



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-10

For the meeting of: July 28, 2015

Date: July 13, 2015

To: Board of Supervisors

From: Phillip R. Crandall, Director
Department of Health and Human Services

Subject: Reallocate one full time equivalent Physician/Psychiatrist position in budget unit 424 to one full time equivalent Senior Psychiatrist position in budget unit 424

RECOMMENDATION(S):

That the Board of Supervisors:

1. Reallocate one full time equivalent (FTE) Physician/Psychiatrist (range 680, class 0937, position number 02) position in budget unit 424 to one full time equivalent (FTE) Senior Psychiatrist (range 696, class 0924) in budget unit 424; effective immediately upon approval.

SOURCE OF FUNDING:

Mental Health Fund

DISCUSSION:

The Department of Health and Human Services (DHHS) requested that Human Resources develop a new job class to provide medical supervision and oversight for medical staff in their out-patient Mental Health and Drug and Alcohol programs. Due to difficulties in addressing current medical staffing needs, DHHS recently entered into a contract with Traditions Behavioral Health (TBH) to provide medical staffing services, including medical supervision and oversight. However, TBH only provides medical supervision and oversight for in-patient programs and services. The Senior Psychiatrist position has been developed to

Prepared by Yvonne Winter, Deputy Director – ES

CAO Approval

REVIEW:

Auditor WJH

County Counsel

Personnel WJH

Risk Manager

Other

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. C-15

Meeting of: July 7, 2015

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Bass Seconded by Supervisor Lovelace

Ayes Lovelace, Fennell, Bohn, Bass

Nays

Abstain

Absent Sundberg

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

Dated: July 28, 2015

By:

Kathy Hayes, Clerk of the Board

address the need for medical supervision and oversight for out-patient mental health programs and services, including Alcohol and Drugs.

On July 7, 2015, Board of Supervisors approved the adoption of the job classification of Senior Psychiatrist via Board of Supervisors Agenda Item # C-15.

FINANCIAL IMPACT:

The reallocation of 1.0 FTE Physician/Psychiatrist to 1.0 FTE Senior Psychiatrist is calculated to increase per pay period cost by \$928.01 for salary and benefits, not to exceed Twenty Four Thousand One Hundred Twenty Eight Dollars (\$24,128.00) for FY 2015-16. DHHS-Mental Health will incur cost savings due to vacant positions that will offset this additional expense.

Approving this recommendation will support the Board's Strategic Framework by providing and maintaining infrastructure and by creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None

ATTACHMENTS:

Board of Supervisor's Agenda Item #C-15, July 7, 2015



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-15

For the meeting of: July 7, 2015

Date: June 24, 2015

To: Board of Supervisors

From: Dan Fulks, Director of Human Resources *DF*

Subject: ADOPT THE NEW MANAGEMENT JOB CLASSES OF ANIMAL CONTROL AND FACILITIES MANAGER AND SENIOR PSYCHIATRIST AND ADOPT THE RESOLUTION TO AMEND THE COMPENSATION PLAN FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES TO INCLUDE THE NEW JOB CLASSES

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the new management job class of Animal Control and Facilities Manager (class 0439, salary range 418, unit 08); and
2. Adopt the new management at-will job class of Senior Psychiatrist (class 0924, salary range 696, unit 08); and
3. Adopt Resolution No. 15-72 (attached) approving the Amendment to Attachment 1 of Exhibit A of the Compensation Plans for Management and Confidential Employees and Elected and Appointed Department Heads for fiscal years 2014-15 to include the new job classes of Animal Control and Facilities Manager (class 0439, salary range 418) and Senior Psychiatrist (class 0924, salary range 696),

effective immediately upon Board approval.

