

COUNTY OF SOLANO
CLASS SPECIFICATION
DEPUTY DIRECTOR OF HEALTH AND SOCIAL SERVICES
BEHAVIORAL HEALTH

CLASS SUMMARY:

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 Health and Social Services. Under administrative direction, the incumbent, plans, organizes, directs and oversees the operations and activities of a comprehensive community behavioral health delivery system and serves as a member of the Health and Social Services Department's executive management team.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Director of Health and Social Services** class which oversees the Health and Social Services Department and all the Divisions within the Department.
- **Mental Health Services Administrator** class which manages one or more mental health program and assists the Deputy Director in planning and organizing overall operations.
- **Psychiatrist Supervisor** class which supervises Psychiatrists and Mental Health Nurses in the performance of their clinical duties.
- **Deputy Director of Health & Social Services – Medical Services Officer** which has executive management level authority over the medical services clinics and programs.

SUPERVISION RECEIVED AND EXERCISED:

- Receives administrative direction from the Director of Health and Social Services.
- Exercises supervision over the Mental Health Services Administrator class and other mental health managers, mental health clinicians, psychiatrists, and other medical personnel and support staff.

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

- 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.
- Manages behavioral health operations through subordinate managers and supervisors; 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.
- 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;
 - working 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.
- representing the Department’s needs and priorities within these partnerships;
- representing the Department in a variety of community outreach activities and public awareness programs;
- speaking to groups and individuals regarding departmental activities and services; and
- participating as an active and contributing member of designated community organizations, committees/project teams, and special interest work groups as a representative of the Department.
- Ensures appropriate expenditure of limited program funds through the efficient operation of programs, coordination and collaboration with Department fiscal managers, through 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.
- Ensures the dissemination of information of 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 one or both of the Advisory Boards, including but not limited to 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.
- Negotiates, initiates, manages, and oversees contracts with contractors with an emphasis on early identification of fiscal and programmatic integrity issues and provider/contractor adequacy.
- 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.

- Serves as behavioral health consultant to County Risk Assessment team and other County level teams and efforts that may benefit from behavioral health expertise.
- Serves on the Health and Social Services Department's executive management team with other Deputy Directors, the Director, the Assistant Director, and key administrative staff.
- 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 or higher from an accredited college or university with a major in Counseling, Psychology, Public Administration, Hospital Administration, Public Health Administration, Social Work or a closely related field;

AND

Experience: Four years of senior or executive management experience in a behavioral health agency which included program planning and evaluation; managing a budget; personnel management; policy development; legislative analysis; data drive decision making and overseeing a comprehensive behavioral health service within the context of an integrated Health and Social Services super agency.

AND

In accordance with Title 9, Section 620, possession of a valid Physician and Surgeons license issued by the State Board of Medical Quality Assurance; or a valid Clinical Psychologist license issued by the State Board of Medical Quality Assurance; or a valid Licensed Clinical Social Worker (LCSW) license issued by the State Board of Behavioral Science Examiners; Child Counselor (MFCC) license issued by the State Board of Behavioral Science Examiners; or a Master's Degree in hospital/public health administration; or Registered Nurse possessing a Master's degree in psychiatric or public health nursing, licensed by the California State Board of Registered Nurses.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Possession of or ability to obtain a valid Class C California driver's license may be required.
- Current and active licensure in the State of California based on qualifications is required.

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 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;

- 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;
- 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;
- Make decisions and independent judgments; project consequences of decisions; meet critical deadlines;
- Determine the appropriate course of action in emergency or stressful situations;
- Understand program objectives in relation to departmental goals and procedures;
- Secure cooperation and teamwork among professional and/or support staff;
- 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, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion. OR, if walking and standing are required only occasionally: 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. OR **Light Work:** Employees in this class will be

exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to 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 terminal, read, etc. AND, if driving a vehicle is required, 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:

- Employees in this class will most often be working in an office setting.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.

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 Section 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: July 1993
- Date Class Title added to the Listing of Classes & Salaries by the Board of Supervisors: July 1993
- Date(s) Revised: November 7, 2016
- Date(s) Retitled and Previous Titles of the Class: Deputy Director of Health and Social Services – Mental Health
- Class Code: 137120