

#1

BEHAVIORAL HEALTH DEPARTMENT

10877 Conductor Boulevard, Suite 300 • Sutter Creek, CA 95685 •
Phone (209) 223-6412 • Fax (209) 223-0920 • Toll Free Number (888) 310-6555



To: Amador County Administrative Committee

From: Melissa Cranfill, Director of Behavioral Health *ME*

Date: August 10, 2016

RE: Request for item to be placed on the Administrative Committee agenda for August 15, 2016

Request to fill the following positions:

1. Behavioral Health Clinician III, Full Time
See attached job description
2. Transportation Officer, Part Time
See attached job description

We are requesting the new position of a Behavioral Health Clinician III in lieu of back filling the Clinical Program Manager position due to a vacancy created from promotion of Melissa Cranfill to Behavioral Health Director. This position would be a combination of direct clinical services as well as provide supervision of after-hours crisis program and utilization review activities. This position requires a license, which allows for a higher reimbursement from State Medi-Cal funds for utilization review activities. The additional direct services provided by this position would generate Medi-Cal revenue as well. Due to the revenue increase, there are sufficient funds in our 16/17 budget.

We are requesting to change one of the Transportation Officer positions from Extra Help to Part Time. The reason for this request is a result of one of the positions working over the allotted 999 hours last FY. This position provides transportation for clients to appointments in order to increase efficient use of direct service time, including time with our psychiatry providers. Another result of this position being part time will increase our efficiency in scheduling transportation appointments.

Projections for FY 16/17 show a significant increase in our MHSAs funds, of approximately \$200,000. Along with this increase as well as the anticipated increase in Medi-Cal revenue funds for the increased direct services, we have included the full time Behavioral Health Clinician III and part time Transportation Officer as vacant positions in the FY 16/17 budget.

Staff Salary and Benefit Costs

Added Behavioral Health Clinician III total salary including benefits:	\$115,743.08
Eliminated Clinical Program Manager total salary including benefits:	-\$133,539.58
Added Part Time Transportation Officer total salary including benefits:	\$44,172.98
Eliminated Extra Help Transportation Officer total salary:	-\$16,922.95

Budget changes as a result, is a total increase in staffing costs of **\$12,453.53**

As mentioned above, this additional cost will be covered by the additional Medi-Cal revenue as well as increase in MHSA revenue.

cc: Chuck Iley, CAO
Judy Dias, HR Director

BEHAVIORAL HEALTH CARE CLINICIAN III

DEFINITION

Under general direction to plan, organize, and assist with clinical supervision for assigned staff and Mental Health programs; to provide mental health counseling and treatment for mentally and emotionally disturbed children, adults, and families; to assist with service development, review, and evaluation; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is for a lead clinical position in the Health Services Department – Behavioral Health Division. It is responsible for assisting with the coordination and staff leadership of a professional staff which provides mental health and drug/alcohol counseling services. The incumbent also provides mental health and drug/alcohol services to emotionally disturbed children, adults, and families. Responsibilities also include supervision and provision of crisis intervention services which include 24/7 on call ability.

REPORTS TO

Health Services Director or designee

CLASSIFICATIONS DIRECTLY SUPERVISED

None

EXAMPLES OF DUTIES

- Assists with the assignment, training and selection of assigned staff
- Assists with the assessment of program development needs and consults with others in developing therapeutic goals and objectives
- Integrates services with other mental health services, treatment, and provider agencies
- Performs specialized treatment planning and diagnostic services for clients
- Provides psychotherapy services including direct and indirect services
- Performs intake assessments and evaluation of problems
- Formulates treatment plans, participating as a member of a multi-disciplinary treatment team
- Provides crisis intervention
- Prepares case histories and maintains patient records
- Makes referrals to appropriate professionals or outside agencies
- May develop, conduct, and coordinate training programs on diagnostic and treatment methods
- May supervise Behavioral Health Clinician I/II and Personal Services Coordinators
- May supervise interns in professional training

BEHAVIORAL HEALTH CARE CLINICIAN III - Page 2

- May participate in mental health education programs, conferences and community programs
- May attend training conferences relevant to current mental health problems
- May act for the Health Services Director in the Director's absence regarding hospitalizations and placements

