

**MARIPOSA COUNTY
BOARD OF SUPERVISORS**

**AGENDA
ACTION FORM**

DATE: April 25, 2000
AGENDA ITEM NO.: 7

DEPARTMENT: Administration

BY: Janet Hogan

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

(Policy Item: Yes __ No)

- A. Accept the resignation of Tom Archer from the position of Human Services Director
- B. Approve revisions to the classification specification for the position of Human Services Director
- C. Authorize the Personnel Department to initiate a recruitment to fill the Human Services Director position

Mr. Archer indicated his desire to retire some time back and has most generously continued to fulfill the many responsibilities of the director position pending selection of a replacement. The classification specification revisions are primarily updates to conform to current language for department head positions. The minimum qualifications are tied to the portion of the position encompassing the Director of Local Mental Health Services duties as outlined in State regulation. These qualifications are spelled out in detail in the revised classification specification.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

<p>COSTS: (<input checked="" type="checkbox"/>) Not Applicable</p> <p>A. Budgeted Current FY \$</p> <p>B. Total Anticipated Costs \$</p> <p>C. Required Additional Funding \$</p> <p>D. Internal Transfers \$</p> <p>SOURCE: () 4/5ths Vote Required \$</p> <p>A. Unanticipated Revenues \$</p> <p>B. Reserve for Contingencies \$</p> <p>C. Source Description: _____</p> <p>Balance in Reserve for Contingencies ,if approved: _____</p>	<p>SPECIAL INSTRUCTIONS: List the attachments and number the pages consecutively: Human Services Director classification specification</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>CLERKS USE ONLY:</p> <p>Res. No. <u>00-145</u> Ord. No. _____</p> <p>Vote - Ayes: <u>16</u> Noes: _____</p> <p>Absent: <u>Reilly</u> Abstained: _____</p> <p>() Approved () Denied</p> <p>() Minute Order Attached () No Action Necessary</p> <p>The foregoing instrument is a correct copy of the original on file in this office</p> <p>Date: _____</p> <p>ATTEST: _____</p> <p>MARGIE WILLIAMS, Clerk of the Board County of Mariposa, State of California</p> <p>BY: _____</p> <p>Deputy</p>	<p>ADMINISTRATIVE OFFICER'S RECOMMENDATION: This item on agenda as:</p> <p><input checked="" type="checkbox"/> Recommended</p> <p><input type="checkbox"/> Not Recommended</p> <p><input type="checkbox"/> For Policy Determination</p> <p><input type="checkbox"/> Submitted with Comment</p> <p><input type="checkbox"/> Returned for Further Action</p> <p>Comment: _____</p> <p>CAO's Initials: <u>JH</u></p>

MARIPOSA COUNTY

JOB TITLE: Human Services Director

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the administrative direction of the Board of Supervisors and within federal and state laws and regulations, administers the Human Services Department consisting of mental health, alcohol and drug programs, social welfare services, the Public Guardian/Conservator program, the County Housing Authority, and the Community Action Agency.

This position includes the duties of Director of Local Mental Health Services as defined in state law and regulation.

Plans, organizes, directs, coordinates and manages the activities, operations and programs of the Human Services Department; oversees contract mental health and alcohol and drug treatment services. Provides executive direction within the framework of overall County objectives. Monitors and directs the work of others. Exercises responsibility for directing and administering the day-to-day operations of the various programs and activities. Requires a high level of organizational and administrative skills and designated specialized knowledge relating to social services, mental health, and other agency service delivery systems.

This position is appointed by and serves at the pleasure of the Board of Supervisors

TYPICAL DUTIES:

- Plans, organizes, directs, coordinates, and manages the day-to-day activities, operations, and programs of the Human Services Department
- Provides administrative leadership in social welfare, mental health, drug and alcohol, and other programs; coordinates research and evaluation of program activities
- Acts as a liaison between the Board of Supervisors and various State and other governmental agencies regulating social services, mental health, and other programs

MARIPOSA: Human Services Director

TYPICAL DUTIES (cont'd)

- Prepares, analyzes and tracks programs and budgets within the department, as well as other departmental budgets
- Reviews and presents the annual budget for each program under his/her direction
- Cooperates with various State agencies as appropriate, including the State Department of Social Services, State Department of Health, and State Department of Mental Health, to ensure program goals are being met; analyzes, interprets and evaluates the effect that federal and state legislation, rules, policies and procedures will have on County programs
- Serves as hiring authority for the department and is responsible for selection, training, evaluation, and discipline of subordinate staff
- Explains and interprets rules and regulations concerning the various programs to the Board of Supervisors and others
- Maintains effective standards of operation, business and services practice as required
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- The problems, techniques, practices, planning, development and operation of social welfare and mental health programs, and other programs within the Department
- Administrative practices and procedures involved in planning, supervision, and budgeting
- Revenue sources and methods of acquiring funds
- Current trends in the fields of social welfare, mental health, and other agency programs

Ability to:

- Interpret, explain and apply laws, rules and policies affecting the social welfare delivery system, mental health facilities and services, and other programs within the Department
- Supervise and prioritize the work of others
- Prepare and administer program and departmental budgets and plans
- Supervise the maintenance of accurate funding, budgetary, and accounting records and the preparation of related reports
- Communicate effectively and tactfully in both oral and written form
- Establish and maintain positive working relationships with those contacted in the performance of required duties

MINIMUM QUALIFICATIONS

One of the following qualifications listed in 1 through 6 must be met:

1. A physician and surgeon licensed in the State of California 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 experience.

2. A psychologist who shall be licensed in the State of California and shall possess a doctorate degree in psychology from an institution of higher education. In addition, the psychologist shall have had at least three years of acceptable clinical psychology experience, two years of which shall be administrative experience.

3. A clinical social worker who shall possess a master's degree in social work or higher and shall be a licensed clinical social worker under provisions of the California Business and Professions Code, and shall have had at least five years mental health experience, two years of which shall have been administrative experience.

MINIMUM QUALIFICATIONS (cont'd)

4. A marriage, family, and child counselor who shall have a master's degree in an approved behavioral science course of study, and who shall be a licensed marriage, family, and child counselor and have received specific instruction, or its equivalent, as required for licensure on January 1, 1981. In addition, the marriage, family, and child counselor shall have had at least five years of mental health experience, two years of which shall have been administrative experience. The term, specific instruction, contained in Sections 5751 and 5751.3 of the Welfare and Institutions Code, shall not be limited to school, college, or university classroom instruction, but may include equivalent demonstrated experience in assessment, diagnosis, prognosis, and counseling, and psychotherapeutic treatment of premarital, marriage, family, and child relationship dysfunctions.

5. A nurse who shall possess a master's degree in psychiatric or public health nursing and shall be licensed as a registered nurse by the Board of Registered Nursing in the State of California, and shall have had at least five years mental health experience, two of which shall have been administrative experience. Additional post-baccalaureate experience in a mental health setting may be substituted on a year-for-year basis for the educational requirements.

6. An administrator who shall have a master's degree in hospital administration, public health administration, or public administration from an accredited college or university, and who shall have at least three years experience in hospital or health care administration, two of which shall have been in the mental health field. Additional qualifying experience may be substituted for the required education on a year-for-year basis with the approval of the Department of Mental Health.

AND

Administrative experience shall have been in two or more of the following: mental health services, social welfare programs, low income housing programs, alcohol and drug programs, or with a Community Action Agency.