



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-10

For the meeting of: January 24, 2017

Date: December 29, 2016

To: Board of Supervisors

From: Dan Fulks, Director of Human Resources *[Signature]*

Subject: Approval of revised classifications for Mental Health Clinician I/II, Senior Mental Health Clinician, Supervising Mental Health Clinician, and Senior Program Manager – Mental Health.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the revised classification for Mental Health Clinician I/II (class # 0909, salary range 422/452); and
2. Approve the revised classification for Senior Mental Health Clinician (class # 0917, salary range 461); and
3. Approve the revised classification for Supervising Mental Health Clinician (class # 0916, salary range 476); and
4. Approve the revised classification for Senior Program Manager – Mental Health (class # 0928, salary range 507)

effective immediately following approval by the board.

Prepared by David Gauthier, HR Analyst II

CAO Approval *[Signature]*

REVIEW:

Auditor _____ County Counsel _____ Human Resources *[Signature]* Other _____

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Fennell* Seconded by Supervisor *Wilson*

Ayes *Sundberg, Fennell, Bass, Bohn, Wilson*
Nays _____
Abstain _____
Absent _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *Jan. 24, 2017*

By: *[Signature]*
Kathy Hayes, Clerk of the Board

SOURCE OF FUNDING: Not Applicable

DISCUSSION:

The Department of Health and Human Services has requested that the classifications for Mental Health Clinician I/II (class # 0909, salary range 422/452), Senior Mental Health Clinician (class # 0917, salary range 461), Supervising Mental Health Clinician (class # 0916, salary range 476), and Senior Program Manager – Mental Health (class # 0928, salary range 507) be revised to include Licensed Professional Clinical Counselor (LPCC) and its corresponding internship, Professional Clinical Counselor Intern (PCCI), as valid means for meeting the requirements of the classifications. By doing so, it opens up additional pathways for employees to build their careers in the field of Mental Health. It will also allow the department more flexibility in hiring and assigning staff to crucial vacancies within Mental Health.

Per section 4999.20 of the California Business and Professions Code:

(1) "Professional clinical counseling" means the application of counseling interventions and psychotherapeutic techniques to identify and remediate cognitive, mental, and emotional issues, including personal growth, adjustment to disability, crisis intervention, and psychosocial and environmental problems, and the use, application, and integration of the coursework and training required by Sections 4999.32 and 4999.33. "Professional clinical counseling" includes conducting assessments for the purpose of establishing counseling goals and objectives to empower individuals to deal adequately with life situations, reduce stress, experience growth, change behavior, and make well-informed, rational decisions.

(2) "Professional clinical counseling" is focused exclusively on the application of counseling interventions and psychotherapeutic techniques for the purposes of improving mental health, and is not intended to capture other, nonclinical forms of counseling for the purposes of licensure. For purposes of this paragraph, "nonclinical" means nonmental health.

Due to the limited scope of practice inherent with a standard LPCC, employees with this licensure may be restricted to working with specific groups unless they attain a letter from the California Board of Behavioral Sciences verifying their ability to work with couples and families. However, the Department of Health and Human Services is willing to work within those limitations and implement a tracking system to ensure employees are not given assignments that fall outside their scope of practice based on their licensure.

Because the classifications are only being revised to expand on the types of licensure that meet the qualifications for the class and no other changes have been made to the specifications, Human Resources recommends that no change be made to salary ranges for these classes.

The American Federation of State, County and Municipal Employees (AFSCME) was consulted regarding the revised classifications for Mental Health Clinician I/II, Senior Mental Health Clinician, and Supervising Mental Health Clinician and had no objections.

FINANCIAL IMPACT:

None. Human Resources recommends no change to the salary ranges for these classifications.

OTHER AGENCY INVOLVEMENT:

The Department of Health and Human Services (DHHS)

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the revisions to the classification listed above. This is not recommended as it will have a negative impact on DHHS' ability to provide needed mental health services to the community.

ATTACHMENTS:

- Revised classification for Mental Health Clinician I/II
- Revised classification for Senior Mental Health Clinician
- Revised classification for Supervising Mental Health Clinician
- Revised classification for Senior Program Manager – Mental Health

MENTAL HEALTH CLINICIAN I/II

DEFINITION

Under general supervision, has responsibility for a psychiatric caseload involving children and/or adults; performs psychotherapeutic counseling, including individual, group, family and other approved techniques; provides outreach and emergency services and counseling in crisis situations; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Mental Health Clinician I: This is the first working level in this professional class. Incumbents are assigned mental health casework which will broaden and deepen their professional experience in diagnosis, group and individual therapy. This class is alternately staffed with Mental Health Clinician II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meets the qualifications of the higher level class.