Prepared by: Ron Halverson, Assistant Director of Human Resources

CAO Approval *Amy Nielsen*

REVIEW:

Auditor *af*

County Counsel *af*

Human Resources

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 *Sundberg* Seconded by Supervisor *Bass*

Ayes *Sundberg, Lovelace, Fennell, Bohn, Bass*
Nays
Abstain
Absent

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

Dated: *July 7, 2015*

By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

SOURCE OF FUNDING: Measure Z – Sheriff's Office Funds (BU 1100-297); and Health and Human Services, Mental Health Funds (BU 1170-424)

DISCUSSION: Human Resources has been working with the Sheriff's Office and the Department of Health and Human Services to develop new management level job classes relevant to each's department. Discussion for each follows below:

Proposed job class description for Animal Control and Facilities Manager: The Sheriff's Office has requested that Human Resources develop a new job class to provide for the direct management of Animal Control Services and the Animal Shelter. In July of 2011, due to budget constraints, the Sheriff's Office disallocated the Animal Shelter Program Coordinator position which was responsible for managing the daily activities of the Shelter, and assigned the overall management responsibilities of Animal Control and the Animal Shelter to a Sheriff's Lieutenant. Now with the assistance of Measure Z funds, the Sheriff would again like to utilize non-sworn staff to assume the management responsibilities, allowing his sworn management and supervisory staff to redirect their activities toward more traditional field duties performed through the Sheriff's Office. As such, Human Resources has developed the new management job class of Animal Control and Facilities Manager and is recommending Board approval for its adoption into the classification plan.

Proposed job class description for Senior Psychiatrist: The Department of Health and Human Services (DHHS) has requested that Human Resources develop a new job class to provide medical supervision and oversight for medical staff in their out-patient Mental Health and Drug and Alcohol programs. Due to difficulties in addressing current medical staffing needs, DHHS recently entered into a contract with Traditions Behavioral Health (TBH) to provide medical staffing services, including medical supervision and oversight. However, TBH only provides medical supervision and oversight for in-patient programs and services. The Senior Psychiatrist position has been developed to address the need for medical supervision and oversight for out-patient mental health programs and services, including Alcohol and Drugs. As such, Human Resources is recommending that the Board approve the adoption of the new job class into the classification plan.

FINANCIAL IMPACT:

Animal Control and Facilities Manager: (Sheriff's Office-Measure Z budget unit 1100-297): This position was allocated through the FY 2015-16 budget process as a Program Coordinator (salary range 405) at a cost of \$79,758 annually. The department will be coming to the Board at a future date to reallocate the currently budgeted and vacant Program Coordinator position to Animal Control and Facilities Manager (salary range 418) at a cost of \$86,802 annually. The difference results in an increase of \$7,044 annually.

Senior Psychiatrist: (DHHS-Mental Health Administration budget unit 1170-424): The allocation of this position will be brought to the Board by DHHS at a future date. The cost of this position will be covered through salary savings due to vacant positions in DHHS-Mental Health. It is anticipated that there will be sufficient salary savings from vacant medical staff positions which will occur in the FY 2015-16 budget.

The above recommended Board actions support the Board's Strategic Framework by providing for and maintaining infrastructure and managing our resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT: None

ALTERNATIVES TO STAFF RECOMMENDATIONS: Your Board could choose to not approve any or all of the above recommendations concerning adopting the new job classes for Animal Control and Facilities Manager and Senior Psychiatrist, and amending the Compensation Plan for Management and Confidential Employees and Elected and Appointed Department Heads by Resolution to include the new job class in the classification plan.

ATTACHMENTS: Job class description for Animal Control and Facilities Manager
 Job class description for Senior Psychiatrist

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of July 7, 2015

RESOLUTION NO. 15-72

RESOLUTION AMENDING RESOLUTION NO. 14-93 (COMPENSATION PLANS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES AND FOR ELECTED AND APPOINTED OFFICIALS)

WHEREAS, the Board of Supervisors of the County of Humboldt (County) is authorized by the provisions of Section 25300 of the Government Code of the State of California to provide for the number, compensation, tenure, appointment and conditions of employment of County employees by resolution; and

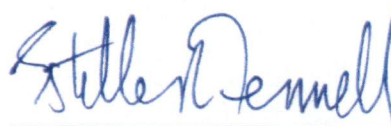
WHEREAS, on November 14, 2014, the Board of Supervisors adopted Resolution No. 14-93, providing for the compensation plans for management and confidential employees and for elected and appointed County officials; and

WHEREAS, the Board of Supervisors desires to amend Resolution No. 14-93 to adopt the new management job classes of Animal Control and Facilities Manager and Senior Psychiatrist and establish the salary levels for each.

