they are assigned the same salary range by happenstance. External salary surveys often impact the internal relationships since jobs have different "market"
value based upon the needs of the agency and the availability of potential employees for those jobs.

HDC & Associates primary consideration when developing salary range recommendations for the new County classifications (old Kings View classifications) was based on an internal salary relationship analysis. There are current internal salary differentials between classification levels within Kings View and also classifications that are linked together salary wise either by happenstance or design. The same scenario exists within the County structure. Since Kings View employees will become County staff in the Behavioral Health Division of the Human Services Department, Consultant initially reviewed the salary structure for classifications within the Human Services Department’s various divisions (i.e. Social Services, Housing and Community Action, and Behavioral Health). We also looked at other classifications with internal salary links throughout the County organization. As we reviewed the current salary differentials that exist between classification series in Kings View, Consultant kept in mind differentials that exist between County classification series and are proposing salary differentials for the newly created County classification series (former Kings View) that are consistent with those in the County structure. Consultant also reviewed the internal reporting relationships that will be established when the transition occurs.

HDC & Associates surveyed other counties regarding internal salary relationships between comparable classifications to those already in existence in Mariposa County and those being created as a result of the Kings View staff transition into the Human Services Department. We surveyed five (5) agencies. Data collected was used to augment Consultant’s knowledge of “pecking orders” that exist between classifications in local agencies. Our salary recommendations for the new Mariposa County classifications (old Kings View) are based on Consultant’s many years of experience and knowledge of county classification compensation systems as well as the internal salary relationship analysis.

RECOMMENDATIONS

Consultants classification and salary range recommendations are as follows:

Administration
- Administrator: The incumbent of this classification is responsible for budget preparation and after the transition will supervise all front office staff (reception, accounts payable, accounts receivable, records, custodial, etc.). A new classification of Behavioral Health Fiscal Supervisor is recommended. Salary
range 218 is proposed, which would establish the classification at the same salary level as an Accountant II.

- **Administrative Specialist III**: The incumbent of this classification currently functions as the front office supervisor. After transition, front office staff will report to the new position classification of Behavioral Health Fiscal Supervisor. Remaining duties of the current position warrant allocation to the existing County classification of Senior Office Assistant.

- **Patient Accounts Representative I**: Receptionist functions are the primary focus of this classification. The clerical duties and responsibilities warrant allocation to the existing County classification of Office Assistant II.

- **Patient Accounts Representative II**: The duties and responsibility of the positions incumbents represent fiscal clerical (accounts payable, accounts receivable) assignments. They will be appropriately classified as Account Clerk II in the County system.

- **Building Maintenance I**: The duties and responsibilities of the incumbent occupying this classification are consistent with those of Custodian in the County system.

- **Word Data Technician II**: This is a vacant position. The duties and responsibilities include maintaining Mental Health and Alcohol and Drug client records and charts. The level of assignments are consistent with the County’s classification of Office Assistant II.

**Alcohol and Drug**

- **Clinical Manager I**: The incumbent of this classification is responsible for planning, budgeting and supervising the Alcohol and Drug Program. Upon transition the incumbent will report to a Social Worker Supervisor II and/or the Deputy Director of Behavioral Health. A new classification of Alcohol and Drug Program Supervisor is recommended. Salary range 259 is proposed for this classification, which would place it salary wise between the County classifications of Social Worker Supervisor I and II. The Social Worker Supervisor II would be approximately 10.5% higher than the Alcohol and Drug Program Supervisor which is consistent with the Management and Confidential Memorandum of Understanding (MOU), Section 6.2.8, page 11.

- **Administrative Specialist IV**: Incumbents of this classification are senior level alcohol and drug abuse counselors or prevention
specialists. They may supervise lower level alcohol and drug program staff, although, they may provide only lead direction after the transition. A new classification of Senior Alcohol and Drug Specialist is recommended as part of a proposed Alcohol and Drug Specialist series. Salary range 196 is proposed, making the salary slightly higher than that of Social Worker II in the County system. Since this classification is the highest level in the Alcohol and Drug Specialist series it establishes the high end base for salary differentials between the classifications in the series.

- **Drug Abuse Prevention Specialist and Program Technician IV (Child Abuse Specialist):** Incumbents of these two classifications are the "prevention specialists" in the Alcohol and Drug Program. The classifications are compensated at the same salary range in the Kings View salary system. They currently report to an Administrative Technician IV, which is recommended for the proposed new classification of Senior Alcohol and Drug Specialist. Following transition the Senior Alcohol and Drug Specialist incumbents will serve in a lead capacity rather than as a full supervisor. A new classification of Alcohol and Drug Specialist III is recommended and will be the third level in the classification series. Salary range 176 is proposed for this classification which places it slightly higher salary wise than Social Worker I, and 10.4% below Senior Alcohol and Drug Specialist. This is an appropriate differential between the two classifications and consistent with differentials between numerous County classification series.

- **Alcohol and Drug Abuse Counselor II:** There are no incumbents currently in this classification. It is a journey level classification in the Kings View Alcohol and Drug Abuse Counselor series. A new classification of Alcohol and Drug Specialist II is recommended in the proposed new classification series of Alcohol and Drug Specialist. Salary range 156 is proposed, which is 10.5% below Alcohol and Drug Specialist III and consistent with current Kings View and County system differentials between classifications within a series.

- **Alcohol and Drug Abuse Counselor I:** This is the entry level classification in the Kings View Alcohol and Drug Abuse Counselor series. A new classification of Alcohol and Drug Specialist I is recommended in the proposed new classification series of Alcohol and Drug Specialist. Salary range 136 is proposed, which is 10.4% below Alcohol and Drug Specialist II and equates the salary to that of Social Services Aide in the County system.
• **Activities Worker III**: This classification is utilized in the Alcohol and Drug Recovery Support Services Center. There are two full time positions at the Center and the incumbent of this classification functions in a lead capacity while working with clients in their alcohol or drug recovery. A new classification of Alcohol and Drug Assistant II is proposed. Salary range 136 is proposed, which equates the salary to that of Social Services Aide and the proposed new classification of Alcohol and Drug Specialist I. Activities Worker III and Alcohol and Drug Abuse Counselor I are currently “linked” salary wise in the Kings View system.

• **Program Assistant II**: The incumbent of this classification is also assigned to the Alcohol and Drug Recovery Support Services Center. The incumbent performs many of the same assignments as those performed by the Activities Worker III. A new classification of Alcohol and Drug Assistant I is proposed. Salary range 112 is recommended, which is 12.7% below Alcohol and Drug Assistant II.