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; continuous contact with staff and the public. Crisis intervention services may require working in a hospital setting or County jail.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends for the counseling, therapy, and guidance of persons in mental health programs
- Therapeutic treatment methods and procedures in the mental health field
- State, Federal, and local laws, regulations, and requirements for the provision of mental health services and programs
- Community organizations
- The scope and activities of public and private agencies in the mental health field
- Treatment research, development, and implementation
- Quality Assurance practices and standards
- Crisis counseling principles, methods and techniques

Ability to:

- Plan, schedule, coordinate, develop, and evaluate an assigned clinical service program
- Perform skilled counseling and conduct individual and group therapy session
- Analyze case information and reach sound diagnostic and treatment decisions
- Develop and maintain confidence and cooperation of emotionally disturbed patients and their families
- Interpret and apply complex mental health program rules, regulations and policies
- Prepare clear, relevant and accurate reports
- Develop and present public presentations
- Enforce Quality Assurance standards

BEHAVIORAL HEALTH CARE CLINICIAN III – Page 3

- Effectively represent the Behavioral Health Department in contacts with clients, the public and other agencies.
- Establish and maintain effective working relationships with staff, other agencies, and the public.

Training and Experience:

Master's Degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field, received from an accredited institution, and three (3) years of post-master experience in a clinical setting.

Special Requirements:

Clinical Social Worker (L.C.S.W.) or Marriage and Family Therapist (M.F.T) or Clinical Psychologist licensed by the California State board of Behavioral Science Examiners.

Possession of a valid California Driver's License

**TRANSPORTATION OFFICER
(BHC)****DEFINITION**

Under direction, to transport Mental Health patients to selected hospitals during and after normal working hours; to transport patients to scheduled clinic appointments; to transport patients to and from the Day Treatment programs for Mental Health and Alcohol/Drug Prevention Departments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized class for the Health and Human Services Agency. Incumbents are responsible for the transportation of Mental Health and/or Alcohol/Drug Prevention clients to and from appointments and treatment programs.

REPORTS TO

Deputy Director of Behavior Health / HHS Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

EXAMPLES OF ESSENTIAL DUTIES

- Transports Mental Health patients or Alcohol/Drug Prevention clients to and from Day Treatment programs, scheduled appointments, selected hospitals, treatment facilities and day care programs.
- Has responsibility for keeping records of travel time and mileage for submission to the appropriate department.
- May perform these services during or after normal working hours.

SKILLS, KNOWLEDGE AND ABILITIES:**Knowledge of:**

- Basic knowledge of problems and emotions of Mental Health patients.
- Safe transport methods and procedures.
- Basic knowledge of admitting procedures for facilities.

Ability to:

- Maintain responsibility for the safe transport of patients/clients and their children.
- Use necessary equipment.

- Maintain composure in stressful situations
- Establish and maintain cooperative working relationships.

Skilled In:

- Review and insure proper completion of admitting documents.
- Evaluate situations accurately and make sound decisions regarding potential behavior problems.
- Maintain and update accurate records and travel logs

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; manual dexterity; corrected hearing and vision to normal range; verbal communication; above average driving skills.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office, driving, and outdoor environments; sometimes work is in varying weather conditions; continuous contact with the public and staff.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

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

Some previous experience in working with Mental Health patients, Alcohol/Drug program clients or other clients seen by Health & Human Services Agency staff is highly desirable.

Completion of course work in sociology, psychology, social work, criminal justice or a closely related field is also highly desirable.

SPECIAL REQUIREMENTS

Possession of a valid CLASS "C" California driver's license issued by the Department of Motor Vehicles with a good driving record.

Ability to work unusual hours or shifts as dictated by transport requirements.