Mental Health Clinician II: This is the experienced level, fully competent to perform psychotherapeutic support and effective out-patient long-term or crisis situations. Incumbents are also expected to provide supervision for interns completing internships within the County Mental Health Department.

EXAMPLES OF DUTIES (Illustrative Only)

- Evaluates patients in a variety of out- and in-patient settings, including field situations; obtains patient history, completes mental status exam, and develops treatment plans.
- Provides on-going psychotherapy in short term out-patient and longer term day treatment environment; makes necessary referrals for patients as needs dictate.
- Participates as a member of a multi-disciplinary treatment team providing critical clinical input related to patient diagnosis and recommended treatment plans; participates in case conferences and consults with psychiatric staff to review patient cases and medication issues.
- Evaluates patients for voluntary and involuntary commitment; signs commitments for clients requiring hospitalization.

- Provides direction, training and chart auditing for assigned student interns; participates in staff/intern training and quality assurance/peer review functions.
- Performs detailed patient record documentation and maintains caseload records; prepares intake and discharge summaries, progress notes and treatment reviews.
- Provides courtroom testimony and consultation to school and adult programs as required; performs program planning to develop and implement services appropriate to assisting both adult and children psychiatric patients.
- May serve as case coordinator for assigned patients or clients.
- Consults with and serves as a liaison with community agencies, schools personnel, parents, and other mental health programs and services to evaluate community health needs and services; educates on needs of specific patient or segment of mental health patient population; advocates for patients.
- May serve as the director of social services for the in-patient health facility.

QUALIFICATIONS

Knowledge of:

Principles and practices of community mental health treatment, including interviewing, assessment, individual, family and group counseling.

General psychiatric emergency intervention, diagnosis and brief and long-term therapy methods.

Principles of adult and child psychology.

Laws and regulations related to patient's rights, voluntary or involuntary treatment and commitment for treatment including criteria for commitment.

Community resources and agencies providing support services for the mentally ill or disabled.

Medical recordkeeping and documentation including patient charting.

Medical regulations and documentation for medical necessity.

Basic principles of supervision and training.

Skill in:

Assessing client mental status and making accurate diagnosis and effective treatment plans.

Mental Health Clinician I/II

Page Three

Analyzing crisis situations in a prompt and concise manner to facilitate appropriate treatment and referrals.
Conducting mental health education and training programs.
Evaluating patients for medication referrals.
Presenting patient history and behavioral impressions to psychiatrist for further review.
Preparing detailed case summaries and documentation and maintaining accurate patient records in compliance with local, state and federal rules and regulations.
Protecting patient's rights and providing advocacy for the mentally ill.
Coordinating emergency psychiatric support service efforts with appropriate county, community, school, hospital, and other involved agencies.
Establishing and maintaining effective working relationships with other therapists, county staff, schools, referral agencies, physicians and the public.
Utilizing the most current version of the Diagnostic and Statistical Manual for performing diagnosis on all five axes.
Providing direction and training.

Other Requirements:

Specified positions may require the possession of a valid California driver's license.

Mental Health Clinician I: Must possess a valid intern registration number from the State Board of Behavioral Examiners or be eligible to work as a Registered Psychologist in accordance with the requirements of the State Board of Psychology.

Mental Health Clinician II: Must possess an appropriate license to practice as a Licensed Clinical Social Worker, Marriage and Family Therapist, Clinical Psychologist or a Licensed Professional Clinical Counselor in the State of California.

Specified positions may be limited to candidates who are registered as an intern for, or in possession of, a license to practice as a Licensed Clinical Social Worker, Marriage and Family Therapist, or a Licensed Professional Clinical Counselor with written confirmation from the Board of Behavioral Sciences stating that they meet the requirements to assess and treat couples and families.

SENIOR MENTAL HEALTH CLINICIAN

DEFINITION

Under general supervision, has responsibility for a psychiatric caseload involving children and/or adults; performs psychotherapeutic counseling, including individual, group, family and other approved techniques; consults or personally provides support to complex or difficult mental health patients; may provide direction and work review for assigned Mental Health Clinicians, interns and other support staff; provides outreach and emergency services and counseling in crisis situations; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the working lead level in the Mental Health Clinician series with responsibility to provide direction to professional and support staff working in specialized adult, child or other specific program or project areas. This class is distinguished from Mental Health Program Manager in that the latter has overall programmatic responsibility for specified in- or out-patient psychiatric programs.