**Mental Health**

• **Social Worker II and Marriage and Family Therapist**: Incumbents of these two classifications provide mental health counseling, psychotherapy, and case management services. These two classifications are currently compensated at the same salary range in the Kings View system. A new classification of Mental Health Clinician is being proposed. Salary range 237 is recommended for the new classification, which equates it to Social Worker IV in the County system. The Mental Health Clinician classification should also receive the $700 per month stipend established in the Employee Association Memorandum of Understanding (MOU), Section 6.3.6.1, page 11.

• **Case Manager II**: The incumbent of this classification provides case management services to mental health, substance abuse, and dual diagnosis clients. Currently, the incumbent has supervisory responsibilities but will only be responsible for lead direction and coordination of staff after transition to the County. A new classification of Mental Health Assistant III is being proposed. It is the highest level in a proposed new classification series of Mental Health Assistant I, II, and III. Salary range 213 is being proposed. It would equate this classification salary wise with Social Worker III in the County system.
• **Program Technician IV (Mental Health):** The incumbent of this position provides family and children case management services. A new classification of Mental Health Assistant II is recommended. Program Technician IV is currently "linked" salary wise to the Kings View classification of Drug Abuse Prevention Specialist which is recommended to become an Alcohol and Drug Specialist III in the County system. Salary range 176 is proposed for this classification, which is slightly higher than Social Worker I in the County system and equates the classification salary wise with the proposed new classification of Alcohol and Drug Specialist III.

• **Program Technician II:** The incumbent of this classification provides case management support services to acutely and chronically ill mental health clients. A new classification of Mental Health Assistant I is proposed. Salary range 136 is proposed, which will equate the salary with Social Services Aide in the County system. The salary range will also be "linked" with the proposed new classifications of Alcohol and Drug Assistant II and Alcohol and Drug Specialist I (Kings View classifications of Alcohol and Drug Abuse Counselor I and Activities Worker III).

• **Psychologist II:** There are no incumbents in this classification. A title change to Clinical Psychologist is recommended. The classification requires a PHD and assignments include the provision of outpatient psychotherapy to mental health clients. The salary range is currently "linked" with the Kings View classifications of Social Worker II and Marriage and Family Therapist (both recommended to the proposed new classification of Mental Health Clinician). Salary range 237 is recommended for the new classification, which equates it to Social Worker IV in the County system. Since the Psychologist classification requires a PHD an incumbent should also receive the $700 per month stipend established in the Employee Association Memorandum of Understanding (MOU), Section 6.3.6.1, page 11.

• **Community Mental Health RN:** There are no incumbents in this classification. The classification requires an RN license with an incumbent working in a behavioral health environment. Salary range 249 is proposed, which would equate the classification salary wise with Public Health Nurse I within the County system.
CONCLUSIONS / SUMMARY

There are a number of other issues that the County must address as it implements the transition plan. Among those issues are how Kings View staff will be transferred/transitional and their employment status as County employees, the impact of longevity, if any, on placement of Kings View employees to steps within the recommended salary ranges, accrual rates for vacation, differences between County benefits and Kings View benefits, grandfathering of salaries for those Kings View employees whose current salaries exceed the recommended salary ranges for the new classifications, etc. There are also compensation issues concerning on call or call back provisions for Kings View staff who respond after hours for crisis intervention. The County has specific on call and call back provisions in its Memoranda of Understanding (MOUs) for both Management and Confidential and the Employees Association. Kings View pays by contract based on a flat monthly rate for Crisis Workers and the Crisis Worker Program Supervisor.

Consultants have relied on information provided by the Human Services Director in making certain classification recommendations. This information relates to organizational and assignment changes that will be made upon transition of Kings View employees to County staff. The information provided impacted, in some instances, our proposed position allocation recommendations.

HDC & Associates is pleased to present the classification study results and salary range recommendations. Consultant appreciates the cooperation of the County Administrative Officer, Human Services Director/staff, and the Kings View employees during the course of the project. The efforts of Kings View and County staff enabled us to complete our assignment in a timely fashion. HDC & Associates will be pleased to answer any questions or address concerns following review by the County Administrative Officer and Human Services Director.
ALCOHOL & DRUG SPECIALIST I / II

DEFINITION
To assist in the development of and implementation of alcohol and drug counseling and prevention services for schools, community groups, parents, local government, the recovery community and private and public agencies and organizations; to serve as a community consultant, and to perform related duties and responsibilities as required.

Alcohol & Drug Prevention Specialist I is the entry-level classification in this series. Initial assignments are limited in scope to well established procedures, predetermined methodology and well defined issues with predictable results. Incumbents are provided with progressively responsible assignments allowing them to gain the experience necessary to qualify for the journey level.

Alcohol & Drug Prevention Specialist II is the journey or experienced level classification in this series. Incumbents are expected to work under limited supervision in providing daily counseling and related educational/prevention services in a wide variety of alcohol and drug related topics to individuals and the community.

SUPERVISION RECEIVED AND EXERCISED
Receives supervision from the Alcohol and Drug Program Supervisor and/or lead direction from Senior Alcohol and Drug Specialists.

EXAMPLES OF ESSENTIAL FUNCTIONS
Maintains and manages a caseload of substance abuse clients.

Plans and conducts individual and group sessions; discusses and evaluates individual and family behavioral, social and psychological issues which may effect participation.

Conducts educational group sessions dealing with social, legal and community issues.

Performs case management and counseling services with alcohol and drug clients.

Coordinates and provides outreach alcohol and drug out-patient services at satellite clinics.

Organizes and implements targeted drug prevention programs as assigned.

Participates as a team member with other professional and technical program staff.

Maintains program participant records and prepares related reports, correspondence, documentation and data as required by local, state, and federal agencies.

Develops and maintains community resources network and close working relationships with participating schools, businesses and local community organizations that interface with the Alcohol and Drug Program.

Performs general office work as required, including copying and filing documents, attending meetings, sending and receiving faxes, entering and retrieving computer data, etc.
EMPLOYMENT STANDARDS

Knowledge of:
Pertinent federal, state and local laws, regulations and standards pertaining to substance abuse.

Principles, procedures, techniques, and trends of counseling, treatment, and casework services.

Basic knowledge of psychological and sociological aspects of alcohol and drug abuse dependency.

Various treatment and recovery approaches, including individual, group and family counseling.

Community resources, including community support groups, mental health, and social services agencies.

Interviewing techniques.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data processing and records management.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

Alcohol and Drug Specialist II (in addition to the above)

Principles and techniques used in developing training materials using a variety of formats and media.