NOW, THEREFORE, the Board of Supervisors of the County of Humboldt resolves as follows:

1. Amend Attachment 1 to Exhibit A of Resolution No. 14-93, effective July 7, 2015 (See Attachment 1).
2. This resolution shall become effective upon adoption by the Board of Supervisors and includes the implementation date stated therein.

Dated: July 7, 2015



ESTELLE FENNELL, Chair
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Sundberg, seconded by Supervisor Bass, and the following vote:

AYES:	Supervisors	Sundberg, Lovelace, Fennell, Bohn, Bass
NAYS:	Supervisors	--
ABSENT:	Supervisors	--
ABSTAIN:	Supervisors	--

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of July 7, 2015

RESOLUTION NO. 15-72

STATE OF CALIFORNIA)
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be a full, true, and correct copy of the original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California as the same now appears of record in my Office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



By ANA HARTWELL

Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California

Attachment 1

SALARY RANGE FOR MANAGEMENT AND CONFIDENTIAL CLASSES UNITS 8 AND 9 ADOPTED 11-14-14

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 07-7-15
0606	Accountant/Auditor I	385
0606	Accountant/Auditor II	407
0605	Administrative Analyst I	405
0605	Administrative Analyst II	436
1115	Administrative Assistant/Deputy Clerk of the Board I	368
1115	Administrative Assistant/Deputy Clerk of the Board II	388
1115	Administrative Assistant/Deputy Clerk of the Board III	408
0166	Administrative Secretary	349
0775	Administrative Services Manager	438
0776	Administrative Services Officer	413
0102	Administrative Support Manager to the BOS/Clerk of the Board	436
0617	Airport Manager	448
0439	Animal Control And Facilities Manager	418
0624	Assistant Agricultural Commissioner/ Sealer Weights and Measures	444
0646	Assistant Auditor-Controller	479

Attachment 1

SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-14

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 07-7-15
0474	Assistant Chief Probation Officer	479
0408	Assistant Coroner-Public Administrator	433
0601	Assistant County Administrative Officer	558
0109	Assistant County Clerk	416
0603	Assistant County Counsel	560
0116	Assistant County Recorder	393
0142	Assistant Dir. of Child Support Services	490
0922	Assistant Dir. of Psychiatric Nursing	482
0651	Assistant Director of Human Resources	502
0655	Assistant Director of Library Services	475
0650	Assistant Director - Administration Health & Human Services	555
0649	Assistant Director- Programs Health & Human Services	555
0616	Assistant District Attorney	540
0108	Assistant Payroll/Position Control Manager	383
0625	Assistant Public Defender	536
0677	Assistant Public Guardian	404

Attachment 1

SALARY RANGE FOR MANAGEMENT AND CONFIDENTIAL CLASSES UNITS 8 AND 9 ADOPTED 11-14-14

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 07-7-15
0682	Assistant Treasurer & Tax Collector	479
0303	Associate Engineer	470
0117	Budget Specialist	432
0608	Business Manager	432
0198	CAO Project Manager	479
0613	Chief Appraiser	465
0838	Chief Building Official	497
0680	Child Support Special Programs Coord.	414
0942	Clinic Physician (extra help only)	\$116.97/hr
0852	Compliance and Quality Assurance Administrator	469
0437	Correctional Captain	475
0419	Correctional Lieutenant	461
0207	County Surveyor	472
0759	Departmental Information Systems Supervisor	440
0620	Deputy Assessor	472
0618	Deputy Auditor-Controller	479
0931	Deputy Branch Director	517

Attachment 1

SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-14

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 07-7-15
0599	Deputy County Administrative Officer	514
0600	Deputy County Counsel I	421
0600	Deputy County Counsel II	454
0600	Deputy County Counsel III	487
0600	Deputy County Counsel IV	519
0438	Deputy Director - Sheriff's Administration	479
0554	Deputy Health Officer	\$10,653/mo
0315	Deputy Planning Director	497
0300	Deputy Public Works Director	506
0307	Deputy Public Works Director - Environmental Services	484
0200	Deputy Public Works Director - Facilities Management	492
0301	Deputy Public Works Director - General Services	475
0619	Development Assistance Manager	479
0510	Director of Environmental Health	493
0932	Director of Psychiatric Nursing	493
0508	Director of Public Health Nursing	493

