

# BEHAVIORAL HEALTH DEPARTMENT

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To: Board of Supervisors, Administrative Committee  
From: James Foley, Director of Health & Human Services  
Date: December 17, 2015  
RE: Request for Administrative Committee Agenda Item

As a result of failed recruitment, I am requesting the specification for the Mental Health Services Act Coordinator position for the Behavioral Health Department be revised to add a substitution pattern of two additional years of specific budget/contract and administrative experience for the college requirement. No salary changes are made, and previous Board authorization was given to fill this position.

The draft and the final revisions for this specification are attached.

## MHSA PROGRAMS COORDINATOR

### DEFINITION

Under direction, to assist with planning, development and implementation of programs funded under the Mental Health Services Act (MHSA), including: community mental health prevention and early intervention contract development and monitoring; coordination and supervision of peer services; assurance of community mental health education, behavioral health awareness and staff training associated with MHSA programs and/or compliance thereof; and to perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

Behavioral Health MHSA Programs ~~jeets~~ Coordinator is a single-position classification responsible for planning, coordinating and implementing MHSA activities, including the development and the coordination of MHSA permanent residence programs for consumers with mental illnesses. This position reports to higher level management or supervisory staff.

**EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

- May supervise non-clinical staff to support the associated duties required under the MHSA programs. Develops, plans, implements, organizes and directly supervises the implementation of the MHSA program components.
- Conducts internal audits and participates in the external departmental review and audit process.
- Ensures needs assessments, quarterly reports, annual updates and executed contracts are within established program outcomes.
- Coordinate and monitor the established measurable, values-driven outcomes.
- Ensures compliance with the MH Quality Assurance Program.
- Supervises all MHSA related activities including those that may involve working with stakeholders and community based organizations.
- Oversees, maintains and revises reports, amendments, and programmatic changes for State approval.
- Develop and implements trainings, supervises MHSA lead staff and their associated programmatic responsibilities.
- Develops and implements plans to meet program performance outcomes measurements requirements.
- Represents the department and participates in State, regional, and local meetings that address MHSA program matters.
- Evaluates components of the plan to include outcome and feasibility for continued success.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Mental Health Services Act (MHSA) programs and funding.  
Pertinent local, state and federal laws, regulations and guidelines.

Basic principles of project management.  
Development of training programs and events.  
Principles of organization and leadership.  
Principles of public service supervision  
Basic record keeping and report preparation methods.  
Principles of behavioral health service provision.  
Educational methods and resources.  
Public relations and use of media options to change attitudes.  
Data collection methods.  
English usage, spelling, grammar and punctuation and basic mathematics.  
Office procedure including basic computer use.

Ability to:

Understand, interpret and apply pertinent federal, state and local laws, regulation and standards.  
Understand and follow complex oral and written instructions.  
Plan, coordinate and implement assigned behavioral health public relations and education programs.  
Provide lead or supervisory direction to subordinate staff  
Plan, coordinate and implement work plans.  
Provide staff education and training as assigned.  
Provide research as needed.  
Facilitate meetings and coordinate public events.  
Compile, organize and analyze data.  
Prepare and present reports, etc in a clear and concise manner.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Effectively use a computer for word and data processing  
Operate office equipment safely.

Education:

A minimum of a Bachelor's degree from an accredited college or university with major course work in social services, education, marketing, communications, organizational studies or a closely related field related to community development.

**Substitution for Education:**

**Two additional years of administrative, budgetary, or contract experience of the type noted below may be substituted for the Bachelor's degree and two years of the education noted above.**

Experience:

Two years of increasingly responsible professional or administrative experience, preferably in the behavioral health field utilizing MHSA funding. Preferred experience in the area of educational or promotional programs or projects, **finance and budget**, grant funds, grant audits, compliance and contract management.

Other Requirements:

Must possess a valid California Driver's license



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### DISTINGUISHING CHARACTERISTICS

Behavioral Health MHSA Programs Coordinator is a single-position classification responsible for planning, coordinating and implementing MHSA activities, including the development and the coordination of MHSA permanent residence programs for consumers with mental illnesses. This position reports to higher level management or supervisory staff.