Good knowledge of psychological and sociological aspects of alcohol and drug abuse dependency.

Most current and effective substance abuse prevention and methods of instruction.

Ability to:
Evaluate program participant needs.

Establish and maintain effective working relationships with program participants, community agencies and co-workers.

Perform a variety of alcohol and drug counseling and prevention assignments.

Perform counseling on an individual/group basis, and with families.
Organize data, develop information, and prepare clear, concise, comprehensive records and reports.

Maintain the confidentiality of client information.

Determine appropriate action in emergency or stressful situations.

*Alcohol and Drug Specialist II (in addition to the above)*

Develop and implement assessment and treatment plans alone or in a collaborative fashion.

Plan, organize and conduct specialized alcohol and drug services.

**TYPICAL WORKING CONDITIONS**

Work is normally performed in an office environment. Interaction with clients requires adaptability when confronted with emergency, critical, unusual, or potentially dangerous situations. Potential exposure to infectious diseases.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move weights up to 25 pounds; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**

*Alcohol and Drug Specialist I*

One year of experience in a human services or mental health program that included ongoing client contact.

*Alcohol and Drug Specialist II*

Two years of increasingly responsible substance abuse and/or behavioral health counseling, education or prevention experience.

**Education:** Both Alcohol and Drug Specialist I and II:

Possession of an Associates Degree from an accredited college with major coursework in sociology, psychology, counseling or a closely related field.

(or)

Possession of a college certificate as an Alcohol and Drug Counselor.
Additional Requirements:
Possession of a valid California driver’s license.

Possession of a valid California Class B license may be required.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
ALCOHOL AND DRUG SPECIALIST III

DEFINITION
To assist in the development of and implementation of alcohol and drug prevention and/or child abduction and abuse prevention services for schools, community groups, parents, the recovery community and private and public agencies and organizations; to serve as a community consultant, and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Alcohol and Drug Program Supervisor.

EXAMPLES OF ESSENTIAL FUNCTIONS
Assists in the planning, organization, and implementation of specialized community and youth alcohol and drug prevention services.

Coordinates, implements and maintains youth substance abuse prevention mentoring programs, (Friday night Live, etc.).

Develops, plans, organizes and implements retention strategies for targeted community and youth alcohol and drug prevention programs.

Plans and coordinates the recruitment and training of mentors, advisors and protégés including interviews, screening and selection.

Promotes positive and healthy youth development by engaging youth as active leaders and resources in their schools and community.

Promotes alcohol and drug prevention measures with community and youth groups.

Assists in the coordination of community alcohol and drug prevention programs.

Develops and implements specific alcohol and drug prevention activities, as assigned, including community prevention and youth development services.

Works collaboratively with agencies/staff in the community that interface with the Alcohol and Drug Program, including Mental Health, Probation, Social Services, District Attorney, Public Defender and the Courts.

Plans and develops educational programs for students, teachers and parents, regarding child abduction prevention, sexual and physical abuse and family emergency action plans.

Administers Safe Child Program for youth (pre-school through middle school) utilizing interactive classroom presentations.

Disseminates educational materials to middle and high schools, libraries and County agencies on abuse prevention, domestic violence, physical and sexual abuse, neglect issues and child abduction prevention.
Performs general office work as required, including preparing reports and correspondence, attending meetings, copying and filing documents, sending and receiving faxes, entering and retrieving computer data, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Pertinent federal, state and local laws, regulations and standards pertaining to substance abuse.

Principles of alcohol and drug education and alcohol and drug prevention methodologies.

Social aspects and characteristics of alcohol and other drug abuse.

Community resources, including schools, community support groups, mental health, and social services agencies.

Principles and techniques of community organizing, basic health education, public speaking and marketing.

Principles and techniques used in developing training materials using a variety of formats and media.

Psycho-social impacts of child abuse and neglect.

Interviewing techniques.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data processing and records management.

English usage, spelling, grammar and punctuation.

Safe work practices.

**Ability to:**

Interpret, analyze and apply pertinent federal, state and local laws, rules, regulations, policies and procedures pertaining to substance abuse and/or child abuse prevention.

Perform a variety of alcohol and drug counseling and prevention and child abuse and abduction prevention assignments.

Plan, organize and conduct specialized alcohol and drug prevention and child abduction and abuse prevention programs.

Organize data, develop information, and prepare clear, concise, comprehensive records and reports.
Work cooperatively with youth, school administrators and teachers, parents and community leaders and volunteers in the development and conduct of targeted prevention programs.

Develop and maintain the confidence and cooperation of youth and/or adult clients and their families.

Develop and maintain effective working relationships with co-workers and the general public.

Maintain the confidentiality of client information.

Assist in the selection, training, supervision and evaluation of program mentors, advisors and protégés.

Communicate effectively both verbally and in writing.

**TYPICAL WORKING CONDITIONS**
Work is normally performed in an office environment. Interaction with clients requires adaptability when confronted with emergency, critical, unusual, or potentially dangerous situations. Potential exposure to infectious diseases.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move weights up to 25 pounds; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**
Three years of increasingly responsible substance abuse and/or behavioral health counseling, education or prevention experience.

**Education:**
Graduation from an accredited college or university with a Bachelor’s degree in social work, psychology, sociology, or a closely related field.

**Substitution:**
Additional qualifying experience can substitute for up to two years of the required education on a year for year basis.
Additional Requirements:
Possession of a valid California driver’s license.

Must meet certification requirements of the Licensing and Certification Division of the State of California, Department of Alcohol and Drug Programs.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation date: 05/04 (B/S Res. 04-233)
ALCOHOL AND DRUG ASSISTANT I / II

DEFINITION
To plan and participate in all activities at the Alcohol and Drug Recovery Support Services Center; to provide peer counseling for clients trying to maintain their sobriety; to supervise court-ordered community service volunteers, contract babysitter and other volunteers; and to perform related duties and responsibilities as required.

Alcohol and Drug Assistant I is the entry level classification in this series. An incumbent participates in and develops a full understanding of the activities provided at the Alcohol and Drug Recovery Support Services Center. This classification is flexibly staffed with Alcohol and Drug Assistant II.

Alcohol and Drug Assistant II is the experienced level classification in this series. An incumbent is expected to have a full understanding of the activities and responsibilities required to work effectively at the Alcohol and Drug Recovery Support Services Center. The Alcohol and Drug Assistant II serves as the lead worker for Center staff and volunteers.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Alcohol and Drug Program Supervisor.