Attachment 1

**SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-14**

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 07-7-15
0638	Economic Development Coordinator	459
0634	Economic Development Specialist	436
0119	Elections Manager	438
0193	Emergency Services Manager	418
0699	Employee Relations Officer	473
0851	Employment and Training Manager	483
0202	Equipment Superintendent	433
0103	Executive Assistant to the CAO	370
0167	Executive Secretary	368
0181	Executive Secretary-Children & Family Commission	368
0253	Facility Maintenance Manager	422
0252	Facility Maintenance Supervisor	389
0184	Fiscal Officer	413
0174	Fiscal Services Supervisor	385
0545	Health & Human Services - Mental Health Branch Director	536
0818	Health & Human Services - Social Services Branch Director	536

Attachment 1

SALARY RANGE FOR MANAGEMENT AND CONFIDENTIAL CLASSES UNITS 8 AND 9 ADOPTED 11-14-14

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 07-7-15
0544	Health & Human Services - Public Health Branch Director	536
0814	Health and Human Services - Deputy Director-Employee Services	512
0817	Health and Human Services - Deputy Director-Finance	512
0816	Health and Human Services - Deputy Director-Information Services	512
0840	Health Officer-Medical Director	\$86.09/hr
0645	Housing and Assistance Coordinator	436
0697	Human Resources Analyst - Risk I	408
0697	Human Resources Analyst - Risk II	436
0684	Human Resources Analyst I	408
0684	Human Resources Analyst II	436
0699	Human Resources Technician I	357
0699	Human Resources Technician II	386
0380	Information Systems Supervisor	440
0417	Investigator	422
0413	Investigator (Code Enforcement)	436
0644	IT Applications Analyst Supervisor	460

Attachment 1

SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-14

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 07-7-15
0131	IT Division Director	512
0645	IT Systems Supervisor	446
0482	Juvenile Corrections Facility Manager	423
0815	Legal Accounting Specialist	368
0683	Legal Analyst	436
0197A	Legal Office Assistant I	296
0197B	Legal Office Assistant II	316
0134	Legal Office Business Manager	451
0143	Legal Office Services Manager	413
0139	Legal Secretary I	327
0139	Legal Secretary II	346
0652	Library Division Manager	452
0902	Medical Director	711
0905	Medical Records Manager	456
0169	Office Assistant I	278
0169	Office Assistant II	299
0186	Office Assistant III	320

Attachment 1

SALARY RANGE FOR MANAGEMENT AND CONFIDENTIAL CLASSES UNITS 8 AND 9 ADOPTED 11-14-14

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 07-7-15
0118	Office Services Supervisor	372
0452	Paralegal I	338
0452	Paralegal II	357
0938	Payroll/Personnel Specialist	346
0941	Payroll/Personnel Supervisor	378
0113	Payroll/Position Control Manager	413
0336	Permit Supervisor	442
0151	Personnel Assistant	314
0609	Personnel Technician	357
0937	Physician/Psychiatrist	680
0930	Physician/Psychiatrist (extra help only)	727
0687	Policy and Legislative Manager (MSS)	469
0475	Probation Division Director	443
0425	Program Coordinator	418
0934	Program Manager	483
0747	Program Manager I	483
0750	Program Manager II	493

Attachment 1

SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-14

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 07-7-15
0146	Public Education and Information Manager (MSS)	460
0842	Public Guardian	440
0512	Public Health Lab Director	508
0516	Public Health Lab Manager	475
0195	Public Information Specialist	405
0129	Public Works Dispatcher	339
0915	Quality Management Coordinator	456
0620	Real Property Manager	463
0700	Risk Manager	469
0201	Road Superintendent	428
0175	Secretary	333
0605	Senior Administrative Analyst Trainee	377
0605	Senior Administrative Analyst	459
0665	Senior Buyer	370
0598	Senior Deputy County Counsel	534
0123	Senior Fiscal Assistant	351
0539	Senior Health Program Manager	433