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- May supervise non-clinical staff to support the associated duties required under the MHSA programs. Develops, plans, implements, organizes and directly supervises the implementation of the MHSA program components.
- Conducts internal audits and participates in the external departmental review and audit process.
- Ensures needs assessments, quarterly reports, annual updates and executed contracts are within established program outcomes.
- Coordinate and monitor the established measurable, values-driven outcomes.
- Ensures compliance with the MH Quality Assurance Program.
- Supervises all MHSA related activities including those that may involve working with stakeholders and community based organizations.
- Oversees, maintains and revises reports, amendments, and programmatic changes for State approval.
- Develop and implements trainings, supervises MHSA lead staff and their associated programmatic responsibilities.
- Develops and implements plans to meet program performance outcomes measurements requirements.
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English usage, spelling, grammar and punctuation and basic mathematics.  
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Plan, coordinate and implement work plans.  
Provide staff education and training as assigned.  
Provide research as needed.  
Facilitate meetings and coordinate public events.  
Compile, organize and analyze data.  
Prepare and present reports, etc in a clear and concise manner.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Effectively use a computer for word and data processing  
Operate office equipment safely.

Education:

A minimum of a Bachelor's degree from an accredited college or university with major course work in social services, education, marketing, communications, organizational studies or a closely related field related to community development.

Substitution for Education:

Two additional years of administrative, budgetary, or contract experience of the type noted below may be substituted for the Bachelor's degree and two years of the education noted above.

Experience:

Two years of increasingly responsible professional or administrative experience, preferably in the behavioral health field utilizing MHSA funding. Preferred experience in the area of educational or promotional programs or projects, finance and budget, grant funds, grant audits, compliance and contract management.

Other Requirements:

Must possess a valid California Driver's license


***DEPARTMENT OF SOCIAL SERVICES***

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To: Amador County Board Clerk

From: Jim Foley, HHS Director 

Date: December 18, 2015

Re: Request (1) item be placed on Administrative Committee Agenda for  
January 4, 2016

Request to hire for one position within the Health and Human Services Agency:

(1) Finance Assistant I/II in the Conservator's Office

**FINANCE ASSISTANT I**

**DEFINITION**

Under immediate supervision, performs routine clerical accounting activities related to the preparation and maintenance of financial and statistical records in a manual or automated environment; receives and learns to process accounting transaction documents; and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is the entry level classification in the Finance Assistant series. This classification is responsible for performing the more routine tasks and duties assigned to positions within the series. Assignments are generally limited in scope and are performed within a procedural framework. This classification is distinguished from the Finance Assistant II in that the latter is the journey level of the series, with responsibility for independently performing the full range of assigned duties.

**REPORTS TO**

Higher level management or supervisory staff.

**CLASSIFICATIONS SUPERVISED**

This classification does not exercise supervision over staff

**EXAMPLES OF DUTIES**

*The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.*

Performs routine clerical duties in the maintenance of financial records; makes arithmetical tabulations; receives, processes and files various financial documents such as invoices and similar requests for payment; may prepare and distribute invoices; may handle money transactions and transactions involving other negotiable items related to department's programs and operations; assists with the processing of files and documents such as invoices, bills, purchase orders, forms, and other records; operates automated systems to produce letters, reports, summaries, notices, checks, data, spreadsheets, and standardized forms; may assist the public on questions regarding County taxes and fiscal records; may assist in the tax collection process including the billing, processing, collection of payment, preparation and recording of tax liens as well as the release of tax liens; assists in data collection to process vehicle title transfer requests; contacts vendors and researches past due invoices; performs other clerical duties such as typing, filing, counter and customer service, copying, answering phones, etc.; and performs related duties as required.

## FINANCE ASSISTANT I - 2

### TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

### TYPICAL WORKING CONDITIONS

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

### MINIMUM QUALIFICATIONS

#### Knowledge of:

- General clerical accounting practices.
- Modern office practices, methods, and procedures including computers and assigned software processes.
- Principles and practices of customer service.
- Principles and practices of records and file maintenance.
- Basic mathematics such as addition, subtraction, multiplication, division, decimals, fractions, and percentages.
- Methods, practices, and procedures of bookkeeping, accounts receivable, and accounts payable processes.
- Common word processing, spreadsheet, and database software packages.

#### Ability to:

- Learn the specialized fiscal operation of assigned department or unit.
- Learn to track and reconcile information between documents, accounts and ledgers.
- Perform routine clerical accounting duties in assigned area.
- File and maintain finance and accounting records.
- Make arithmetic computations with speed and accuracy.
- Calculate solutions to math problems including addition, subtraction, division, multiplication, percentages, decimals, and fractions.
- Enter data quickly and accurately into automated system.
- Operate standard office machines including computers and specialized software.
- Locate, identify, and correct inaccurate or incomplete information.
- Understand and carry out oral and written directions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

## FINANCE ASSISTANT I - 3

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

### Education

A high school diploma or GED equivalent.