Exercises supervision over court-ordered community service workers, contract babysitter and other volunteers.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, organizes, participates in and supervises activities at the Alcohol and Drug Recovery Support Services Center.

Provides peer counseling for clients trying to maintain their sobriety.

Supervises court-ordered community service workers, contract babysitter and other volunteers.

Insures that the Alcohol and Drug Recovery Support Services Center is a sanitary and physically and emotionally safe environment for both youth and adults.

Organizes both community oriented and program oriented events.

Reinforces behaviors with clients that are necessary to maintain a clean and sober lifestyle.

Participates in alcohol and drug prevention activities.

May provide crisis intervention services when required.

Works collaboratively with various agencies in the community, including Probation, Child Protective Services, and the Courts.
Performs general office work as required, including preparing reports and correspondence, attending meetings, copying and filing documents, sending and receiving faxes, entering and retrieving computer data, etc.

_Alcohol and Drug Assistant II (in addition to the above)_
Provides lead direction to the Alcohol and Drug Assistant I.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

_Alcohol and Drug Assistant I_
Principles of peer counseling.

Basic principles of treatment and recovery approaches, including individual, and groups.

_Community resources available to recovering substance abuse clients._

Interviewing techniques.

Principles of alcohol and drug education.

Federal, state and local substance abuse regulations.

Social aspects and characteristics of alcohol and other drug abuse.

Report and business letter preparation techniques.

The use of computers for data processing and records management.

English usage, spelling, grammar and punctuation.

Basic arithmetic.

Safe work practices.

Public / community relations techniques.

_Alcohol and Drug Assistant II (in addition to the above)_
Principles of training and supervision.

**Ability to:**

_Alcohol and Drug Assistant I_
Work with substance abusers to assist in their recovery.

Provide peer counseling services to clients.

Provide education regarding substance abuse impacts.
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Develop individual client program plans.

Link clients with community recovery resources.

Exercise independent judgment and initiative.

Work cooperatively with staff and the general public.

Prepare reports, documentation and correspondence.

Maintain the confidentiality of client information.

Operate a computer in the performance of assigned tasks.

*Alcohol and Drug Assistant II (in addition to the above)*
Provide training and lead supervision to assigned staff.

**TYPICAL WORKING CONDITIONS**
Work is performed primarily in an office type environment, although transportation of clients is also required. Interaction with clients requires adaptability when confronted with emergency, critical, unusual, or potentially dangerous situations. Potential exposure to infectious diseases.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move weights up to 40 pounds; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**
*Alcohol and Drug Assistant I*
One year of experience working with substance abuse clients or similar experience which provided knowledge of the alcohol and/or drug recovery community.

*Alcohol and Drug Assistant II*
One year as an Alcohol and Drug Assistant I or two years of experience working with substance abuse clients or similar experience which provided knowledge of the alcohol and/or drug recovery community.

**Education:** (Both Alcohol and Drug Assistant I and II)
High school diploma or GED equivalent supplemented by college level substance abuse/addiction studies. An Associates of Arts degree with course work in addiction studies, psychology, sociology, or closely related field is highly desirable.
Additional Requirements: (Both Alcohol and Drug Assistant I and II)
Possession of a valid California driver’s license.

Possession of a valid California Class B license may be required.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
ALCOHOL AND DRUG PROGRAM SUPERVISOR

DEFINITION
To plan, direct, budget and supervise the County’s Alcohol and Drug Program; to provide counseling, treatment planning, case management, and intake assessments; to provide crisis intervention and other direct services to the community; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Deputy Director for Behavioral Health or designee.

Exercises general supervision over Alcohol and Drug Specialists and other program staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, directs, budgets and insures that all alcohol and drug programs are in compliance with state and federal regulations and County directives.

Supervises, trains, evaluates, and coordinates the activities of Alcohol and Drug Program staff.

Provides direct client services, including counseling, referrals, dispositions, intake assessments, treatment planning and case management.

Develops new Alcohol and Drug Program services as appropriate; assess and implement improvements regarding the quality and execution of existing services.

Prepares, or causes to be prepared, medical records documentation, reports, State and County plans and programs statistics within timeframe requirements.

Works cooperatively with representatives of state and federal agencies, and other staff within the Behavioral Health Division and the Human Services Department.

Provides crisis intervention services as necessary.

Maintains good working relationships with community members, the courts, and staff of other County departments.

Attends and participates in Alcohol and Drug Advisory Board meetings.

Performs general administrative work as required, including preparing reports, correspondence, attending meetings, copying and filing documents, sending and receiving faxes, entering and retrieving computer data, etc.

EMPLOYMENT STANDARDS
Knowledge of:
Pertinent federal, state and local laws, regulations, standards, policies and procedures pertaining to Behavioral Health.
Human and organizational behavior.

Best practice efforts, evaluation, and monitoring techniques in substance abuse and systems of care programs.

Principles of supervision, training and performance evaluation.

Various therapeutic, treatment and recovery approaches, including individual, group and family counseling.

Social aspects and characteristics of alcohol and other drug abuse.

Principles, procedures, techniques and trends of alcohol and drug education and prevention services.

Budget preparation and administration practices.

Modern office practices and technology, including the use of computers for data processing and records management.

Crisis intervention techniques.

Safe work practices.

Public/community relations techniques.

**Ability to:**
Interpret, analyze and apply pertinent federal, state and local laws, rules, regulations, policies and procedures, and standards.

Plan, coordinate and manage alcohol and drug abuse programs.

Select, train, and evaluate the work of subordinate staff.

Perform a variety of substance abuse counseling, presentation and program support assignments.

Perform skilled counseling on an individual basis, in groups, and with families.

Develop and implement assessment and treatment plans alone or in a collaborative fashion.

Maintain the confidentiality of client information.

Prepare clear, concise administrative, financial and technical reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.
TYPICAL WORKING CONDITIONS
Work is normally performed in an office environment. Interaction with clients requires adaptability when confronted with emergency, critical, unusual, or potentially dangerous situations. Potential exposure to infectious diseases.

TYPICAL PHYSICAL REQUIREMENTS
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move weights up to 25 pounds; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS
Experience:
Five years of increasingly responsible substance abuse and/or behavioral health counseling experience, including at least one year in a lead or supervisory capacity.

Education:
Graduation from an accredited college or university with a Bachelor’s degree in social work, psychology, sociology, or a closely related field. A Master’s degree in one of the above fields is desirable.

Additional Requirements:
Possession of a valid California driver’s license.

