



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-16

For the meeting of: May 23, 2017

Date: May 11, 2017

To: Board of Supervisors

From: Dan Fulks, Director of Human Resources

Subject: Adoption of the revised classification for Director of Psychiatric Nursing and approval of the reclassification of Whitney Williamson to Director of Psychiatric Nursing.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the revised classification for Director of Psychiatric Nursing (class no. 0932, salary range 507) effective immediately following approval by the Board; and
2. Reallocate the Assistant Director of Psychiatric Nursing position (class no. 0922, salary range 496, position 02) currently occupied by Whitney Williamson in budget unit 424 to Director of Psychiatric Nursing (class no. 0932, salary range 507) effective the beginning of the bi-weekly pay period following approval.

SOURCE OF FUNDING: DHHS budget unit 424.

DISCUSSION:

The Department of Health and Human Services (DHHS) has requested that the classifications for Director of Psychiatric Nursing (class no. 0932, salary range 507) be revised to include responsibilities regarding

Prepared by David Gauthier, HR Analyst II

CAO Approval

REVIEW:

Auditor _____ County Counsel _____ Human Resources dfc 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 Fennell

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: May 23, 2017

By: Kathy Hayes
Kathy Hayes, Clerk of the Board

outpatient services and programs, and to provide further clarification on existing duties. By doing so, the department will be better able to meet the needs of their clients and fulfill the responsibilities of the department. Because the revision is limited in scope, Human Resources recommends that no change be made to the salary range for this class.

Additionally, Human Resources recommends that the Assistant Director of Psychiatric Nursing position (class 0922, salary range 496, position 02) held by Whitney Williamson in budget unit 424 be reclassified to Director of Psychiatric Nursing (class no. 0932, salary range 507). This recommendation is based on the classification study performed by Human Resources regarding the appropriateness of her classification.

During the course of the classification study, it became evident that Whitney Williamson has been performing duties beyond the scope of Assistant Director of Psychiatric Nursing. Ms. Williamson's position as Assistant Director of Psychiatric Nursing has evolved significantly since promoting to the position in April 2016. The impetus for the change in Ms. Williamson's position was caused by changing business needs in Mental Health due to recent growth of programs and services, which required an expansion of her duties and responsibilities as well as increasing her autonomy when making important decisions related to mental health outpatient services. As such, she has been performing at the level of director to meet those business needs. Currently, Ms. Williamson provides administrative oversight and direction to outpatient mental health services and programs, oversees and directs the work of both support and professional staff, develops and manages the budget for her division, develops and enforces relevant policies and procedures, and manages special and complex mental health projects. Although some of these duties fall under the classification of Assistant Director of Psychiatric Nursing, her increased authority and autonomy in decision making combined with the recent and continuing expansion of outpatient mental health services and programs under her direction indicate that Ms. Williamson is working out of class. Upon examining existing county job classifications, it became apparent that the Director of Psychiatric Nursing is the appropriate classification for her position.

FINANCIAL IMPACT:

There are no costs associated with the revised classification of Director of Psychiatric Nursing. Sufficient fund balance exists in budget unit 424 to cover the estimated increased salary and benefits cost of \$546 in fiscal year 2016-17 and \$7,095 in budget unit 424 for this Director of Psychiatric Nursing position in fiscal year 2017-18. Additionally, a total of \$10,000 will be payable for hiring bonus, \$5,000 following successful completion of one year of service and \$5,000 following second year of service.

The items before you support your Board's strategic framework by providing for and maintaining efficient county operations.

OTHER AGENCY INVOLVEMENT:

Department of Health and Human Services (DHHS)

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the revision of the classification for Director of Psychiatric Services or the reclassification of Whitney Williamson to Director of Psychiatric Nursing. This is not recommended as it will have a negative impact on DHHS' ability to provide needed mental health services to the community.

ATTACHMENTS:

- A. Revised classification for Director of Psychiatric Nursing.
- B. Human Resources classification review report for Whitney Williamson

DIRECTOR OF PSYCHIATRIC NURSING

DEFINITION

Under direction, plans, organizes and directs nursing and related functions at the inpatient psychiatric treatment facility or outpatient services; coordinates and integrates nursing services with the activities of other divisions, departments, and agencies; performs administrative activities in support of the inpatient treatment facility or outpatient services; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class is a section head in the Mental Health Branch with responsibility for supervision of mental health treatment and services programs located in the County's inpatient psychiatric health facility or outpatient nursing programs. The incumbent has responsibility for program planning, development, implementation and evaluation and is responsible, through subordinate supervisors, for an assigned mental health professional, paraprofessional and clerical support staff providing mental health services for hospitalized patients or for patients receiving outpatient services.

EXAMPLES OF DUTIES (Illustrative Only)

- Oversees the day to day treatment administered and operations of the County psychiatric health facility or for outpatient services.
- Oversees the administrative functions for nursing in inpatient programs or outpatient services programs.
- Assists in the development and implementation of goals, objectives, policies, procedures and work standards for programs for the Mental Health Branch.
- Organizes, assigns, directs, reviews and evaluates the work of assigned staff and/or an interdisciplinary treatment team.
- Participates in the selection of personnel and provides for their training and professional development.
- Provides for twenty-four hour nursing coverage when assigned to the inpatient facility.
- Oversees telemedicine and telehealth within the county which also includes the mental health main clinic and the rural clinics when assigned to outpatient programs.

