

HEALTH AND HUMAN SERVICES AGENCY
DIRECTOR OF MENTAL HEALTH SERVICES

DEFINITION

Under the general administrative direction of the Health and Human Services Agency (HHS) Director and within federal and state laws and rules, plans, organizes, coordinates and directs the administrative and support operations as well as program activity for Behavioral Health Services in Shasta County; assists in policy and procedure development and implementation; serves on the agency management team; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This single position classification is a senior management classification and has department level responsibility for HHSA Behavioral Health programs and services.

An incumbent is designated to serve as the Director of Mental Health Services for Shasta County by the Board of Supervisors and reports to the Board of Supervisors through the HHSA Director.

This position is an unclassified, at will position.

EXAMPLES OF DUTIES

Duties may include, but are not limited to:

- Plans, organizes, coordinates, and directs the operations or program activities for the Behavioral Health Services in the Adult and Children's Services branches of HHSA based on policy direction of the Board of Supervisors, County Executive Officer, HHSA Director, federal requirements and state regulations and policy; assists in establishing agency or branch policy, procedures, goals and objectives; acts as a liaison between the Agency Director and Behavioral Health Programs regarding services, other governmental agencies, and the community.
- Directs and/or participates in the development of the Agency's annual budget for submission to the County Administrative Officer and the Board of Supervisors; presents budget requests to the CAO and the Board with accompanying justification; monitors expenditures and revenues; serves as a resource to the Director and other senior managers in preparing expenditure and revenue projections, forecasts, and other financial planning reports.
- Identifies problems, determines analytical approach, obtains information, conducts analyses, and makes recommendations that are aligned with the agency's goals and objectives as defined by the HHSA Director and/or and applicable federal and state laws, regulations, and rules; supervises the preparation of statistical reports to the Board on caseloads or other factors affecting agency outcomes.

- Directs the maintenance of a wide variety of records in accordance with applicable policies and procedures, rules, regulations, and laws.
- Reviews and evaluates changes in policies and procedures, rules, regulations, and laws applicable to the operational, program, or mandated functions of the agency. Directs the implementation of agency policy or practice changes to conform. Maintains effective standards of operation and practice.
- Directs the development and implementation of information technology, including hardware, software, and systems including those designed for mental health programs, or supports the integration of information technology into Branch programs.
- Directs the development and implementation of a wide variety of financial, statistical, client outcomes, and related reports, and makes recommendations for efficiencies or improvements to services based on data and analysis.
- Acts on behalf of the Health and Human Services Agency Director in establishing, facilitating and maintaining positive working relationships with representatives of federal, state, local agencies and community groups and organizations; facilitates the coordination of interagency and interdepartmental programs and systems; confers with representatives of other agencies in the area on matters related to the development of new programs, coordination of services offered and solving interagency relationship problems; cooperates with the State Department of Health Care Services to ensure program goals are being met; provides leadership in developing community interest and understanding of needs of the people and in planning the ways these needs can be met; supports community relations efforts within the Agency.
- May oversee the maintenance of agency personnel and payroll records in accordance with applicable laws, rules, and regulations; develops personnel policies, standards of performance, and promotes staff development and succession planning efforts; ensures all staff licenses are current or ensures personnel are appropriately trained and oriented to agency responsibilities and individual duties.
- Negotiates or develops new contracts and contract renewals with funding agencies, sub-contracting agencies, physicians and others as appropriate; monitors contract provisions and ensures timely renewal or cancellation, and contractor performance.
- Selects, trains and motivates staff; plans, assigns, supervises, reviews and evaluates staff; disciplines staff as appropriate; delegates administrative, technical and supervisory responsibility as appropriate.
- Acts as Health and Human Services Agency Director on an as needed basis.

EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of:

- Mental health administration and substance use disorder administration including relevant laws, ordinances and regulations;
- Mental health field and substance use disorder programs and resources;
- Socio-economic backgrounds, human behavioral problems and the need for and functions of public and mental health, drug and alcohol or social service programs and current health/sociological trends and their impact on public services, and the need for appropriate planning and utilization of resources;
- Principles of behavioral health including group work and community organization;
- Principles and practices of public administration, organizational planning, management, and economic and procedural analysis;
- Principles and practices of budget development, fiscal management, cost accounting, grants management, public agency funding and administration, financial planning and forecasting;
- Applicable federal, state, and local law, rules and regulations affecting alcohol and drug, mental health, public health, and social services programs;
- Methods and procedures for developing and evaluating program quality and effectiveness;
- Computer applications relating to statistical analysis, patient/client records, or outcomes, database systems, billing and/or other financial records;
- Principles and practices of supervision and human resource management; and
- Interpersonal communications, collaboration, partnership and team building practices, and conflict resolution with both internal and external partners, peers, colleagues, and employees.

Ability to:

- Analyze complex and sensitive administrative, budgetary, operational, economic, political and organizational problems, evaluating alternatives and reaching sound conclusions;
- Collect, evaluate, and interpret a variety of information and data, either in statistical or narrative form;
- Develop, organize, coordinate, and implement varied projects;

- Prepare clear and concise reports, correspondence and other written materials;
- Plan, organize, direct and coordinate payroll and administrative support functions as assigned;
- Select, train, supervise, and evaluate the work of a diverse subordinate support staff; provide for staff training and development, as well as succession planning;
- Interpret and apply laws, rules, regulations, codes, and policies; and clearly communicate and/or train others in the interpretation or application;
- Make effective public presentations to convey conclusions and recommendations to the Board of Supervisors, County Administrative Officer, other government bodies, local agencies and organizations, and the media;
- Maintain accurate hardcopy and electronic records and files;
- Establish and maintain effective working relationships with peers, subordinates, and internal and external customers;
- Coordinate multiple projects and meet critical deadlines; and
- Work independently and as part of a team to provide input, make recommendations for proposed solutions, and take action as directed on a variety of agency issues and situations.

SPECIAL REQUIREMENTS

Pursuant to California regulations, Title 9, Rehabilitative and Development Services, Division 1, Chapter 3, Article 8, Professional and Technical Standards, a Local Mental Health Director must be one of the following

- 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 years of training or practice limited to the field of psychiatry, one year of which shall have been administrative experience.
- 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 years of acceptable clinical psychology experience, two years of which shall be administrative experience.
- 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 years mental health experience, two years of which shall have been administrative experience.

- 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 years of mental health experience, two 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.
- 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 a least five years mental health experience, two 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.
- 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 years experience in hospital or health care administration, two 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.

A valid California driver's license may also be required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The employee will need to be able to handle multiple tasks with shifting priorities and interact with the public and the staff.

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