Must meet certification requirements of the Licensing and Certification Division of the State of California, Department of Alcohol and Drug Programs.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation date: 05/04 (B/S Res. 04-233)
BEHAVIORAL HEALTH FISCAL SUPERVISOR

DEFINITION
To provide high level fiscal support services to the Behavioral Health Division of the Human Services Department; to supervise fiscal and clerical staff; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Human Services Fiscal Officer or designee.

Exercises general supervision over fiscal and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Prepares, manages and oversees Mental Health, Alcohol and Drug, Perinatal, Prevention, PC 1000, Drug Court, Proposition 36, Child Abuse, SOC, CalWorks, Mi-Wu Mait, DUI program budgets.

Supervises, trains, evaluates, and coordinates the activities of fiscal and clerical staff.

Works with program managers, Fiscal Officer, and Behavioral Health Division staff in developing the Division’s budgets.

Prepares state, federal and County fiscal reports.

Oversees accounts payable and accounts receivable activities for the Behavioral Health Division.

Creates and runs productivity reports for managers to keep them advised relative to services provided to cliental.

Works closely with program managers, front office staff, and Human Services Department staff regarding fiscal services.

Performs general administrative work as required, including preparing reports, correspondence, attending meetings, copying and filing documents, sending and receiving faxes, entering and retrieving computer data, etc.

EMPLOYMENT STANDARDS
Knowledge of:
Pertinent federal, state and local laws, regulations, standards, policies and procedures pertaining to Behavioral Health fiscal reporting requirements.

Principles and methods of administration, fiscal and data processing management.

Principles of supervision, training and performance evaluation.

Modern office practices and technology, including the use of computers for word and data processing and other applications related to Behavioral Health programs.

Budget preparation and financial record keeping.
Business arithmetic and bookkeeping.

English usage, spelling, grammar and punctuation.

Safe work practices.

**Ability to:**
Understand, interpret, analyze and apply pertinent federal, state and local laws, rules, regulations, policies and procedures, and standards.

Select, train, and evaluate the work of subordinate staff.

Develop and implement policies, procedures, and work standards for assigned areas of responsibility.

Analyze office operations and technical problems, evaluate alternatives and recommend solutions.

Perform difficult and complex statistical and fiscal work involving the use of considerable judgment and accuracy.

Effectively prepare and coordinate work to meet established deadlines.

Prepare clear, concise administrative, financial and technical reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Use computers effectively for word and data processing.

Perform required arithmetical calculations with accuracy.

Exercise sound independent judgment within general policy guidelines.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move weights up to 25 pounds; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.
MINIMUM QUALIFICATIONS

Experience:
Four years of increasingly responsible fiscal, technical and/or professional experience, including assignments requiring a working proficiency in the use of a computer using spreadsheet and data based software, with at least one year in a lead or supervisory capacity. Experience in behavioral health and/or human services is highly desirable.

Education:
Graduation from an accredited college or university with a Bachelor's degree in accounting, business or public administration, or a closely related field.

Substitution:
Additional qualifying experience can substitute for up to two years of the required education on a year for year basis.

Additional Requirements:
Possession of a valid California driver's license.

Possession of or the ability to obtain an Alcohol and Drug Cost Report Training certificate.

Possession of or the ability to obtain a Mental Health Cost Report Training certificate.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
DEFINITION
To perform professional level work of widely varying difficulty in delivering psychological, diagnostic, counseling and consulting services to emotionally disturbed children, adolescents or adults; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Deputy Director of Behavioral Health or a Social Worker Supervisor II.

EXAMPLES OF ESSENTIAL FUNCTIONS
Performs professional level psychological work involving evaluation, diagnosis and treatment of mentally and emotionally disturbed individuals.

Determines appropriate tests and diagnostic procedures to be used.

Administers, scores and interprets appropriate psychological tests of intelligence, aptitude, interest, personality or other specialized areas.

Prepares psychological reports presenting diagnostic test and interview findings, clinic observations and recommendations for the treatment and rehabilitation of the patient.

Conducts various kinds of group and individual psychotherapy sessions.

Participates in treatment teams, staff and professional meetings.

Discusses psychological aspects of cases with professional staff.

Performs administrative and general office work as required, including preparing reports and correspondence, attending meetings, copy and filing documents, sending and receiving faxes, entering and retrieving computer data, etc.

EMPLOYMENT STANDARDS

Knowledge of:
Methods, techniques, materials and devices used in clinical psychology and behavior modification.

Sources used, administrative techniques and methods of interpretation of psychological measurements and diagnostic techniques applicable to clinical assessments.

Testing instruments related to adult and children’s services.

Statistical methods relating to the interpretation of test data.

Theory and research on personality and intellectual growth and development individual differences, human motivation and disordered behavior.

Group dynamics; interviewing techniques and counseling methods.

Working knowledge of allied professional services and community resources.

Ability to:
Analyze, evaluate and draw logical conclusions from complex data.
Observe and identify normal/abnormal behavior tendencies.

Apply treatment methods as appropriate to patients’ diagnosis and present problem with physician and psychiatrist consultation as needed.

Administer, score, and interpret a variety of psychological tests.

Prepare psychological case reports; clinical findings; case histories, etc.

Communicate orally with mentally ill or emotionally disturbed individuals in order to effectively counsel them.

Develop and maintain cooperative working relationships with those contacted in the course of work.

**TYPICAL WORKING CONDITIONS**

Work is normally performed in an office environment. Interaction with clients requires adaptability when confronted with emergency, critical, unusual, or potentially dangerous situations. Potential exposure to infectious diseases.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move weights up to 25 pounds; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**
One year of supervised post-doctoral clinical psychology professional experience.

**Education:**
Graduation from an accredited college or university with a Ph.D. in clinical psychology.

**Additional Requirements:**
Possession of a valid California driver’s license.

Possession of a valid license to practice clinical psychology in the State of California issued by the State Board of Medical Examiners.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
COMMUNITY MENTAL HEALTH NURSE

DEFINITION
To provide quality improvement, quality assurance, utilization review, privacy regulations, policies and procedures for the Mental Health and Alcohol and Drug Program in compliance with all County, state and federal regulations; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
 Receives direction from the Deputy Director of Behavioral Health or a Social Worker Supervisor II.

EXAMPLES OF ESSENTIAL FUNCTIONS
Develops, organizes, implements, reviews and maintains Quality Improvement Program functions and activities for the County mental health program.

Identifies and assesses quality and related risk issues, and collaborates with appropriate staff to prepare corrective action plans in response to these issues.

Prepares, implements and reviews annual Quality Improvement Plan; prepares quality improvement statistical indicators, narrative reports and collateral materials.