Director of Psychiatric Nursing

Page Two

- Evaluation of staffing levels based on requirements and monitors for adequacy in provision of nursing care.
- Develops and implements a budget for inpatient or outpatient programs and services and prepares reports for higher level management.
- Schedules and reviews clinical records of clients; monitors workload, productivity and program effectiveness.
- Consults with community groups, individuals, other mental health professionals, service agencies, governmental officials, board and care operators and others to determine community mental health needs and to coordinate activities.
- Makes recommendations for improved programs and operations and implements approved new services including assurances that recommendations are carried out.
- Conducts or arranges to have staff conduct case conferences and facilitates decisions on difficult mental health cases and problems; performs chart audits and utilization review.
- Develops statistical information and analyzes data in support of inpatient care or outpatient and supervisory planning recommendations including the collection and analysis of data for special projects and Continuous Quality Improvement (CQI) committee required reporting in order to make recommendations to enhance services for inpatient or outpatient and crisis care.
- May serve as case coordinator for assigned patients or clients.
- Maintains prescribed standards of mental health treatment and ensures services are rendered in conformance with regulation and policy and procedural guidelines.
- Assists in interpreting and reviewing federal, state and insurance provider rules and regulations, and develops appropriate internal policies and procedures for outpatient nursing services or inpatient nursing services(e.g. utilization review, infection control, pharmacy and therapy).
- Represents the County in contacts with community and other agencies, the court system, and the public.
- Provides direct patient care as necessary.
- Promotes safety
- Participates in Administrator on-call functions or other on-call duties
- Oversees contract preparation and monitoring for nursing
- Provides coverage for inpatient or outpatient or other nursing administration when needed.

QUALIFICATIONS

Knowledge of:

Principles, practices and methods of community mental health treatment including interviewing, assessment and family and group counseling.
Applicable guidelines for laws affecting mental health treatment, services and reporting procedures.
Principles and practices of effective employee supervision, including selection, training, evaluation and discipline.
Principles and alternative approaches to mental and emotional disorders and institutional and aftercare programs.
Methods and procedures for collecting, compiling and analyzing statistical and demographic information and data.
Principles of budgetary administration and control.
Methods and procedures for developing and evaluating program quality control and effectiveness of patient treatment.

Skill in:

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

Assessing mental and/or emotional health status and developing effective patient treatment plans.
Planning, developing, implementing, evaluating and directing in-patient treatment programs and services.
Interpreting, explaining and applying laws, regulations and policies related to mental health programs and services.
Analyzing complex mental health problems, evaluating alternatives and making sound judgments and recommendations for treatment.
Representing the County in contacts with community and other agencies and the public.
Preparing clear and complete reports, patient document and other written correspondence.

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

Developing and implementing internal policies and procedures.

Other Requirements:

Must possess a valid license to practice as a Registered Nurse in the State of California. Must possess a valid California driver's license.

Desirable Education and Experience:

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

A Master's degree in psychiatric nursing or a related field with experience in administration;

or

a Baccalaureate degree in nursing or a related field with experience in psychiatric nursing and two years experience in nursing administration;

or

four years of experience in nursing administration or supervision and with experience in psychiatric nursing.



**County of Humboldt
Human Resources/Risk Management
825 5th Street, Room 100
Eureka, CA 95501**

Date: May 11, 2017

To: Connie Beck, Director of Health and Human Services

From: David Gauthier, Human Resources Analyst II

Subject: Classification review of Whitney Williamson, Assistant Director of Psychiatric Nursing.

At your request, the Human Resources Department conducted a classification review of the Assistant Director of Psychiatric Nursing position currently occupied by Whitney Williamson. The review was requested for the purpose of evaluating the appropriateness of the classification for this position.

Currently, Whitney Williamson performs her duties as Assistant Director of Psychiatric Nursing in the Mental Health Branch of the Department of Health and Human Services. Based upon review of the Job Analysis Questionnaire prepared by Whitney Williamson and Donna Wheeler and submitted by your department on May 5, 2017, and my subsequent interviews with Whitney Williamson and Yvonne Winter, the Human Resources Department has determined that the Assistant Director of Psychiatric Nursing position currently occupied by Whitney Williamson is not appropriately classified. Furthermore, the Human Resources Department recommends that Whitney Williamson be reclassified as Director of Psychiatric Nursing.

During the course of the classification study it became evident that Whitney Williamson has been performing duties beyond the scope of Assistant Director of Psychiatric Nursing. Ms. Williamson's position as Assistant Director of Psychiatric Nursing has evolved significantly since promoting to the position in April 2016. The impetus for the change in Ms. Williamson's position was caused by changing business needs in the Mental Health Branch due to recent growth of programs and services which required an expansion of her duties and responsibilities as well as increasing her autonomy when making important decisions related to mental health outpatient services. As such, she has been performing at the level of director to meet those business needs. Currently, Ms. Williamson provides administrative oversight and direction to outpatient mental health services and programs, oversees and directs the work of both support and professional staff, develops and manages the budget for her division, develops and enforces relevant policies and procedures, and manages special and complex mental health projects. Although some of these duties fall under the classification of Assistant Director of Psychiatric Nursing, her increased authority and autonomy in decision making combined with the recent and continuing expansion of outpatient mental health services and programs under her direction indicate that Ms. Williamson is working out of class. Upon examining existing County job classifications, it became apparent that the Director of Psychiatric Nursing is the appropriate classification for her position.

Human Resources will prepare a report to the Board of Supervisors for May 23, 2017 with the following specific recommendations:

“That the Board of Supervisors:

1. Reallocate the Assistant Director of Psychiatric Nursing position (class 0922, salary range 496, position 02) currently occupied by Whitney Williamson in budget unit 424 to Director of Psychiatric Nursing (class number 0932, salary range 507).

effective the beginning of the bi-weekly pay period following approval.”

If you have any questions regarding this report please feel free to contact me at 476-2349.

cc: Whitney Williamson

cc: Yvonne Winter