

COUNTY OF SOLANO
CLASS SPECIFICATION
CHIEF DEPUTY BEHAVIORAL HEALTH

CLASS SUMMARY:

Under administrative direction, plans, organizes, coordinates and directs delivery of the County's comprehensive behavioral health services associated with contracts with the State of California Department of Health Care Services for mental health and substance use disorder services, within the Department of Health and Social Services (H&SS); provides professional oversight of the day to day division wide operations in both County provided services and contracted services. The position oversees division operations with regard to all programmatic, budget, and personnel matters and provides subject matter expertise to the H&SS Department Director and staff on behavioral health matters and the operations and activities of a comprehensive community behavioral health delivery system; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a single position executive management level class with primary responsibility for directing County behavioral health services, including mental health services and chemical recovery services, within the Department of H & SS.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is provided by Director of Health and Social Services.

AND

Employees in this class supervise two or more supervisors in addition to employees in clerical, technical/paraprofessional and professional classes.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Provides leadership to behavioral health management team; including oversight and direction to all bureaus, programs, and activities assigned to behavioral health; monitor legislation for impact on overall priorities and service delivery.
- Plans, organizes and directs behavioral health operations involving a variety of clinical treatment and support activities; works with management staff to develop new and expand existing programs to meet community needs and State mandates; coordinates and integrates program components into a cohesive and effective service delivery system.
- Develops and leads ongoing review and approval of behavioral health policies and procedures that promote quality whole person care, meet regulatory obligations, and set standards for behavioral health staff.
- Manages behavioral health operations through subordinate managers and supervisors; establishes priorities and monitors progress toward those priorities; analyzes and improves effectiveness of division strategies; designs and implements systems to encourage productive behavior and recognize exceptional performance; promulgates the creation of innovative public-private partnerships that help to mitigate resource scarcity in the behavioral system of care; leads and organizes integrative and collaborative

ventures intended to provide better and more effective services to improve customer and patient satisfaction.

- Oversight of personnel operations for the division including review of personnel issues, evaluations, adjudicate progressive discipline and appeals processes, serves as interface with unions; ensure that proper remedies are put in place when performance deficits are identified.
- Represents the Department in community outreach efforts by developing and maintaining collaborative partnerships with community leaders, local, regional, and statewide organizations, non-profit agencies, local businesses with an interest in public behavioral health policy, programming, and collaboration, and other County departments to develop, implement, and/or promote a variety of programs and projects consistent with the Department's goals and services.
- Serves as the interface with other County departments for planning and implementation of collaborative projects and to coordinate activities with similar aims or populations; works closely with key departments and key stakeholders to assure the Division is fulfilling its mission through collaborative work, while managing the County's risk in providing legally compliant behavioral health services.
- Represents the Department in a variety of community outreach activities and public awareness programs; speaks to groups and individuals regarding departmental activities and services; and participates as an active and contributing member of designated community organizations, committees/project teams, and special interest work groups as a representative of the Department.
- Coordinate with fiscal and contracts teams to establish and monitor budgets; assure that funding is appropriately prioritized to meet the clinical and operational needs of the division and clients served; ensures appropriate expenditure of limited program funds through the efficient operation of programs, coordination and collaboration with Department fiscal managers, and the regular review of utilization data, productivity, and other information using a variety of reports and data sources.
- Makes operational changes to increase effectiveness and efficiency of operations while ensuring such changes are consistent with overall Departmental plans; operates within defined budgetary parameters.
- Fulfills many prescribed statutory duties as detailed in Title 9, California Welfare and Institutions Code.
- Use technical expertise to respond to the Board of Supervisors, public, and other stakeholders on sensitive matters; ensures the dissemination of information on behavioral health operations and services to the Director of Health and Social Services, County Administrator's Office, the Board of Supervisors, and other public stakeholders; ensures the Director, Board of Supervisors and County Administrator are well informed about upcoming trends in behavioral health care, risks and benefits, and cost effectiveness.
- Staffs to one or more Advisory Boards, such as the Mental Health Advisory Board and the Alcohol and Drug Addiction Advisory Board, on a monthly basis, and assists as requested with Board requests, agenda planning, presentations, and other responsibilities as needed.

- Disseminates information through the Advisory Boards, or as otherwise required by regulation, statute, or funding; uses appropriate forms of media including press releases, interviews, public speeches, and social media to further the objectives of the Department/Division.
- Writes, and/or edits, and/or proofs Board of Supervisors agenda items pertaining to the Behavioral Health Division in order to ensure a streamlined process resulting in clear communication to the Board of Supervisors, the County Administrator's Office and the public. Appears in person whenever Behavioral Health Division items are before the Board for consideration.
- Uses approaches in alignment with the County and Health and Social Services Department to maintain morale, ensure paths of professional progress, and maximize opportunities for retention and promotion to build and retain a workforce that meets the high standards of the Department and the complex needs of the public.
- Actively promotes and facilitates quality improvement process in every major aspect of the Division's services to ensure resources are maximized.
- Establishes and maintains effective working relationships with various County officials to include members of the Board of Supervisors, with managers and supervisors within the Department, and with other County departments to ensure efficient, effective and legally compliant delivery of services to the public.
- Works with Health and Social Services Director and Assistant Director to promote the Department vision and mission and provides technical assistance to other Divisions and Departments.
- Serve as a member of the Department's executive management team which assists the Director in developing and evaluating policies and procedures for the effective operation of the Department.
- May be assigned additional managerial or administrative duties; may conduct special studies, convene committees or act on behalf of the Department Director; investigates and resolves issues of administrative concern.
- Performs other duties of similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

Education: Master's degree in social work, psychology, counseling, hospital or public health administration; or doctorate in psychology (PhD, PsyD); or medical degree with training in psychiatry.