Participates in state and regional quality improvement meetings.

Reviews patient data and clinical documentation to ensure compliance with county and state regulations relating to medical necessity and case documentation.

Reviews records of patients who are under treatment for emotional or mental illness to ensure proper utilization of treatment resources.

Consults with treatment staff regarding patient diagnosis, medical justification, length of treatment and case documentation.

Provides training and information about utilization requirements to clinical, supervisory and management staff; organizes and conducts quarterly utilization review staff meetings.

Reviews and amends Medi-Cal compliance policies and procedures as required.

Develops and implements State required Quality Assurance Work Plan.

Assesses records for appropriate level of care and treatment and aftercare.

Serves as privacy officer for clinic and ensures compliance with Federal privacy regulations, (Health Insurance Portability and Accountability Act); investigates privacy complaints.

Provides HIPAA required training for mental health staff.

Administers injections.

Performs medication follow up, medication education, prescription refills.
Provides oversight of jail medical program.

Reviews and writes nursing and medication policies.

Consults with federal, state and county officials regarding quality improvement, quality assurance, medi-cal compliance and related issues.

Organizes data, develops information, statistical documentation, and prepares clear, concise, comprehensive records and reports.

Performs administrative and general office work as required, including preparing reports and correspondence, attending meetings, copy and filing documents, sending and receiving faxes, entering and retrieving computer data, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
Applicable federal and state laws and regulatory and accreditation standards; statistical and reporting techniques.

Theory, techniques, tools, and practices of quality and performance improvement.

Principles of the Nurse Practice Act and nursing process.

Psychological and social aspects and characteristics of emotional disturbances and mental illness.

Principles and methods of counseling and the accepted techniques of assessing psycho-social disorder.

**Ability to:**
Supervise and participate effectively in performance improvement and quality assurance processes.

Analyze and report on quality improvement, quality assurance and privacy data.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others contacted in the course of work.

Perform professional nursing services.

Maintain accurate records and prepare reports.

Set priorities, work accurately under pressure.

Interpret polices and procedures.

Teach quality improvement tools.
TYPICAL WORKING CONDITIONS
Work is normally performed in an office environment. Interaction with clients requires adaptability when confronted with emergency, critical, unusual, or potentially dangerous situations. Potential exposure to infectious diseases.

TYPICAL PHYSICAL REQUIREMENTS
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move weights up to 25 pounds; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS
Experience:
Two years of increasingly responsible experience as a registered nurse including one year of responsibility for hospital or clinic based quality improvement and/or quality assurance functions and activities.

Education:
Graduation from an accredited college or university with a Bachelor’s degree in nursing

Additional Requirements:
Possession of a valid California driver’s license.

Licensure as a Registered Nurse in the State of California

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation date: 05/04 (B/S Res. 04-233)
MENTAL HEALTH ASSISTANT I

DEFINITION
To provide a variety of non-technical case management support services in the Behavioral Health Division of the Human Services Department; to assist professional staff in the delivery of mental health and community services to acutely and chronically ill clients; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives supervision from a Social Worker Supervisor II and lead direction from the Mental Health Assistant III.

EXAMPLES OF ESSENTIAL FUNCTIONS
Provides case management services to a caseload of acutely and/or chronically ill clients.

Transports or accompanies adult clients to mental health appointments, upon discharge from the hospital, trips to pay bills, shop for groceries and related activities.

Conducts in-home visits to ensure adequate and nutritious food supply, encourage and teach housekeeping skills and good personal hygiene.

Determines that clients are properly medicated, are not drinking and are not using recreational drugs.

Assists clients in obtaining and completing the proper paperwork when applying for public assistance.

Teaches basic cooking skills with emphasis on healthy diet.

Conducts field trips with clients to reduce boredom and stress and improve social skills.

Assists in planning, coordinating and implementing holiday social activities.

Prepares and files client progress notes.

Assists in the referral of clients to appropriate community resources; assists clients in securing medical, legal or other assistance.

Determines when client(s) need more services and advise supervisors.

Identifies problem situations and reports to supervisors.

Maintains statistics and files; writes reports and correspondence.

Attends weekly team meetings to discuss client progress.
Perform general office work as required, including preparing reports and correspondence, attending meetings, copy and filing documents, sending and receiving faxes, entering and retrieving computer data, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
Departmental polices and procedures as they effect client contact and interaction.

Departmental and community resources useful to clients served.

Behavioral/physical signs and symptoms of clients requiring professional or medical assistance.

The needs, problems, attitudes and behavior of clients served by the Behavioral Health Division of the Human Services Department.

Proper methods of transporting mentally ill adults; California Motor vehicle code; safe driving practices; geographic area serviced.

Household management and personal care methods and standards including laundering, meal planning and preparation, money management and personal health and hygiene.

Modern office practices and technology, including the use of computers for data processing and records management.

English usage, spelling, grammar and punctuation.

**Ability to:**
Apply departmental, rules, regulations, policies and procedures, and standards.

Establish and maintain effective working relationships with clients, community representatives and co-workers.

Perform housekeeping, household management and personal care tasks.

Maintain clear and accurate records and files.

Follow oral and written instructions.

Transport difficult and unhealthy clients.

Motivate and educate clients to improve standard of home and family management.

**TYPICAL WORKING CONDITIONS**
Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, and skin irritants. Potential exposure to infectious diseases.
TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move objects and materials of up to 25 pounds in weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS
Experience:
One year of paid experience or specific training which has provided an understanding and acceptance of the problems, needs, attitudes and behavior of clients serviced by a mental health agency.

Education:
Two years of college with coursework in psychology, sociology, counseling or a related field.

Substitution:
Additional qualifying experience can substitute for up to two years of the required education on a year for year basis.

Additional Requirements:
Possession of a valid California driver’s license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation date: 05/04 (B/S/ Res. 04-233)
MENTAL HEALTH ASSISTANT II

DEFINITION
To provide case management services to families and children as part of the Children’s System of Care Program (CSOC) or related individual, family or group mental health programs; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from a Social Worker Supervisor II and lead direction from the Mental Health Assistant III.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, coordinates and implements activities as part of the Children’s System of Care Program, (CSOC).

Provides case management services to children and family members.

Interpret and explain to clients and families and relatives the social, emotional and environmental and physical factors pertaining to mental illness and/or drug abuse.

Provides appointment support by reminding clients of appointments and facilitating transport.

Conducts in-home visits as necessary.

Determines eligibility for program participation.

Provides emotional support to clients through the conduct of peer support meetings and stress reduction activities.