### Experience

One (1) year of full-time experience in bookkeeping or comparable financial or accounting program support.

### Special Requirements

Possession of an appropriate, current, and valid California Driver's License issued by the California Department of Motor Vehicles.



## FINANCE ASSISTANT II

### DEFINITION

Under general supervision, performs a variety of general clerical accounting activities related to the preparation and maintenance of financial and statistical records in a manual or automated environment; receives and processes a variety of accounting transaction documents; obtains and compares information related to department records, programs, and services; and performs related duties as required.

### DISTINGUISHING CHARACTERISTICS

This is the journey level classification in the Finance Assistant series. This classification is distinguished from the Finance Assistant I in that the incumbents at this level are responsible for independently performing the full range of assigned duties.

This classification is distinguished from the Senior Finance Assistant in that the latter is an advanced journey level classification assigned to positions which require a specialized functional expertise, or which provide lead supervision over assigned staff.

### REPORTS TO

Higher level management or supervisory staff.

### CLASSIFICATIONS SUPERVISED

This classification does not exercise supervision over staff.

### EXAMPLES OF DUTIES

*The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.*

- Maintains financial and statistical records
- Assists in preparing fiscal reports
- Makes arithmetical tabulations
- Codes, verifies, posts, and files various financial documents
- Checks data in various documents for accuracy
- Establishes and maintains customer accounts
- Prepares invoices and aids taxpayers in the establishment of payment plans
- Assists with compilation of budget information including work and time records

## **FINANCE ASSISTANT II - 2**

- Gathers and summarizes information from source documents or computerized reports and arranges it in understandable, presentable, or prescribed formats
- Handles transactions involving money and other negotiable items related to a department's programs and operations
- Provides check, balance, and reconciliation of cash statements and computerized reports
- Processes invoices, purchase orders, forms, and other records
- Operates automated systems to produce letters, reports, summaries, notices, checks, data, spreadsheets, and standardized forms
- Assists the public on questions regarding County taxes and fiscal records
- Assists in the tax collection process including the billing, processing, collection of payment, preparation and recording of tax liens and the release of tax liens
- Assists in data collection to process vehicle title transfer requests
- Contacts vendors and researches past due invoices
- Performs other clerical duties such as typing, filing, counter and customer service, copying, answering phones
- Performs related duties as required.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

### **TYPICAL WORKING CONDITIONS**

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

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Financial operations, services and activities of assigned department.
- Principles and practices of clerical accounting including transactions, files and records maintenance.
- Methods and techniques of tracking and reconciling information between documents, accounts and ledgers.
- Principles and practices of customer service.
- Modern office practices, methods, and procedures including computers and assigned software.
- Basic mathematics such as addition, subtraction, multiplication, division, decimals, fractions, and percentages.
- Methods, practices, and procedures of bookkeeping, accounts receivable, and accounts payable processes.
- Applicable state and federal guidelines and regulations.

## FINANCE ASSISTANT II - 3

### Ability to:

- Perform fiscal clerical duties in assigned department or unit including accounts payable, accounts receivable, treasury, tax collection and related areas.
- Review and process a variety of accounting transactions including invoices, purchase orders, tax collection, liens and value transfer.
- Develop and maintain financial and accounting records.
- Interpret computer printouts.
- Make arithmetic computations with speed and accuracy.
- Calculate solutions to math problems including addition, subtraction, division, multiplication, percentages, decimals, and fractions.
- Compare, transcribe, track, and reconcile information between documents, accounts, and ledgers.
- Enter data quickly and accurately into automated system.
- Operate standard office equipment including computers and assigned software.
- Locate, identify, and correct inaccurate or incomplete information.
- Perform a variety of financial recordkeeping assignments.
- Prepare and maintain accurate reports and records.
- Understand and carry out oral and written directions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

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

### Education

A high school diploma or GED equivalent.

### Experience

Two (2) years of increasingly responsible experience in fiscal accounting and record keeping.

-OR-

One (1) year of experience as a Finance Assistant I with Amador County.

### Special Requirements

Possession of an appropriate, current, and valid California Driver's License issued by the California Department of Motor Vehicles.