EXAMPLES OF DUTIES (Illustrative Only)

- Evaluates patients in a variety of out- and in-patient settings, including field situations; obtains patient history, completed mental status exam, and develops treatment plans.
- Provides on-going psychotherapy in short term out-patient and longer term day treatment environment; makes necessary referrals for patients as needs dictate.
- Provides therapeutic support for the more complex or difficult patient assignments.
- Participates as a member of a multi-disciplinary treatment team providing critical clinical input related to patient diagnosis and recommended treatment plans; participates in case conferences and consults with psychiatric staff to review patient cases and medication issues.
- Evaluates patients for voluntary and involuntary commitment; signs commitments for clients requiring hospitalization.
- Provides direction, training and chart auditing for assigned student interns; participates in staff/intern training and quality assurance/peer review functions.

Senior Mental Health Clinician

Page Two

- Provides direction, review, work evaluation and consultation for assigned mental health therapist staff and interns in areas of specialized assignment.
- May serve as case coordinator for assigned patients or clients.
- Performs detailed patient record documentation and maintains caseload records; prepares intake and discharge summaries, progress notes and treatment reviews.
- Provides courtroom testimony and consultation to school and adult programs as required; performs program planning to develop and implement services appropriate to assisting both adult and children psychiatric patients.
- Consults with and serves as a liaison with community agencies, school personnel, parents, and other mental health programs and services to evaluate community health needs and services; educates on needs of specific patient or segment of mental health patient population; advocates for patients.

QUALIFICATIONS

Knowledge of:

Principles and practices of community mental health treatment, including interviewing, assessment, individual, family and group counseling.

General psychiatric emergency intervention, diagnosis and brief and long-term therapy needs.

Principles of adult and child psychology.

Laws and regulations related to patient's rights, voluntary or involuntary treatment and commitment for treatment including criteria for commitment.

Community resources and agencies providing support services for the mentally ill or disabled.

Medical recordkeeping and documentation including patient charting.

Medi-Cal regulations and documentation for medical necessity.

Basic principles of supervision and training.

Skill in:

Assessing client mental status and making accurate diagnosis and effective treatment plans.

Analyzing crisis situations in a prompt and concise manner to facilitate appropriate treatment and referrals.

Conducting mental health education and training programs.

Evaluating patients for medication referrals.
Presenting patient history and behavioral impressions to psychiatrist for further review.
Preparing detailed case summaries and documentation and maintaining accurate patient records in compliance with local, state and federal rules and regulations.
Protecting patient's rights and providing advocacy for the mentally ill.
Coordinating emergency psychiatric support service efforts with appropriate County, community, school, hospital, and other involved agencies.
Establishing and maintaining effective working relationships with other therapists, County staff, schools, referral agencies, physicians and the public.
Utilizing the most current version of the Diagnostic and statistical Manual for performing diagnosis on all five axes.
Providing direction and training.

Other Requirements:

Must possess a valid California driver's license. Must possess an appropriate license to practice as a Licensed Clinical Social Worker, Marriage and Family Therapist, Clinical Psychologist or Licensed Professional Clinical Counselor in the State of California, and two years of post-licensure experience as a mental health therapist, clinician or counselor in an in- or out-patient setting.

Some positions may be limited to candidates who possess a license to practice as a Licensed Clinical Social Worker, Marriage and Family Therapist, or a Licensed Professional Clinical Counselor with written confirmation from the Board of Behavioral Sciences stating that they meet the requirements to assess and treat couples and families.

SUPERVISING MENTAL HEALTH CLINICIAN

DEFINITION

Under direction, plans, organizes, coordinates, supervises, reviews and evaluates the activities of assigned staff; coordinates outreach and other programs and activities; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class is the first full supervisory level of the Mental Health Clinician series. Incumbents assume an active leadership role in program planning, development, implementation, supervision and evaluation. This class is distinguished from Mental Health Program Manager in that the latter has overall responsibility for division management.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, coordinates and supervises assigned mental health programs and activities.
- Participates in developing and implementing goals, objectives, policies, procedures and work standards for assigned area of responsibility.
- Participates in the hiring of assigned staff, recommending selection for management approval.
- Plans, organizes, assigns, reviews, evaluates and directs the work of assigned staff.
- Consults with and serves as liaison with community agencies, school personnel, parents, and other mental health programs and services to evaluate community health needs and services; educates on needs of specific patient or segment of mental health patient population; advocates for patients.
- Provides therapeutic support for the more complex or difficult patient assignments.
- Participates as a member of a multi-disciplinary treatment team providing critical clinical input related to patient diagnosis and recommended treatment plans; participates in case conferences and consults with psychiatric staff to review patient cases and medication issues.
- Participates in staff/intern training and quality assurance/peer review functions.

