



# COUNTY OF HUMBOLDT

## Legislation Details (With Text)

**File #:** 22-1552      **Version:** 1      **Name:**  
**Type:** Informational Report      **Status:** Passed  
**File created:** 11/10/2022      **In control:** Human Resources  
**On agenda:** 12/6/2022      **Final action:** 12/6/2022  
**Title:** Adoption of the Amended and Retitled Job Specifications for Behavioral Health Case Manager I/II and Senior Behavioral Health Case Manager.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Staff Report, 2. Proposed Job Specification for Behavioral Health Case Manager I and Behavioral Health Case Manager II., 3. Proposed Job Specification for Senior Behavioral Health Case Manager, 4. Resolution, 5. Comprehensive Compensation Schedule Effective 12-06-2022, 6. Resolution 22-156.pdf

Date	Ver.	Action By	Action	Result
12/6/2022	1	Board of Supervisors	approved	Pass

**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**SUBJECT:**

Adoption of the Amended and Retitled Job Specifications for Behavioral Health Case Manager I/II and Senior Behavioral Health Case Manager.

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the amended and retitled job specification of Behavioral Health Case Manager I/II (Salary Range 377/405, Class 0907A/B) (attachment #1 replacing Mental Health Case Manager I/II), a flexibly allocated classification, into the salary range and classification plan effective the first full pay period following Board adoption.
2. Approve the amended and retitled job specification of Senior Behavioral Health Case Manager (Salary Range 415, Class 0923) (attachment #2) into the salary range and classification plan effective the first full pay period following Board adoption.
3. Approve the placement of the following incumbents of the Mental Health Case Manager series at the II level for the Behavioral Health Case Manager series effective the first full pay period following Board adoption:

- Alisha Fielder- Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 02) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Peter Lomely, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 03) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Michelle Zink, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 06) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Jesse Richards, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 07) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Aegean Ebbay, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 10) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Maria Zierden, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 12) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Job Johnson, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 13) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Alicia Serrato, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 20) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Pauli Carroll, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 21) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Geerdina King, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 22) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Muneca Higginson, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 23) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Kimberly Durham, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 24) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Sharon Bowdoin, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 29) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Shawntina McCoy, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 30) to Behavioral Health Case Manager II (class 0907, salary range 405); and,

- Trece Turner, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 32) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Jimmie Austin, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 33) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Ann Blackwood, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 35) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Michelle Magill, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 37) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Donna Filippini, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 40) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Lucas Kibbee, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 41) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Teresita Marroquin, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 42) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- April Ness, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 44) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Corina Keppeler, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 46) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Roxann Cuda, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 48) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Teresa Chase, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 51) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Matthew McDonald, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 59) to Behavioral Health Case Manager II (class 0907, salary range 405); and,
- Ian Mackenzie, Mental Health Case Manager I in budget unit 424 (class 0907, salary range 377 position 60) to Behavioral Health Case Manager II (class 0907, salary range 405)

4. Adopt Resolution No. \_\_\_\_\_ (attachment #3) approving 1) amendments to the Memorandum of Understanding between the County of Humboldt and the American Federation of State, County and Municipal Employees (AFSCME) local 1684 and 2) Adopting a Comprehensive Compensation Schedule and Classification Summary (attachment #4) effective

December 6, 2022.

SOURCE OF FUNDING:

Behavioral Health Fund (1170)

DISCUSSION:

As a result of the 2019 Koff & Associates (K&A) Countywide Classification & Compensation Study, a classification review of Mental Health Case Manager I/II and Senior Case Manager was completed. The review was undertaken to thoroughly evaluate the appropriateness of the classifications and to update the job descriptions for each classification in the series in partnership with the Department of Health & Human Services (DHHS) and County Human Resources. In reviewing, it was evident the current job specification for the Mental Health Case Manager II is not reflective of the desired license requirements as they are currently written. In updating the job specifications, the professional license requirement for the Behavioral Health Case Manager II level will be removed, which will create opportunities for advancement in the series for current incumbents meeting performance expectations to advance from the I to the II level based on their years of experience. Additionally, the retitling of the series reflects the name change of DHHS-Behavioral Health.

Municipal Resource Group (MRG) also reviewed the K&A recommendations for this series, which included the consideration the future salary increases for the respective classifications put forth in the AFSCME MOU. After careful consideration of the data, MRG has recommended that the county:

- *“Reclassify the Mental Health Case Manager I/II to the proposed classification of Behavioral Health Case Manager I and Behavioral Health Case Manager II as a flexibly allocated classification.*
- *Reclassify the Senior Case Manager to the proposed classification of Senior Behavioral Health Case Manager.*
- *Adopt the proposed classification specifications that were reviewed and edited.*
- *Abolish the Mental Health Case Manager I/II and Senior Case Manager classifications.*
- *Place Behavioral Health Case Manager I/II at salary range 377/405 respectively, which is equivalent to the Mental Health Case Manager I/II (range 377/405).*
- *Place Senior Behavioral Health Case Manager at salary range 415, which is equivalent to the Senior Case Manager (range 415).”*

To ensure that the County of Humboldt is offering appropriate pay and investing in county employees, the Human Resources Department supports the recommendations put forth by MRG. Additionally, these amended and retitled job specifications have been met and conferred upon with AFSCME Local 1684, who has agreed to these proposed changes.

The current incumbents that have been determined to meet the performance standards and qualifications to be flexibly promoted to the II level based upon this amended job specification are identified in recommendation #3.

FINANCIAL IMPACT:

For fiscal year 2022-23, the projected increase in salary and benefit expenditure for DHHS-Behavioral Health Administration due to reallocations of Mental Health Case Manager I/II is \$113,748. It is anticipated that approved fiscal year 2022-2023 expenditure appropriations for DHHS-Behavioral Health Administration budget unit 1170424 are adequate to accommodate this increase due to salary savings from vacant positions. Funding sources for the salary and benefit increase include federal Medi-Cal reimbursement for Specialty Mental Health Services, federal grants including Substance Abuse Mental Health Services Administration, Behavioral Health and Public Safety Realignment, Mental Health Services Act and DHHS interfund reimbursements. As such, there is no impact to the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees.

OTHER AGENCY INVOLVEMENT:

Municipal Resource Group (MRG)

Koff and Associates (K&A)

AFSCME Local 1684

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to adopt the amended job specifications for the series and the subsequent reallocations. This is not recommended as it will leave all incumbents in the current flexibly allocated classification at the I level, without a path to promote to the II level, unless they obtain a license that has been determined as unnecessary for this classification. This licensure requirement is included in other classifications that are meeting the needs that licensure brings to the county.

ATTACHMENTS:

Attachment 1 - Proposed Job Specification for Behavioral Health Case Manager I and Behavioral Health Case Manager II.

Attachment 2 - Proposed Job Specification for Senior Behavioral Health Case Manager.

Attachment 3 - Resolution

Attachment 4 - Comprehensive Compensation Schedule and Classification Summary effective December 6, 2022

PREVIOUS ACTION/REFERRAL:

Board Order No.:

Meeting of:

File No.: