



SEPTEMBER 2019
FLSA: Exempt
Bargaining Unit: UM
JCN: 1251

County of El Dorado
June 1990

PA # 6/MHD.1-2

December 2004

DIRECTOR OF MENTAL HEALTH~~DIRECTOR~~

DEFINITION

Under ~~general policy~~ administrative direction, ~~plans, organizes, coordinates~~ assists with planning, organizing, managing, and ~~directs the providing direction~~ delivery of the County's comprehensive services within the County Behavioral Health Division; including mental health ~~programs~~ services, day rehabilitation, vocational rehabilitation, managed care, substance abuse, and ~~services~~ the Psychiatric Health Facility; provides expert, professional assistance ~~to County and direction to department staff~~; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, Health and Human Services Agency. Exercises direct or general supervision over ~~management staff on mental~~ supervisory, professional, paraprofessional, technical, and administrative support staff either directly or through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for development, oversight of all activities and programs of the County-wide behavioral health and ~~related matters~~; ~~performs related work as assigned~~ substance abuse programs. The incumbent serves as the County Director of Behavioral Health in accordance with Section 620, Title 9 of the California Administrative Code. As such, the incumbent is accountable for accomplishing division and Agency goals and objectives. Successful performance of the work requires knowledge of public policy; fiscal management; applicable laws, codes, regulations, and ordinances; and the ability to assist in the development, oversight, and implementation of projects and programs in the assigned functional area. Responsibilities include assisting with the coordination of the activities of the division with those of other County divisions and departments and outside agencies.

DISTINGUISHING CHARACTERISTICS

~~This class has department level responsibility for overall policy development, program planning, fiscal management, administration and operation of the Mental Health Department. This appointed position, administratively assigned to the Chief Administrative Officer, serves at the discretion of the Board of Supervisors. The incumbent is responsible for accomplishing departmental goals and objectives, supervising staff, administering the annual budget and directing the day-to-day operations of the department. Additionally, this position is responsible for making recommendations to the Board of Supervisors and Chief Administrative Officer in accordance with the Health and Safety Code and for working closely with the Mental Health Advisory Board.~~

EXAMPLES OF ~~DUTIES~~ TYPICAL JOB FUNCTIONS (Illustrative Only)

- ~~Develops and directs the~~Plans, organizes, assigns, directs, reviews, and evaluates Behavioral Health programs, services, and related activities.
- ~~Participates in the development and~~ implementation of goals, objectives, policies, procedures, and work standards for the ~~Mental Health Department; prepares and administers the department's budget and reviews spending plans for conformance with state allocations~~assigned division.
- ~~Plans, organizes, coordinates and directs through subordinate managers and supervisors, the provision of psychotherapeutic assessment and treatment services for children and adults referred for mental health services.~~
- ~~Monitors mental, and evaluates assigned~~ programs and activities to ensure ~~compliance with applicable federal, state and local laws, regulations and contract provisions~~the provision of effective and efficient services to the community.
- ~~Works closely with the Chief Administrative Officer, Board of Supervisors, Prepares and administers budgets for the Behavioral Health Division; assists with forecasting additional funds needed for staffing, equipment, and supplies; monitors and approves expenditures.~~
- ~~Analyzes pending legislation affecting the Agency and recommends appropriate policy and program changes.~~
- ~~Develops and implements management improvements and practices in the Division; makes recommendations on procedures, forms, and work flow; coordinates methods and procedures to ensure achievement of Division objectives.~~
- ~~Consults with other County departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve problems related to the mental health function; advises them on related issues and programs.~~
- ~~Represents the County in meetings with state and federal licensing, regulatory, funding and other and outside agencies and groups.~~
- ~~Determines priorities, reviews staff work and directs their problem resolution, program development of management systems to evaluate programs and measure service effectiveness.~~
- ~~Prepares and recommends long-range plans for County, and other services and programs; develops specific proposals for action on current and future County mental health needs~~activities involving mutual clients.
- ~~Monitors, evaluates and reports on the quantity and quality of departmental and contracted services; receives citizen input on quality of services~~Directs the selection, supervision, and work evaluation of assigned staff and provides for their training and development; makes recommendations regarding discipline, as needed.
- ~~Assesses the mental health needs of the county and evaluates the effectiveness of existing programs; develops and implements new programs or modifies existing programs as needed.~~
- ~~Conducts and integrates functions and activities of assigned programs; develops standards and methods of measurement of activities and work performance.~~
- ~~Ensures coordination and cooperation of all program and administrative units and functions within the Agency, as well as with other county departments, contract agencies and fee for service providers.~~
- ~~Oversees the County's compliance and reporting requirements associated with state and federal mandates.~~
- ~~Prepares or reviews administrative, fiscal, and technical reports; prepares or directs preparation of information for the Chief Administrative Officer, Board of Supervisors, commissions, and state, federal, or other agencies.~~
- ~~Represents the Agency and County at regular state and regional meetings; attends local meetings of community groups, including the Local Behavioral Health Commission; participates on a variety of interagency committees.~~
- ~~Monitors Quality Improvement and Quality Management activities.~~
- ~~Receives and responds appropriately to inquiries, concerns and complaints.~~
- ~~Oversees long and short range planning activities, including coordinating such activities with those of other political jurisdictions and agencies.~~