Assists clients in obtaining and completing the proper paperwork when applying for public assistance.

Assists in the referral of clients to appropriate community resources; assists clients in securing medical, legal or other assistance.

Assists clients in developing treatment and recovery plans that include discussion of treatment options and techniques for family process facilitation.

Determines when client(s) need more services and advise supervisors.

Identifies problem situations and reports to supervisors.

Maintains statistics and files; writes reports and correspondence; prepares and files client progress notes.

Assists in the preparation and review of materials for use in assigned programs.
Attends training and conferences relevant to position and CSOC to ensure understanding of current knowledge and practices. Attends weekly team meetings to discuss client progress.

Performs general office work as required, including preparing reports and correspondence, attending meetings, copy and filing documents, sending and receiving faxes, entering and retrieving computer data, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
Departmental polices and procedures as they effect client contact and interaction.

Departmental and community resources useful to clients served.

Behavioral/physical signs and symptoms of clients requiring professional or medical assistance.

Common children’s mental health issues.

Individual, couple, family and group counseling principles.

Community resources available for the treatment of clients.

The needs, problems, attitudes and behavior of clients served by the Mental Health Division of the Human Services Department.

Modern office practices and technology, including the use of computers for data processing and records management.

English usage, spelling, grammar and punctuation.

**Ability to:**
Apply departmental, rules, regulations, policies and procedures, and standards.

Establish and maintain effective working relationships with clients, the community representatives and co-workers.

Develop and maintain the confidence and cooperation of youth and/or adult clients and their families.

Effectively deal with dysfunctional families.

Motivate and educate clients to improve standard of home and family management.

Speak effectively before groups.

Modern office practices and technology, including the use of computers for data processing and records management.
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English usage, spelling, grammar and punctuation.

Maintain the confidentiality of client information.

Maintain clear and accurate records and files.

**TYPICAL WORKING CONDITIONS**

Work is normally performed in an office environment. Interaction with clients requires adaptability when confronted with emergency, critical, unusual, or potentially dangerous situations. Potential exposure to infectious diseases.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move weights up to 25 pounds; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**
Two years of increasingly responsible paid experience in providing casework management services to acutely and chronically ill mental health clients.

**Education:**
Two years of college with coursework in psychology, sociology, counseling or a related field.

**Substitution:**
Additional qualifying experience can substitute for up to two years of the required education on a year for year basis.

**Additional Requirements:**
Possession of a valid California driver’s license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
MENTAL HEALTH ASSISTANT III

DEFINITION
To provide case management services to mental health, substance abuse and dual diagnosis clients; to coordinate tele-psychiatry services with contract medical professionals; to assign, review and coordinate the work of subordinate Mental Health Assistants; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from a Social Worker Supervisor II.

Exercises lead direction over lower level Mental Health Assistants as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS
Provides intensive case management services for targeted mentally ill clients.

Inter-faces with coordinators of various facilities to implement treatment plans for clients.

Coordinates and monitors clients placed in IMD (Institutions) Board and Care Homes.

Makes in-home visits to assist clients in developing independent living skills, monitoring medication and to assist in transportation to and from mental health appointments.

Meets with clients at risk for hospital admission on a daily basis to assist them with day-to-day coping skills and provide supportive counseling.

Oversees socialization groups for chronically mentally ill focusing on teaching independent living skills such as hygiene and grooming, budget and money management, nutritional cooking and shopping skills.

Coordinates Landrum-Petris-Short (LPS) conservatorship evaluation appointments.

Coordinates Tele-psychiatry services.

Administers injections to and orders lab work for clients as prescribed by psychiatrist.

Maintains charts for Tele-psychiatry clients and schedules follow up appointments.

Monitors 5150 acute psychiatric admissions and participates in discharge planning.

Co-assesses placement needs for identified mental health clients.

Coordinates appointments for clients to be evaluated and assessed for conservatorship; assists clients with completing applications for social services.

Administers medications as required.
Maintains statistics and files; writes reports and correspondence; prepares and files client progress notes.

Assists in the preparation and review of materials for use in assigned programs.

Attends training and conferences relevant to position and Children’s System of Care to ensure understanding of current knowledge and practices. Attends weekly team meetings to discuss client progress.

Performs administrative and general office work as required, including preparing reports and correspondence, attending meetings, copy and filing documents, sending and receiving faxes, entering and retrieving computer data, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
Principles, procedures, techniques, and trends of counseling, treatment, and casework services.

Principles of alcohol and drug education.

Principles of alcohol and drug prevention methodologies.

Various treatment and recovery approaches, including individual, group and family counseling.

Departmental polices and procedures as they effect client contact and interaction.

Departmental and community resources useful to clients served.

Behavioral/physical signs and symptoms of clients requiring professional or medical assistance.

Community resources available for the treatment of clients.

The needs, problems, attitudes and behavior of clients served by the Behavioral Health Division of the Human Services Department.

Modern office practices and technology, including the use of computers for data processing and records management.

English usage, spelling, grammar and punctuation.

**Ability to:**
Apply departmental, rules, regulations, policies and procedures, and standards.

Perform a variety of alcohol and drug counseling and prevention assignments.

Assign, review and coordinate the work of others.
Plan, organize and conduct specialized alcohol and drug services.

Perform skilled counseling on an individual/group basis. Establish and maintain effective working relationships with clients, the community representatives and co-workers.

Develop and maintain the confidence and cooperation of clients and their families.

Motivate and educate clients to improve standard of home and family management.

Speak effectively before groups.

Modern office practices and technology, including the use of computers for data processing and records management.

English usage, spelling, grammar and punctuation.

Maintain the confidentiality of client information.

Maintain clear and accurate records and files.

**TYPICAL WORKING CONDITIONS**
Work is normally performed in an office environment. Interaction with clients requires adaptability when confronted with emergency, critical, unusual, or potentially dangerous situations. Potential exposure to infectious diseases.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move weights up to 25 pounds; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**Experience:**
Three years of increasingly responsible paid experience in providing casework management services to acutely and chronically ill mental health clients.

**Education:**
Two years of college with coursework in psychology, sociology, counseling or a related field.

**Substitution:**
Additional qualifying experience can substitute for up to two years of the required education on a year for year basis.
Additional Requirements:
Possession of a valid California driver’s license.

Certification as a Certified Medical Assistant.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
MENTAL HEALTH CLINICIAN

DEFINITION
To assess, diagnose, counsel, and provide psychotherapeutic treatment, rehabilitation, and care coordination for seriously emotionally disturbed children and adolescents, and seriously and persistently mentally ill adults; to provide educational and consultation services to other community agencies, and the public; and to perform related duties and responsibilities as required.