AND

Experience: Six years of leadership in behavioral health or related human services including experience in development of programs; evaluation of program effectiveness; team building, policy development and fiscal oversight.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

In accordance with Title 9, Section 620 of California Code of Regulations, one or more of the following licenses and experience/education is required for this position:

- California licensed physician or surgeon 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, or

- California licensed psychologist with a doctorate in psychology and at least three years of acceptable clinical psychology experience, two years of which will be administrative; or
- Licensed clinical social worker with a master's degree in social work or higher and at least five years of mental health experience, two of which shall be administrative; or
- Licensed marriage, family and child counselor with a master's degree in an approved behavioral science course of study and at least five years of mental health experience, two years of which shall have been administrative; or
- State of California Board Registered Nurse with a master's degree in psychiatric or public health nursing and at least five years of mental health experience, two of which shall be administrative. Additional post-baccalaureate experience in a mental health setting may be substituted on a year-for-year basis for the educational requirements; or
- Administrator with a master's degree in hospital administration, public health administration, or public administration and who shall have at least three years of experience in hospital or health administration, two of which shall have been in mental health.

Any changes to Title 9, Section of California Code of Regulations shall be incorporated into this class specification.

Applicants are required to possess a valid California Driver's License, Class C.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of behavioral health program design, planning, quality improvement and state and federal laws and regulation governing the mental health plan contract with the Department of the State of California.
- Principles and practices of behavioral health and social work both at a high organizational level and at the client/family level.
- Policy matters that impact behavioral health practices and the ability to operationalize policy as needed to change delivery of services; awareness of upcoming legislation that could impact service delivery priorities and legislation that brings new requirements to the behavioral health division.
- Principles and practice of both clinical and administrative supervision related to behavioral health care.
- Required service obligations for mental health and substance use disorders as outlined in DHCS contracts and associated regulations in Code of Federal Regulations, Continuum of Care, Welfare & Institutions Code.
- Principles and practices of budgeting, supervision and administration of public behavioral health services, or knowledge derived from a system of comparable complexity and mission.
- Principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Evidence-based best practices, peer-provided services, professional program and service delivery standards.

- Federal, State and local regulations and requirements as they relate to behavioral health care services.
- Current trends in behavioral health care administration and service delivery.
- Methods and techniques of professional networking and interagency liaison.
- Program integration methods of determining and communicating community behavioral health needs.
- Clinical concepts and treatment modalities for the broad range of substance use/mental disorders.
- How behavioral health interfaces with other health care sectors.
- Public information dissemination techniques.

Skill and/or Ability to:

- Plan, organize, and implement direct comprehensive public behavioral health services within professional standards, legal requirements, and financial constraints.
- Apply knowledge in sensitive situations to resolve conflicts between agencies, staff, or public.
- Implement and oversee change management processes.
- Evaluate and define community public health needs and assist in developing cost-effective proposals to address those needs both locally and regionally.
- Analyze problems and data to identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand, research, interpret and explain laws, regulations and policies governing behavioral health program operations.
- Supervise the work of others engaged in behavioral health management and administrative activity; supervise psychiatrists, clinicians, other medical personnel, and support staff.
- Develop goals and objectives and evaluate program effectiveness.
- Identify and analyze administrative/problems and implement operational changes.
- Determine the appropriate course of action in emergency or stressful situations.
- Understand program objectives in relation to departmental goals and procedures.
- Coordinate and integrate various program components into a cohesive and effective service delivery system.
- Conduct liaison and community relations activities.
- Establish and maintain cooperative working relationships.
- Communicate effectively both verbally and in writing.
- Work with various cultural and ethnic individuals and groups in a tactful and effective manner.
- Understand and work with consumer advocacy and patient advocacy groups and policy platforms.

PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: Positions in this class typically require stooping, kneeling,

reaching, occasional standing, occasional walking, pushing, pulling, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.

- Lifting, Carrying, Pushing and Pulling: Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer screen, read, etc. Positions in this class also requires employees to have depth perception in order to operate a motor vehicle.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- Office Work: Employees in this class will most often be working in an office setting.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- Independent Travel: Incumbents are OR may be required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- Child Abuse Reporting: Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Sections 11165.7 and 11166 of the California Penal Code relating to child abuse reporting.
- Elder Abuse Reporting: Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Section 15630 of the California Welfare and Institutions Code relating to elder abuse reporting.



Director of Human Resources

- Date Approved by the Director of Human Resources: 8/4/20
- Date Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors: 8/4/20
- Class Code: 137270