Attachment 1

SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-14

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 07-7-15
0690	Senior Human Resources Analyst - Risk	448
0138	Senior Legal Secretary	368
0110	Senior Office Assistant	346
0685	Senior Payroll/Personnel Specialist	356
0928	Senior Program Manager - Mental Health	493
0929	Senior Program Manager - Public Health	493
0924	Senior Psychiatrist	696
0394	Senior Staff Services Manager	450
0182	SSB Secretary II (MSS class)	349
0729	Staff Services Analyst I	405
0729	Staff Services Analyst II	436
0396	Staff Services Analyst III	438
0395	Staff Services Manager	440
0389	Staff Services Specialist (M&C)	362
0612	Supervising Appraiser	443
0610	Supervising Attorney	536
0614	Supervising Auditor-Appraiser	447

Attachment 1

SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-14

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 07-7-15
0364	Supervising Child Support Attorney	536
0114	Supervising Legal Secretary	378
0681	Supervising Planner	460
0470	Supervising Probation Officer	423
0674	Supervising Tax-Collector	377
0171	Supervising Treasurer	377
0672	Veterans Service Officer	377

ANIMAL CONTROL AND FACILITIES MANAGER

DEFINITION

Under direction, plans, develops, implements and manages the County animal control program and animal shelter facilities; monitors and manages program budget and requests for funding; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for the effective implementation and management of the County's animal control program and animal shelter facility operations. Responsibilities include developing program and facility guidelines and plans, identifying and securing grant funding as appropriate, developing staffing and budget proposals and planning, assigning and reviewing the work of staff to implement and manage program and facility operations.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, develops and administers animal control program and facility policies and procedures and provides work direction and supervision to assigned program and facility staff.
- Identifies sources of program and facility funding; prepares grant applications; works with foundations and local funding sources to secure funding.
- Develops annual and multi-year plans for program activities and facility operations.
- Reviews and interprets legislation, codes and regulations and ensures program and facility compliance.
- Conforms to administrative requirements to obtain and administer funding; administers and approves expenditure of funds.
- Participates in the hiring of assigned staff, recommending selection for appointing power approval.
- Trains staff in program and County policies and procedures; facilitates employee development in the work place; schedules work and approves routine leaves as appropriate.
- Evaluates employee performance, counsels employees and effectively recommends disciplinary action and other personnel decisions.
- Works with a variety of community organizations and individuals to arrange and coordinate services and solicit support.

Animal Control and Facilities Manager
Page Three

Monitoring and managing a program and facility budget.
Utilizing standard business office software, including word processing, spreadsheets and databases.
Preparing effective reports, correspondence and other written materials.
Maintaining accurate records and files.
Exercising independent judgment within established policy 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. Must be a Registered Veterinary Technician or within 60 days of appointment obtain from the State of California a certificate to perform animal euthanasia in accordance with California Code of Regulations 2039. Must be medically capable of working with animals and being able to lift and carry up to 80 pounds. Must be available to respond for emergency 24-hour call.

Desirable Education and Experience:

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

Equivalent to graduation from a four year college or university with major coursework in public administration, business management or other related field, and three years of experience managing, coordinating or providing services in an animal control program or facility.

Animal Control and Facilities Manager

Page Two

- Confers with managers and staff in other departments and agencies to coordinate activities and resolve issues related to the program and facilities.
- Makes presentations to community groups and organizations concerning animal control programs, services and activities.
- Attends various meetings, committees and conferences related to program and facility goals and objectives.
- Directs the maintenance of and/or maintains accurate records and files; prepares reports, correspondence, and a variety of written materials.
- Supervises and performs euthanasia of cats, dogs and other animals as required; maintains detailed records and security of federally controlled drugs in compliance with applicable laws, rules and regulations.
- Performs other related duties as required to ensure the effective activities and operations of the animal control program and facilities.

QUALIFICATIONS

Knowledge of:

Supervisory principles and practices, including work planning, selection, evaluation and employee training and discipline.

Principles of program management, including budget management.