**BEFORE THE BOARD OF SUPERVISORS OF THE
COUNTY OF AMADOR, STATE OF CALIFORNIA**

IN THE MATTER OF:

RESOLUTION RELATIVE TO) RESOLUTION NO. 16-025
SALARIES AND FRINGE BENEFITS)
FOR MANAGEMENT EMPLOYEES)

BE IT RESOLVED that this resolution is being adopted to reflect the following changes:

- Effective October 1, 2015 all employees will receive a 2.5% wage increase
- Effective October 1, 2015 the General Services Administration Director will receive a 10% increase
- Effective July 1, 2016 all Classic employees will pay seven percent (7%) of the Employer Paid Member Contributions (EPMC)
- Effective October 1, 2016 all employees will receive a 2% wage increase
- Effective October 1, 2016 the General Services Administration Director will receive a 5% increase
- Effective January 1, 2017, all employees will contribute 2.5% towards their insurance premiums and the County will be contribute 97.5% to their insurance premiums

2015 & 2016 Classification and Wage Plan moved to last page and listed as Appendix A

TERMS AND CONDITIONS

1. Employees herein serve at the pleasure of the Board of Supervisors with the exception of the Chief Probation Officer, who is appointed and removed by the presiding judge; the County Counsel, who is appointed by the Board of Supervisors to a four-year term; and the Undersheriff, whose tenure is discussed in paragraph 3.B below. These employees shall adhere to all policies and procedures applicable to other County management employees.
2. Personnel covered by this resolution are required to devote the appropriate amount of time at their place of work, either in the office or at other sites, necessary to complete the responsibilities and duties of their positions.
3. Personnel covered by this resolution are required to devote the appropriate amount of time at their place of work, either in the office or at other sites, necessary to complete the responsibilities and duties of their positions.
4. The following terms and conditions apply only to the position of Undersheriff:
 - A. The salary shall be equal to or above the salary established for the position of Captain.
 - B. The Undersheriff's employment shall begin upon his/her effective date of appointment and shall terminate upon the appointing Sheriff's leaving office for any reason and a new Sheriff taking office. The Undersheriff's position shall automatically terminate without notice or hearing upon the appointing Sheriff's leaving office and his/her successor taking office. Any Undersheriff whose employment terminates as a result of the appointing Sheriff's leaving office shall have bumping rights to any position in the Sheriff's Office, including the highest position which was previously held before becoming the Undersheriff at the appropriate step based upon the duration of the Undersheriff's length of County employment in all positions within the Sheriff's Office.
 - C. The Undersheriff shall be required at the time of his/her appointment to have all of the

professional qualifications of the Sheriff.

- D. The Undersheriff shall act as the Chief Deputy of the Sheriff and as the Executive Officer of the Sheriff's Office working under the direction and control of the Sheriff.
- E. The Undersheriff shall be an at-will employee serving at the pleasure of the Sheriff. He/She shall adhere to all policies and procedures applicable to other County management employees and if, in the opinion of the Board of Supervisors, the Undersheriff violates any said policy and/or procedure creating the probability of substantial County liability and the Sheriff fails to impose appropriate discipline on the Undersheriff, the Board of Supervisors may discipline the Undersheriff up to, and including, termination of the Undersheriff without notice or hearing. The Board of Supervisors shall not have the right to discipline the Undersheriff for any other reason.

BENEFIT PACKAGE

- 5. **Voluntary Reduced Work Schedule:** Effective July 1, 2015, employees have the option to continue their voluntary reduced work schedule of 156.6 hours per month, request a voluntary reduced work schedule of 156.6 hours or rescind their previous request for a voluntary reduced work schedule. Employee's seniority, benefits and leave accruals will not be affected. Employees do not need to submit a request each year to continue their reduced work schedule. If an employee elects to take the reduced workweek, they shall remain on the reduced workweek until the beginning of the following fiscal year. The County reserves the right to rescind the reduced workweek at any time.
- 6. **Retirement Program:** Employees herein shall receive the same Public Employees' Retirement System program offered through the County (Local Safety Members for Undersheriff and Chief Probation Officer, Local Prosecutors for Chief Assistant District Attorney, and Local Miscellaneous Members for all other unit members), as such programs may be amended from time to time. The Employer Paid Member Contribution (EPMC) shall be as follows:
 - A. Effective October 1, 2011, the EPMC shall be 1% for all employees except for the Undersheriff, the Chief Probation Officer, and the Chief Assistant District Attorney. For those employees, the EPMC shall be 3%.
 - B. Effective July 1, 2014, the EPMC for members of the Board of Supervisors shall be 4% (Board Members will be paying 3% of their CalPERS Member Contributions) and effective July 1, 2015 EPMC shall be 1% (Board Members will be paying an additional 3% of their CalPERS Member Contributions, for a total CalPERS Member Contribution by Board Members of 6%).
 - C. Effective January 1, 2013 all employees hired as new employees according to PERS regulations shall pay one-half of the normal cost as determined by CalPERS.
 - D. Effective July 1, 2016 all Classic employees shall pay seven percent (7%) of the EPMC. This means all Classic employees will be paying their full 7% of their EPMC except for the Undersheriff, the Chief Probation Officer, and the Chief Assistant District Attorney. These employees will be paying 7% of their EPMC and the County will be paying 2% of their EPMC.
 - E. The reduction in EPMC listed above shall not apply to other employees whose benefits are the equivalent to those provided to Management members, such as the County Administrative Officer, or to elected officials, unless specifically adopted by contract or resolution dated after the effective date of this Resolution.
- 7. **Health Insurance:** Employees herein shall be eligible for the same group health insurance programs provided to the County's General Unit bargaining group except for the Undersheriff and the Chief Probation Officer, who shall be eligible for the same group health insurance