SUPERVISION EXERCISED AND RECEIVED
Receives direction from the Deputy Director of Behavioral Health or a Social Worker Supervisor II.

EXAMPLES OF ESSENTIAL FUNCTIONS
Interviews potential clients to assess needs for mental health services or referral elsewhere.

Counsels or provides psychotherapeutic and rehabilitation services for individuals, family members and groups to assist them in achieving productive social adjustments, reducing the impact of disability disorders, and facilitating their achievement of living, vocational, recreational, and interpersonal goals.

Documents clinical activity presenting diagnostic and interview findings, clinical evaluations, and recommendations.

As a member of an interdisciplinary team, reviews diagnosis and treatment plans with other professional and technical staff; and may act as a case manager by coordinating services for clients to assure continuity of care and to assure that clients receive appropriate types of services.

Provides crisis counseling in the field and in the office for individuals experiencing acute episodes, evaluates patients and arranges for voluntary or involuntary admission to facilities for observation and treatment.

Confers with and advises clients' relatives to secure their understanding of and cooperation in treatment and rehabilitation programs.

Cooperates and works with other agencies and practitioners regarding mutual clientele.

Educates clients and their families regarding their diagnosis, prognosis, treatment, and rehabilitation process.

Manages the care of clients by assessing and referring them to public and private providers and monitoring their progress.

Develops and presents training programs for departmental staff.

Develops, conducts, and/or participates in quality assurance and program evaluation studies.
Assists clients to obtain stable housing, physical health care, benefits, and entitlements, and to basic living skills.

Performs administrative and general office work as required, including preparing reports and correspondence, attending meetings, copy and filing documents, sending and receiving faxes, entering and retrieving computer data, etc.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

Marriage, family, and child relationship dysfunctions.

Methods of developing and implementing a treatment plan.

Current trends in the field of mental health.

Laws and regulations applicable to mental health.

**Ability to:**
Perform effective counseling and psychotherapy with individuals, families, and groups.

Develop and maintain cooperative relationships with clients' families, members of other professional disciplines, social agencies, and co-workers.

Relate professionally with persons with serious mental disorders.

Identify and utilize community resources.

Advise and train other mental health staff; and prepare and present clear and concise oral and written reports.

**TYPICAL WORKING CONDITIONS**
Work is normally performed in an office environment. Interaction with clients requires adaptability when confronted with emergency, critical, unusual, or potentially dangerous situations. Potential exposure to infectious diseases.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties: lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio, visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.
MINIMUM QUALIFICATIONS

**Experience:**
Two years of post-master's mental health counseling experience.

**Education:**
Graduation from an accredited college or university with a Master’s degree in social work, family or marriage counseling, psychology, or closely related field.

**Additional Requirements:**
Possession of a valid California driver’s license.

Possession of a valid license as a Clinical Social Worker (LCSW) or a valid license as a Marriage and Family Therapist (MFT), or equivalent.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
SENIOR ALCOHOL AND DRUG SPECIALIST

DEFINITION
To plan, organize and implement specialized alcohol and drug services within the Alcohol and Drug Program; to maintain and manage a caseload of alcohol and drug outpatients; to develop and implement alcohol and drug prevention activities; to serve in a lead capacity over lower level alcohol and drug staff; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Alcohol and Drug Program Supervisor.

Exercises lead direction over lower level alcohol and drug specialists as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, organizes, and implements specialized alcohol and drug services.

Provides lead direction and technical assistance to lower level alcohol and drug staff as assigned.

Maintains and manages a caseload of alcohol and drug outpatients.

Develops and implements specific alcohol and drug prevention activities, as assigned, including community prevention and youth (Friday Night Live and Club Live, etc.) development services. Promotes alcohol and drug prevention measures with community and youth groups.

Manages and acts as a liaison for Drug Court, Proposition 36, Penal Code 1000, or DUI First Offender, and SB 38 program activities as assigned.

Assumes responsibility for alcohol/drug residential admissions.

Organizes and serves as an instructor for male anger management classes.

Works collaboratively with agencies/staff in the community that interface with the Alcohol and Drug Program, including Mental Health, Probation, Social Services, District Attorney, Public Defender and the Courts.

Prepares and provides reports, medical records documentation, and data required by local, state, and federal agencies.

Performs general administrative and office work as required, including preparing reports and correspondence, attending meetings, copying and filing documents, sending and receiving faxes, entering and retrieving computer data, etc.

EMPLOYMENT STANDARDS
Knowledge of:
Pertinent federal, state and local laws, regulations and standards pertaining to substance abuse.

Principles of supervision, training, and work coordination.
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Principles, procedures, techniques, and trends of counseling, treatment, and casework services.

Principles of alcohol and drug education.

Principles of alcohol and drug prevention methodologies.

Various treatment and recovery approaches, including individual, group and family counseling.

Community resources, including community support groups, mental health, and social services agencies.

Social aspects and characteristics of alcohol and other drug abuse.

Interviewing techniques.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data processing and records management.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

**Ability to:**
Interpret, analyze and apply pertinent federal, state and local laws, rules, regulations, policies and procedures pertaining to substance abuse and prevention.

Perform a variety of alcohol and drug counseling and prevention assignments.

Plan, organize and conduct specialized alcohol and drug services.

Perform skilled counseling on an individual/group basis, and with families.

Develop and implement assessment and treatment plans alone or in a collaborative fashion.

Organize data, develop information, and prepare clear, concise, comprehensive records and reports.

Develop and maintain the confidence and cooperation of alcohol and drug clients and their families.

Develop and maintain effective working relationships with co-workers and the general public.

Maintain the confidentiality of client information.
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Assist in the selection, training, supervision and evaluation of subordinate staff.

React quickly and calmly in emergency situations.

**TYPICAL WORKING CONDITIONS**
Work is normally performed in an office environment. Interaction with clients requires adaptability when confronted with emergency, critical, unusual, or potentially dangerous situations. Potential exposure to infectious diseases.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move weights up to 25 pounds; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**
Four years of increasingly responsible substance abuse and/or behavioral health counseling, education or prevention experience.

**Education:**
Graduation from an accredited college or university with a Bachelor’s degree in social work, psychology, sociology, or a closely related field.

**Substitution:**
Additional qualifying experience can substitute for up to two years of the required education on a year for year basis.

**Additional Requirements:**
Possession of a valid California driver’s license.

Must meet certification requirements of the Licensing and Certification Division of the State of California, Department of Alcohol and Drug Programs.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

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