Principles of program evaluation.

Applicable laws, codes, regulations and policies relating to animal control and/or facilities.

Principles of recordkeeping and report preparation.

Functions and activities of an animal control program and facility operations, including methods and equipment used in the care and control of animals.

Characteristics of various animal breeds and symptoms and behaviors associated with rabies and other common animal diseases.

Skill in:

Planning, assigning, supervising, reviewing and evaluating the work of staff.

Training staff in work procedures.

Developing and evaluating program goals, procedures, standards and methods based on legislative and administrative requirements.

Interpreting and applying codes and regulations.

SENIOR PSYCHIATRIST (MENTAL HEALTH)

DEFINITION

Under direction, provides supervision and review and provides standards of care for the medical component of the County's out-patient mental health and alcohol and drug programs and services; provides direct psychiatric care and treatment for difficult and complex mental health patients; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class is responsible for medical supervision and consultative direction for patient care provided in County Mental Health out-patient facilities, including supervision of out-patient psychiatrists, mid-level practitioners and contracted practitioners. In addition, the incumbent evaluates and interprets medical information and findings relevant to a variety of mental health programs and services. This class is distinguished from Mental Health Medical Director in that the latter has overall management and review and consultative responsibility for the medical component of both in-patient and out-patient mental health and drug and alcohol programs and services.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides oversight and direction for the development and implementation of goals, objectives, policies and procedures related to the medical management of County Mental Health out-patient and drug and alcohol programs and services.
- Supervises and reviews the work of medical psychiatric staff and serves as a medical consultant; provides technical medical direction of professional, technical and other support staff; develops and instructs others in appropriate medical protocols.
- Serves as psychiatric liaison to the local medical community and hospitals and interfaces with medical management staff from other counties, agencies and/or programs.
- Participates in medical staff committees and out-patient continuous quality improvement meetings.
- Conducts psychiatric evaluations, formulates diagnosis, determines therapeutic and medical needs of patient and prescribes treatment.

- Prepares and maintains detailed documentation of patient evaluations, prognosis, progress and treatment consistent with Medi-Cal standards.
- Participates in case conferences and consults with clinical staff regarding support services and treatment plan options.
- Performs crisis intervention as required; assists clinical staff in mitigating crisis situations; prescribes and administers medication to patients in crisis situations.
- Ensures patient cases are handled in conformance with court and law enforcement regulations and applicable laws and regulations affecting mental health patients; provides expert witness court testimony.

QUALIFICATIONS

Knowledge of:

Principles and practices of psychiatric medicine, including prognostication and treatment of psychiatric disorders.

Principles and techniques of patient counseling and staff in-service training.

Principles and techniques of narcotic and other drug administration and their effect.

Principles and practices of preventive psychology in the context of socio-economic, emotional and physical environment.

Administrative principles and practices and procedures, including budgetary administration, fiscal control, work organization and planning and employee supervision.

Laws and regulations related to patient's rights.

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

Medi-Cal regulations and documentation for medical necessity.

Skill in:

Directing and reviewing the work of others.

Training staff in following medical protocols and psychiatric treatment procedures.

Assessing patient mental status and making accurate diagnosis and evaluations.

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

Developing and implementing appropriate treatment plans, and reviewing and approving plans developed by other treatment staff.

Accurately evaluating patients for medication needs and reactions.

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.

Establishing and maintaining effective working relationships with other therapists, County staff, referral agencies, physicians and the public.

Following established by-laws, policies, procedures and regulations.

Other Requirements:

Must possess a valid California driver's license. Must possess a valid license to practice medicine in the State of California and certification as a Psychiatrist issued by the American Board of Psychiatry and Neurology or the American Osteopathic Board of Neurology and Psychiatry.

Must be willing to serve as on-call psychiatrist evenings, weekends, and holidays, on a rotating basis with other psychiatrists.

Desirable Education and Experience:

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

Equivalent to graduation from an American Medical Association certified school of medicine or osteopathy in good standing, successful completion of an approved psychiatric or neuropsychiatric residency, plus two years of experience administering, supervising or providing direct medical care in a mental health setting, preferably in a public agency.