- ~~• Reviews, evaluates and monitors the work of subcontractors, as necessary.~~
- ~~• Directs the preparation of and personally prepares variety of reports or presentations for County management or outside agencies.~~
- ~~•> Monitors developments related to delegated regarding service area; evaluates their impact on County mental health operations and implements policy and procedure improvements-delivery.~~

~~Mental Health Director~~

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- ~~> Performs related duties as assigned.~~

QUALIFICATIONS

Knowledge of:

- ~~> Advanced principles and practices of behavioral health program design, planning, quality improvements, and current trends in delivery of mental health treatment in county and state mental health systems.~~
- ~~> Community needs assessment, resources, and organizations related to mental health care.~~
- ~~> Applicable federal, state, and local laws and regulations governing mental health, including Patients' Rights laws and regulations.~~
- ~~> Administrative principles and ~~methods,practices~~ including goal setting, ~~programpolicy~~ and ~~budgetobjective~~ development, work planning, and ~~implementationbudget principals~~ and ~~practices~~.~~
- ~~> Advanced clinical standards of practice, and quality assurance and quality management functions.~~
- ~~> Advanced principles of mental health managed care and how it interacts with other health care sectors.~~
- ~~> Principles and practices of program management, including development, funding sources, grant proposal writing, planning, monitoring, evaluation, quality control, fiscal management, and administration.~~
- ~~o> Principles and practices of employee supervision—, including selection, training, evaluation and discipline.~~
- ~~> Principles, practices and Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.~~
- ~~> Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.~~
- ~~> The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.~~
- ~~> Modern equipment and communication tools used for business functions and program, project, and task coordination.~~
- ~~> Computers and software programs ~~related to community~~ (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.~~

Ability to:

- ~~> Plan, organize, administer, and direct comprehensive public behavioral health and substances abuses services within professional standards, legal requirements.~~
- ~~o> Plan, organize, administer, and coordinate a variety of complex inpatient and outpatient mental health programs and ~~sources of funding impacting program and services developments~~services.~~
- ~~o> Applicable stateUtilize statistical and federal lawsdemographic information and administrative regulations governingdata to determine mental health facilities and servicesneeds.~~
- ~~o> Community organizations and resources dealing withRecommend comprehensive mental health, crisis intervention policy and related programs based upon community needs, available resources,~~

and overall County priorities and policies.

- ~~Social and political issues influencing program~~ Plan, organize, direct, review, and evaluate the work of staff directly or through subordinate supervision.
- ~~Develops goals and objectives and evaluates program effectiveness.~~
- ⊖ ~~Provide for training and professional development and administration of staff.~~
- ⊖ ~~Contemporary methods of psychotherapeutic assessment and treatment, and social casework methods and principles.~~
- ~~Principles~~ Identify program funding sources, and prepare or direct preparation of grant applications, proposals, contracts, and budgets.
- ⊖ ~~Interpret, explain, and apply laws, regulations, and practices of contract administration and evaluation.~~
- ⊖ ~~Client's legal rights.~~
- ⊖ ~~Principles and practices of computer applications related~~ policies relating to the work.