programs provided to the County's law enforcement bargaining units. The County will pay the cost of health, vision, dental, and life insurance for all Management employees and their dependent.

- A. Effective January 1, 2017, all employees will contribute 2.5% of the total cost of the insurance premiums towards their insurance premiums and the County will be contributing 97.5 % of their insurance premiums
 - B. A cash payment of \$506.82 per month shall be paid to all Management employees in lieu of major medical insurance benefits, provided, however, that employee must have on file with the Auditor an affidavit confirming that other major medical insurance has been obtained.
 - C. Management employees retiring from County service shall be granted the right to continue participation in the group health insurance programs provided for active Management employees, to the extent said insurance programs allow, at the retired employee's expense.
8. **Sick Leave:** Employees herein shall accrue eight (8) hours paid leave of absence for illness or injury to the employee or the employee's minor children for every 174 hours of service, which accrual shall be credited monthly. For employees on a voluntary reduced work schedule of 156.6 hours per month they will accrue 8 hours sick leave per month.
- A. Unused sick leave shall accrue from year to year.
 - B. Upon retirement only, an employee who has accrued a minimum of 500 sick leave hours may, upon request of the employee, be paid in cash for one-half of the number of accrued sick leave hours up to a maximum payoff of 500 hours, with the balance of unused sick leave going toward PERS service credit.
9. **Vacation Leave:** Employees herein shall earn and accrue paid vacation leave in accordance with the following provisions (all other terms and conditions shall be the same as the County's General bargaining group):
- A. Vacation leave shall be earned and accrued at the rate of sixteen (16) hours of vacation leave for every 174 hours of service. For employees on a voluntary reduced work schedule of 156.6 hours per month, they will accrue sixteen (16) hours of vacation for every 156.6 hours worked.
 - B. Employees will only be allowed to carry over a two (2) year vacation accrual maximum. Accrual of vacation leave shall cease when the maximum amount of vacation leave allowed has accrued and been unused by the employee, but shall recommence when the unused balance of an employee's vacation leave is below the maximum allowed accrual.
 - C. An employee may elect to be paid off in cash (up to 40 hours only); provided, however, that the criteria outlined in the Amador County Policies and Procedures Manual (#2-230) has been met.
10. **Holiday Leave:** Management employees will receive the same paid holiday leave as the County's General Unit bargaining group with the exception of the Undersheriff, Chief Probation Officer and Chief Assistant District Attorney. For employees taking the voluntary reduced work schedule of 156.6 hours per month, they will be paid eight (8) hours of holiday pay. Any difference in the number of hours used on that holiday can be taken from vacation leave. If vacation leave is not

**APPENDIX A
MANAGEMENT UNIT CLASSIFICATION AND WAGE PLAN
2.5% INCREASE - EFFECTIVE 10/01/2015**

Classifications	Monthly Salaries	Voluntary Reduction of Hours (156.6 per mo.)
Agricultural Commissioner	\$8,304	\$7,473
*Agricultural Commissioner/Air Pollution Control Officer	\$9,226	\$8,303
County Surveyor/Chief Deputy Registrar of Voters	\$8,151	\$7,336
Community Development Director	\$10,183	\$9,165
County Counsel	\$11,865	\$10,679
Director of Solid Waste/Air Pollution Control Officer	\$8,817	\$7,935
District Attorney, Chief Assistant	\$11,287	\$10,159
General Services Administration Director	\$10,774	\$9,697
Health and Human Services Director	\$11,732	\$10,559
Human Resources Director	\$9,079	\$8,172
Information Technology Director	\$9,392	\$8,453
Probation Officer, Chief	\$11,732	\$10,559
Public Services Director	\$7,213	\$6,492
Undersheiff	\$11,732	\$10,559
Veterans Services Officer	\$5,903	\$5,313