Supervising Mental Health Clinician

Page Two

- Provides direction, review, work evaluation and consultation for assigned mental health therapist staff and interns in areas of specialized assignment.
- Provides courtroom testimony and consultation to school and adult programs as required; performs program planning to develop and implement services appropriate to assisting both adult and children psychiatric patients.
- Evaluates patients in a variety of out- and in-patient settings, including field situations; obtains patient history, completes mental status exam, and develops treatment plans.
- Provides ongoing psychotherapy in short term out-patient and longer term day treatment environment; makes necessary referrals for patients as needs dictate.
- Evaluates patients for voluntary and involuntary commitment; signs commitments for clients requiring hospitalization.
- Performs detailed patient record documentation and maintains caseload records; prepares intake and discharge summaries, progress notes and treatment reviews.
- May serve as case coordinator for assigned patients or clients.

QUALIFICATIONS

Knowledge of:

Basic principles of supervision and training, including selection, evaluation and discipline.
Principles and practices of community mental health treatment including interviewing, assessment, individual, family and group counseling.
General psychiatric emergency intervention, diagnosis and brief and long-term therapy methods.
Principles of adult and child psychology.
Laws and regulations related to patient's rights, voluntary or involuntary treatment and commitment for treatment including criteria for commitment.
Community resources and agencies providing support services for the mentally ill or disabled.
Medical recordkeeping and documentation including patient charting.
Medi-Cal regulations and documentation for medical necessity.

Skill in:

Planning, organizing, assigning, reviewing, evaluating, and directing the work of assigned staff.

Assessing client mental status and making accurate diagnosis and effective treatment plans.
Analyzing crisis situations in a prompt and concise manner to facilitate appropriate treatment and referrals.
Conducting mental health education and training programs.
Evaluating patients for medication referrals.

Presenting patient history and behavioral impressions to psychiatrist for further review.
Preparing detailed case summaries and documentation and maintaining accurate patient records in compliance with local, state and federal rules and regulations.
Protecting patient's rights and providing advocacy for the mentally ill.
Coordinating emergency psychiatric support service efforts with appropriate County, community, school, hospital, and other involved agencies.
Establishing and maintaining effective working relationships with other therapists, County staff, schools, referral agencies, physicians and the public.
Utilizing the most current version of the Diagnostic and Statistical Manual for performing diagnosis on all five axes.
Providing direction and training.

Other Requirements:

Must possess a valid California driver's license. Must possess an appropriate license to practice as a Licensed Clinical Social Worker, Marriage and Family Therapist, Clinical Psychologist, or Licensed Professional Clinical Counselor in the State of California and two years of post-licensure experience as a mental health therapist, clinician, or counselor.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to a Master's degree in social work, marriage and family counseling, psychology or psychiatric nursing; licensure to practice in the State of California, and three years of post-licensure experience as a mental health therapist, clinician or counselor in an in- or out-patient setting.

Some positions may be limited to candidates who possess a license to practice as a Licensed Clinical Social Worker, Marriage and Family Therapist, or a Licensed Professional Clinical Counselor with written confirmation from the Board of Behavioral Sciences stating that they meet the requirements to assess and treat couples and families.

SENIOR PROGRAM MANAGER-MENTAL HEALTH

DEFINITION

Under direction, provides oversight and programmatic development, coordination and implementation for multiple and/or complex programs or service delivery systems in the Department of Health and Human Services-Mental Health; performs administrative oversight of integrated programs and program support; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class is responsible for the effective implementation of multiple complex programs offering direct services to clients, including program development, and integration of programs and services. Programs may include non-direct services such as training, resource development, and research and evaluation, and client and stakeholder advisory groups. Services may include family intervention, psychiatric crisis services, intensive and habilitative day treatment, individual, group, or family psychotherapy, alcohol and other drug treatment and prevention, and a variety of related support services. This class is characterized by administrative and programmatic responsibilities in addition to staff supervision.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes and provides day to day direction and supervision of assigned staff providing similar or related multidisciplinary services.
- Administers programs; administers some budget funds and acts as liaison and coordinator in all programmatic areas.
- Establishes and implements framework for implementation of multidimensional programs including coordination of participants and department staff.
- Plans, organizes and provides direction of program support activities including cultural competency, training, and resource development.
- Plans, develops and administers policies and procedures for multiple complex service delivery systems including active participation of community stakeholders and other community groups.