Skill in:

- ⊖ ~~Planning, organizing, administering, coordinating and evaluating a variety of complex mental health services~~ practices and programs.
- ⊖ ~~Selecting, supervising and evaluating staff and providing for their training and professional development.~~
- ⊖ ~~Developing and implementing goals and objectives, policies, procedures, work standards and internal controls.~~
- ⊖ ~~Understanding, interpreting, explaining and applying~~ Analyze complex laws, rules and regulations affecting mental health facilities and services.
- ⊖ ~~Analyzing complex technical and administrative problems, evaluating alternative solutions and adopting~~ evaluate alternatives, make sound judgments, and adopt effective courses of action.
- ~~Preparing~~ Identify the cultural patterns influencing community mental health practices.
- ⊖ ~~Prepare clear and concise~~ complete reports, correspondence and other written materials.
- ~~Exercising sound~~ React calmly and professionally in emergency or stressful situations.
- ~~Effectively represent the Agency and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.~~
- ~~Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.~~
- ~~Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.~~
- ~~Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.~~
- ⊖ ~~Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.~~
- ⊖ ~~Establishing and maintaining~~ Establish, maintain, and foster positive and effective working relationships with a variety of citizens, public and private organizations, boards and commissions and County staff those contacted in the course of work.

Other Requirements:

~~Must possess a valid California driver's license.~~

Education and Experience:

~~Must possess the required combination of education, experience and licensure as described in § 9 CCR 620 of~~ meet the California Department of Mental Health requirement of education and experience as outlined in the California Code of Regulations ~~(on file in Human~~

Resources), Title 9, Rehabilitative and Development Services, Division 1, Chapter 3, Article 8, by having one of the following:

~~NOTE: The above~~Three (3) years of supervisory or management experience in public health, mental health, social services, or other social services related program;

AND

- (a) A physician and surgeon licensed in the State of California showing evidence of having completed the required course of graduate psychiatric education as defined in Section 623 to be supplemented by an additional period of two (2) years of training or practice limited to the field of psychiatry, one (1) year of which shall have been administrative experience; or
- (b) A psychologist who shall be licensed in the State of California and shall possess a doctorate degree in psychology from an institution of higher education. In addition, the psychologist shall have had at least three (3) years of acceptable clinical psychology experience, two (2) years of which shall be administrative experience; or
- (c) A clinical social worker who shall possess a master's degree in social work or higher and shall be a licensed clinical social worker under provisions of the California Business and Professions Code, and shall have had at least five (5) years mental health experience, two (2) years of which shall have been administrative experience; or
- (d) A marriage, family, and child counselor who shall have a master's degree in an approved behavioral science course of study, and who shall be a licensed marriage, family, and child counselor and have received specific instruction, or its equivalent, as required for licensure on January 1, 1981. In addition, the marriage, family, and child counselor shall have had at least five (5) years of mental health experience, two (2) years of which shall have been administrative experience. The term, specific instruction, contained in Sections 5751 and 5751.3 of the Welfare and Institutions Code, shall not be limited to school, college, or university classroom instruction, but may include equivalent demonstrated experience in assessment, diagnosis, prognosis, and counseling, and psychotherapeutic treatment of premarital, marriage, family, and child relationship dysfunctions; or
- (e) A nurse who shall possess a master's degree in psychiatric or public health nursing and shall be licensed as a registered nurse by the Board of Registered Nursing in the State of California, and shall have had at least five (5) years mental health experience, two (2) of which shall have been administrative experience. Additional post-baccalaureate experience in a mental health setting may be substituted on a year-for-year basis for the educational requirements; or
- (f) An administrator who shall have a master's degree in hospital administration, public health administration, or public administration from an accredited college or university, and who shall have at least three (3) years of experience in hospital or health care administration, two (2) of which shall have been in the mental health field. Additional qualifying experience may be substituted for the required education a year-for-year basis with the approval of the Department of Mental Health.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.
- Current and active licensure in the State of California based on qualifications ~~are a typically accepted way of obtaining the~~ as required.

PHYSICAL DEMANDS

Must possess ~~knowledge~~ mobility to work in a standard office setting and ~~skills~~ use standard office equipment, including a computer; vision to read printed material and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Depending on assignment, standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels and controlled temperature. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.