*If the Air Pollution Officer Classification is assigned to the Agricultural Commissioner, the pay will reflect a 10% increase (See Agricultural Commissioner/Air Pollution Control Officer)

UNDERSHERIFF

DEFINITION

Under administrative direction, to assist the Sheriff-Coroner with planning, directing, and organizing the operations and functions of the Sheriff's Department; to coordinate the operations of the Department's divisions and work units; to represent the Department with the public, community organizations, and other government and law enforcement agencies; to act for the Sheriff-Coroner in the Sheriff-Coroner's absence; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a top level management classification which assists the County Sheriff-Coroner with the general management, planning, coordination, and supervision of Department functions and programs.

REPORTS TO

Sheriff-Coroner.

CLASSIFICATIONS DIRECTLY SUPERVISED

Deputy Sheriff, Sheriff Sergeant, Sheriff Commander, Supervising Dispatcher, and Correctional Commander.

EXAMPLES OF DUTIES

Assists the Sheriff-Coroner with directing the operations and functions of the Department; frequently confers with the Sheriff-Coroner in developing and implementing the goals and policies of the Department; confers with and coordinates the activities of the division managers; assists the Sheriff-Coroner with planning and developing Department functions and operations, including recommending reorganizations of department functions, establishing new operating policies, and determining the future personnel and equipment needs of the Department; compiles and oversees the maintenance of the departmental budget; coordinates Department personnel activities and functions; studies Department operations to evaluate efficiency, the morale and discipline of personnel, and the condition of physical facilities and equipment; evaluates public complaints pertaining to activities or individuals in the Sheriff's Department; directs internal investigations within the Sheriff's Department; prepares operating directives and manuals; coordinates the Department functions with other law enforcement agencies and County departments; serves as Sheriff-Coroner during the Sheriff-Coroner's absence.

UNDERSHERIFF - 2

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods in one position; frequently stand and walk; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office and courtroom environments; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of police science, administration, and organization.
- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, and bailiff functions.
- Criminal investigation methods and techniques.
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- Proper and effective methods of deploying law enforcement personnel.
- The general geography and topography of Amador County.
- Use and care of Department authorized firearms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.
- Methods, procedures, and practices involved in processing and maintaining law
- Principles of budget development and administration.
- Public personnel methods, practices, and procedures.
- Methods, principles, practices, and procedures involved in processing and maintaining law enforcement records and files.
- Principles of public administration.
- Principles of management, supervision, training, and work evaluation.

UNDERSHERIFF - 3

Ability to:

- Assist with planning, organizing, and coordinating the functions and activities of the Sheriff's Department.
- Coordinate the functions of the Department's divisions.
- Plan, organize, direct, manage, supervise, and evaluate the work of others.
- Evaluate department functions and operations, developing recommendations to improve service and efficiency.
- Analyze and interpret crime statistics and reports.
- Coordinate Department personnel functions and activities.
- Develop a budget and control expenditures.
- Develop and make effective public presentations.
- Prepare and review reports, manuals and guides.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Make independent judgements and adopt quick, effective, and responsible courses of action during emergencies.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate proficiency in the use and care for firearms.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

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

Experience: Three (3) years of experience in law enforcement work equivalent to a Sheriff Commander with Amador County. An incumbent must have no felony convictions.

Completion of advanced educational training in criminology, criminal justice, and law enforcement is highly desirable.

UNDERSHERIFF - 4

Special Requirements: Possession of Basic, Intermediate, Advanced, Supervisors, and Middle-Management Certificates issued by the California Peace Officer Standards and Training Commission (P.O.S.T).

Completion of course requirements of Executive Development certificate issued by the California Peace Officer Standards and Training Commission (P.O.S.T).

Possession of First Aid and CPR certificates.

Possession of a valid and current California Driver's license at the time of appointment.