

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

CLASS SUMMARY:

Under general direction, this is a single management level classification with primary responsibility for serving as the chief operating officer to the Chief Deputy Behavioral Health and has key responsibilities in overseeing, planning, coordinating, and directing direct service delivery programs and the department's mental health plan in accordance with State and Federal contractual obligations. The incumbent, plans, organizes, directs and oversees the operations and activities of a comprehensive community behavioral health delivery system; acts as the Chief Deputy Behavioral Health in his/her absence or as designated.

DISTINGUISHING CHARACTERISTICS:

This classification is located in Behavioral Health Care Services which provides mental health and substance use services through county staff, private providers and community-based organizations. This class is distinguished from the next higher class of Chief Deputy Behavioral Health in that the latter class has overall planning, administrative and policy development responsibilities for all of Behavioral Health Care Services.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is provided by the Chief Deputy Behavioral Health.

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.

- Performs policy development and administration of behavioral health programs including long- and short-term planning.
- Recommends and sets the programs, projects, goals, and policies and procedures of the division, providing leadership and program and policy direction to the behavioral health administrative and management staff.
- Oversees the delivery of behavioral health care services including those provided by outpatient clinics, subcontracted providers, inpatient hospitals, and inter-agency projects with other county departments.
- Performs supervisory duties to direct reports and to others through subordinate supervisors such as: establishing standards for acceptable work products and evaluating performance; interviewing applicants and making selections; reviewing, approving, and implementing disciplinary actions and terminations; assigning work and planning and scheduling staff's work activities and deadlines; reviewing work and recognizing employees' work efforts and accomplishments; providing career development mentoring and recommending training and career development opportunities; ensuring that employees are properly trained; reviewing and approving timesheets and requests for

leave; and supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity and to safety.

- Oversees and creates linkages among the departments consolidated core administrative functions such as Quality Improvement/Quality Management, Information Systems, and Financial Services.
- Coordinates and maintains accountability on shared intra-agency responsibilities including, but not limited to, compliance, beneficiary, performance management, audits, appeals, budget, provider rate setting, claims payment, reconciliation systems information management and reporting and location data systems activities.
- Serves as the Chief Deputy Behavioral Health in his/her absence or when designated and represents Behavioral Health in collaboration with other County agencies/departments and with various public and private agencies as well as Federal and State organizations.
- Integrates and develops continuity of care across Behavioral Health operational units, including program development and system wide planning.
- Negotiates and manages contracts and program service agreements.
- Provides direction regarding the allocation of available funds for both County-operated and contract provided services.
- Responsible for involving the Mental Health Board, Alliance of Drug and Alcohol Providers (ADAP), Stakeholders Committee, Family/Consumer Leadership, community and consumers in behavioral health care system design, education and training.
- Provides leadership and oversight for the implementation of Affordable Care Act and other key healthcare reform initiative into service delivery operations.
- Reviews, monitors and interprets proposed legislation and changes in laws and regulations; and assures administrative compliance with applicable federal and state laws and regulations.
- Responds to public and news media inquiries concerning Behavioral Health Care Services policies, operations and services.
- Serves on a variety of committees and task forces; attends meetings and makes presentations as required.
- Prepares a variety of correspondence, narrative and statistical reports, information for the Board of Supervisors, program documentation, policies, procedures and other written materials.
- Attends Agency and other County meetings on behalf of the department.

EDUCATION AND EXPERIENCE:

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

AND

Experience: Four 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 clinical licenses is preferred for this position:

- Physician and Surgeon license issued by the State Board of Medical Quality Assurance
- Clinical Psychologist license issued by the California Board of Psychology
- Clinical Social Worker license issued by the California Board of Behavioral Science Examiners
- Marriage and Family Therapist license issued by the California Board of Behavioral Science Examiners
- Registered Nursing license issued by the California State Board of Registered Nursing in conjunction with possession of a Master's degree in psychiatric or public health nursing

Refer to Title 9, Section 620 of California Code of Regulations.

Additionally, one or more of the following clinical licenses is qualifying for this position:

- Nurse Practitioner license issued by the California State Board of Registered Nursing
- Public Health Nursing Certificate issued by the California State Board of Registered Nursing
- Licensed Professional Clinical Counselor license issued by the California Board of Behavioral Science Examiners

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.
- Mental health, social work practice and principles and how to apply them within complex systems 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
- Computer applications and equipment related to work.

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.
- 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, 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. **AND**, 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 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: July

- Date Class Title added to the Listing of Classes & Salaries by the Board of Supervisors:
July 1993
- Date(s) Revised: November 7, 2016; September 18, 2020
- Date(s) Retitled and Previous Titles of the Class: November 22, 2016, Deputy Director of
Health and Social Services – Mental Health
- Class Code: 137120