

DEPUTY DIRECTOR OF BEHAVIORAL HEALTH

DEFINITION

Under administrative direction, Deputy Director Behavioral Health is responsible for planning, organizing, directing, coordinating, evaluating and monitoring Countywide Behavioral Health Services and contracts in accordance with all laws governing the delivery of mental health services in the State of California. May act for the Director of Behavioral Health in his/her absence.

DISTINGUISHING CHARACTERISTICS

Deputy Director Behavioral Health reports directly to the Behavioral Health Director. The position has responsibility for the day-to-day administration and management of County-wide Behavioral Health Services in assigned area – Children’s Services or Adult Services – and accomplishes its work through subordinate managers.

Deputy Director Behavioral Health is distinguished from the next higher class of Behavioral Health Director in that the latter is a Division Chief within the County Health Department and has overall administrative responsibility for all Behavioral Health administration, programs and services.

Deputy Director Behavioral Health is distinguished from the next lower class of Behavioral Health Program Manager III in that the Behavioral Health Program Manager III is responsible for the administration or supervision of programs in specific geographic locations throughout the County or for specialty Behavioral Health or Drug and Alcohol programs.

EXAMPLES OF DUTIES

1. Plans, implements, organizes, evaluates and directs services through subordinate managers and supervisors in operations and in the service delivery of mental health or drug and alcohol programs.
2. Resolves administrative problems and develops joint procedures and policies to ensure that all programs meet State regulations.
3. Participates with other agencies and departments in community planning, service monitoring and development of coordinated services.
4. Assesses and identifies needed community behavioral health services.
5. Develops program funding sources through grants and other sources including legislative processes.
6. Oversees the development and monitoring of the operations budget for assigned area, including recommending staffing levels.
7. Acts as liaison to the State Department of Mental Health and other counties and agencies regarding programs for which this position is responsible.
8. Directs and evaluates the work of assigned staff.
9. Coordinates evidence-based behavioral health practices and services while overseeing outcome evaluations for programs and client satisfaction.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Thorough knowledge of:

1. Principles and methods of planning, developing, implementing, evaluating and coordinating large, complex community-based behavioral health treatment programs
2. Laws and regulations governing public behavioral health programs
3. Interrelationship of services provided by governmental, community and private behavioral health organizations
4. Principles and practices of supervision, training and personnel management
5. Principles and methods of management, organization, budgeting and staffing applicable to behavioral health programs
6. Requirements, methods and techniques used in the execution of comprehensive special projects and program planning development and administration
7. Program evaluation techniques, procedures and methods

Working knowledge of:

1. Grant writing and development of funding sources for public behavioral health programs
2. Budget development and oversight, fiscal and contract administration

Skill and Ability to:

1. Evaluate behavioral health programs and develop or revise policies and procedures
2. Work with the State Department of Mental Health to ensure program performance and funding.
3. Plan, organize, direct and evaluate the work of assigned division through subordinate managers and supervisors
4. Develop and maintain an operations budget, including recommending staffing levels
5. Develop strategic plans and long-range forecasting; establish goals and performance standards
6. Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies
7. Manage the development, maintenance, and implementation of a variety of statistics, records and reports
8. Analyze a variety of complex problems and recommend sound course(s) of action

9. Exercise initiative, sound judgment and problem solving abilities in order to solve difficult challenges regarding programs and staff
10. Coordinate activities with a diverse group of individuals
11. Communicate effectively orally and in writing
12. Establish and maintain cooperative working relationships with those contacted during the course of work

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

1. Possess a valid California class C driver's license or provide suitable transportation approved by the appointing authority

Pursuant to Title 9, of the California Administrative Code, the following disciplines are eligible for this classification:

1. A psychiatrist who directs a service shall have a license as a physician and surgeon in the State of California and show evidence of having completed the required course of graduate psychiatric education as specified by the American Board of Psychiatry and Neurology in a program of training accredited by the Accreditation Council for Graduate Medical Education, the American Medical Association or the American Osteopathic Association and with at least two years of administrative/management experience.
2. A psychologist who directs a service shall have obtained a California license as a psychologist granted by the State Board of Medical Quality Assurance or obtain such licensure within two years following the commencement of employment, unless continuously employed in the same class in the same program or facility as of January 1, 1979; and shall have two years of post doctoral experience in a mental health setting and with at least two years of administrative/management experience.
3. A social worker who directs a service shall have a California license as a clinical social worker granted by the State Board of Behavioral Science Examiners or obtain such licensure within three years following the commencement of employment, unless continuously employed in the same class in the same program or facility as of January 1, 1979, or enrolled in an accredited doctoral program in social work, social welfare, or social science; and shall have two years of post master's experience in a mental health setting and with at least two years of administrative/management experience.
4. A marriage, family, and child counselor who directs a service shall have obtained a California license as a marriage, family, and child counselor granted by the State Board of Behavioral Science Examiners and have received specific instruction, or its equivalent, as required for licensure on January 1, 1981, and shall have two years of post master's experience in a mental health setting. 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 and with at least two years of administrative/management experience.

5. A nurse who directs a service shall be licensed to practice as a registered nurse by the Board of Nursing Education and Nurse Registration in the State of California and possess a master's degree in psychiatric or public health nursing, and two years of nursing experience in a mental health setting. Additional post baccalaureate nursing experience in a mental health setting may be substituted on a year-for-year basis for the educational requirement and with at least two years of administrative/management experience.
6. A licensed vocational nurse who directs a service shall have a license to practice vocational nursing by the Board of Vocational Nurse and Psychiatric Technician Examiners and possess six years of post license experience in a mental health setting. Up to four years of college or university education may be substituted for the required vocational nursing experience on a year-for-year basis and with at least two years of administrative/management experience.
7. A psychiatric technician who directs a service shall have a current license to practice as a psychiatric technician by the Board of Vocational Nurse and Psychiatric Technician Examiners and six years of post license experience in a mental health setting. Up to four years of college or university education may be substituted for the required psychiatric technician experience on a year-for-year basis and with at least two years of administrative/management experience.
8. A mental health rehabilitation specialist who directs a service shall be an individual who has a baccalaureate degree and four years of experience in a mental health setting as a specialist in the fields of physical restoration, social adjustment, or vocational adjustment. Up to two years of graduate professional education may be substituted for the experience requirement on a year-for-year basis; up to two years of post associate arts clinical experience may be substituted for the required educational experience in addition to the requirement of four years' experience in a mental health setting and with at least two years of administrative/management experience.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Education: Equivalent to a Master's degree from an accredited college or university with major course work in program administration, clinical psychology, social work, nursing or related discipline.

and

Experience: Five (5) years of progressively responsible professional administrative experience that has included analyzing and recommending solutions for the development of behavioral health program policy and administration of behavioral health services which includes at least three (3) years experience in the public sector at the supervisory and/or management level.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. The ability to read standard, printed text and data on a variety of written and computer generated reports
2. The ability to hear telephone and face-to-face conversations
3. The ability to communicate in a clear manner and with adequate volume when responding to telephone and face-to-face inquiries and when presenting before groups
4. The physical dexterity and mobility to function in a typical office environment

CLASS HISTORY

Class Code: 60110
Established Date: December, 2005
Revised Date: (New)
Former Title: (New)

CLASS DATA

Job Group: 02
EEO Category: OA
Work Comp. Code: 8810
Bargaining/Employee Unit: X
FLSA: E
MOCO OT: N

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County Administrative Office

12/15/05
Date