Senior Program Manager-Mental Health

Page Two

- Interprets and applies state, federal and local regulations in relation to the programs and ensures compliance by both County provided and contracted service providers.
- Recommends the hiring of assigned staff, evaluates employee performance, counsels employees and recommends disciplinary action when necessary.
- Makes or reviews decisions on difficult patient/client assessments and case situations.
- Directs services and treatment in the areas of inpatient and outpatient, adult, child and geriatric psychotherapy, alcohol and other drug therapy and diversion, crisis intervention, and social and rehabilitative services.
- Prepares and directs the data collection and data analysis system and prepares a variety of complex reports using data collected.
- Identifies and utilizes community resources; develops and trains such resources; makes appropriate referrals for patient services.
- Provides information regarding program and client population needs to state groups and the legislature; acts as an advocate for the client population.
- Participates in the department management team; provides consultation to and serves on community advisory committees and other groups including state, federal, County and other local and community organizations.
- May provide coordination for resolution of concerns between branches and integrated programs.
- May oversee or identify program funding sources and prepares grant applications and proposals to secure funding; may oversee or develop statistical information and analyzes data in support of program and planning recommendations.
- Directs the receipt and review of program applications and the determination of eligibility for program participants; personally makes difficult eligibility decisions.
- Prepares or participates in the preparation of the division budget; may monitor budgets and other financial reports.
- Prepares documentation, correspondence and other written materials related to program services; maintains or directs the maintenance of records and files.
- May serve as case coordinator for assigned patients or clients.

QUALIFICATIONS

Knowledge of:

Principles and techniques of mental health, health and human service program administration and service delivery including developing goals and objectives.
Supervisory principles and practices, including work planning, direction, evaluation, training, and discipline.
Federal, state and local laws concerning mental health, health and other human service programs and applicable regulations.
Principles and practices of community group organizing, effectively soliciting participation and partnerships with consumer and other community groups and representatives.
Interviewing and counseling methods and techniques.
Social and psychological aspects of mental health or substance abuse related problems.
Principles of community mental health, public health, child welfare and other human services programs.
Causes and treatment of mental and emotional disorders or alcohol and drug addiction.
Community agencies and other service providers providing services to the mentally ill and drug and alcohol program clients.
Funding sources for mental health and related programs and services including fundable services and activities.
Methods and techniques for evaluating clients' progress.
Basic budgetary principles and practices.
Standard office practices and procedures, including the use of common office equipment.
Business arithmetic and statistical recordkeeping.

Skill in:

Developing, implementing and administering complex mental health, health or other human services programs.
Evaluating the effectiveness of programs and services and making necessary changes and improvements.
Coordinating community work groups, mobilizing community resources, soliciting input and developing implementation plans.

Collaborating and coordinating services across internal and external systems to DHHS.

Principles and practices of effective mediation and conflict resolution.

Planning, organizing, directing, supervising and reviewing the work of assigned staff including multidisciplinary clinical staff.

Preparing effective treatment plans and working with all age groups of clients/patients and their families.

Interpreting, explaining and applying laws, regulations and policies related to mental health, health or human services programs.

Representing the County in contacts with other County agencies, community agencies and the public.

Preparing clear and concise reports, correspondence and other written materials.

Maintaining accurate records and files.

Exercising sound independent judgment within established guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements

Must possess a valid California driver's license.

Some assignments may require an appropriate license to practice as a Licensed Clinical Social Worker, Marriage and Family Therapist, Licensed Clinical Psychologist, Psychiatrist, or a Licensed Professional Clinical Counselor with written confirmation from the Board of Behavioral Sciences stating that they meet the requirements to assess and treat couples and families in the State of California. In addition some assignments may require two years post licensure experience providing direct services in a mental health and/or drug and alcohol program.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above:

Equivalent to possession of a Master's degree with major coursework in social services, counseling, psychology or other appropriate field and five years of experience, including

supervisory and/or administrative experience in a mental health or human services program.