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AGENDA COVER MEMORANDUM

AGENDA DATE: October 27, 2004
PRESENTED TO: Board of County Commissioners
PRESENTED BY: Jan Wilbur
Lead Personnel Analyst

AGENDA TITLE: IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR MENTAL HEALTH MANAGER IN THE DEPARTMENT OF HEALTH AND HUMAN SERVICES

I. MOTION

MOVE APPROVAL OF ORDER _____ /IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR MENTAL HEALTH MANAGER IN THE DEPARTMENT OF HEALTH AND HUMAN SERVICES.

II. ISSUE

There is a need to establish a new classification in the department of Health and Human Services that will more clearly reflect the current duties and responsibilities of the position responsible for managing the varied activities of the Mental Health Program.

III. DISCUSSION

A. Background

For many years the MED Manager classification has been used by two of the managers in the Health and Human Services Department, one incumbent who manages LaneCare (our managed mental health insurance company) and the other incumbent who manages the Mental Health program. The referenced department and the incumbent who manages the Mental Health program, raised the issue of classification equity, citing their belief that the breadth, scope, staffing, and complexity of their position has changed significantly over time.

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B. Analysis

Human Resources reviewed a position description questionnaire completed by the incumbent, Al Levine. The position has been charged with greater scope of duties and responsibilities over the years for the mental health system, and the Director of Health and Human Services relies on the position to handle all degrees of mental health issues. Programs include outpatient clinics, residential, acute care, civil commitment, adult protective services, criminal justice diversion and mental health court, crisis services.

Many changes have occurred and duties added incrementally over the years with the advent of managed care and shifting funding sources. The manager has been charged with greater responsibility, and the position has become more complex over time. There is a greater need for system planning in order to address a variety of mental health needs with the available financial resources. Two intensive secure residential treatment programs have been added, and expansion plans are underway. It now includes Child Clinic services. The position is now involved in criminal justice diversion services (COD Court, Mental Health Court). This position now plays a very active leadership role in countywide mental health disaster planning and coordination with other agencies, to include recruitment, credentialing, training, response and call out protocols. The duties now include management of clinical services delivery for LaneCare and being a member of the Executive Committee charged with clinical and fiscal oversight of LaneCare.

The manager is very involved in assuring that Mental Health is in compliance with Health Insurance Portability and Accountability Act (HIPPA). The closure of the Lane County Psychiatric Hospital added a greater level of complexity to the position. The manager must be highly involved in the development of acute care services to address mental health needs, and address transitional issues as clients pass into and out of acute care services. The position is responsible to manage and coordinate programs and joint ventures in order to address a variety of mental health needs to include, for example, indigent care, and the Client Emergency Assistance Fund, crisis respite and crisis services.

This position provides expert consultation and education/training on mental health issues in a variety of settings to internal departments and divisions, external agencies and law enforcement jurisdictions.

In Mental Health there is no statutory "health officer" to take point on crisis. The Mental Health Manager does that. The position deals directly with families, first responders, and the public in highly sensitive scenarios providing expert consultation. This position has 24/7 call responsibility to deal with a variety of issues.

Al Levine became the manager in 1994. In fiscal year 95/96 the total mental health budget under his management was \$3,388,976. This position now has primary responsibility for an area of the department's budget totaling \$9,000,074.

This position in the mental health program has supervisory responsibilities for professional level non-represented and represented employees. There are employees who are represented by two bargaining units, AFSCME General and AFSCME Nurses. The Clinical Services Supervisor classification that reports to this position is Grade 40. The Mental Health Medical Officer also reports to this position.

Given all of these significant changes, it was apparent to Human Resources that there is a need for a new classification and salary range for the Mental Health program manager. The Lane Care manager remains in the Med Manager classification. The two positions are currently very different in duties in responsibilities.

Point factoring of the new Mental Health Manager classification to reflect the increased knowledge, skills, experience and abilities that are now required of the position increased the salary grade from Grade 41 (\$50,440-\$69,784) to Grade 45 (\$55,661-\$77,043). This is comparable to the grade for Assistant Youth Services Director, and a grade below the Computer Services Manager. A survey of various counties was done and Douglas and Multnomah Counties were the comparators. Douglas has a salary range of \$53,352-\$63,731, and Multnomah's salary range \$55,620- \$85,875.

Budget:

This fiscal year's budget impact (salary & benefits) to Health and Human Services for creating the Mental Health Manager and moving the incumbent, Al Levine, into the position is \$6,320. Additional state funds not yet allocated will be more than enough to cover this.

C. Alternatives/Options

1. Adopt the proposed classification and salary range as described above.
2. Reject the motion.

D. Recommendation

It is recommended that the Board of County Commissioners adopt the motion to establish the classification and salary range for the Mental Health Manager classification, and move the incumbent, Al Levine, into it.

V. ATTACHMENT

Board Order
Mental Health Manager classification specifications

MENTAL HEALTH MANAGER

DEFINITION

To manage, direct, coordinate, and facilitate the varied activities of the Mental Health division including clinic, residential and acute care services, and supervision of staff; to coordinate related mental health service delivery activities with other divisions, departments, institutional systems and agencies; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Health and Human Services Director.

Exercises direct supervision over assigned clerical, technical and professional personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Recommends goals and objectives; assists in the development and implementation of policies and procedures. Initiates, implements, and directs various strategic plans to assure a continuum of comprehensive mental health services.

Manages, directs and works with staff to organize services including outpatient, residential, acute care, civil commitment, mental health disaster response, criminal justice diversion, and adult protective and crisis services.

Prepares and administers the program budget; assists in budget implementation including subcontracts; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers the approved budget.

Participates in recommending the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures; recommends employee terminations.

Oversees the maintenance of client and operational records to assure program compliance with state and federal regulations.

Interprets and applies provisions of policies, laws, rules, ordinances and regulations governing the efficient and effective administration and management of program areas.

EXAMPLES OF DUTIES – (con't)

Participates in outreach and public relations activities to promote mental health services in a variety of settings, including mental health disaster and crisis response.

Delegates responsibility and coordinates program services to best accomplish goals. Recommends pre-commitment investigators and mental health examiners for certification.

Reviews and oversees professional standards of practice; assures compliance with professional, county, state, and federal rules and standards and contractual obligations.

Provides supervision to the involuntary commitment program, and makes final decisions as to whether a commitment hearing is necessary, when required.

Assumes responsibility for the development and maintenance of program standards, policies and procedures. Designated as acting Mental Health Director when the Health and Human Services Director is unavailable.

Coordinates mental health programs and effective service delivery strategies as a liaison with community agencies and organizations. Participates on committees and advisory boards and provides expertise in a variety of planning and development activities related to program area with other county departments, divisions, citizens groups, and other organizations.

Authorizes payments for related mental health services and monitors compliance with contracts and grants.

Acts as advocate to state, federal, local officials, and various agencies, and provides education and consultation on a variety of mental health issues to public safety jurisdictions and others to expand their support of the special populations served, such as crisis services, emergency services, and indigent care.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices, methods and techniques of mental health service delivery, strategic planning, and managed health care systems.

Local government organization and resources for mental health services.

Applicable federal, state, and local rules, regulations, codes and ordinances governing mental health programs.

Principles and practices of governmental budgeting procedures.

Principles and practices of supervision, training and personnel management.

Ability to:

Plan, organize, supervise, and evaluate the work of others.

Organize, direct, implement and evaluate a comprehensive mental health program.

Prepare and administer a budget.

Analyze problems, identify alternative solutions, project consequences of proposed actions, make and implement recommendations, and facilitate resolutions.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing, and make public presentations.

Experience and Training

Training:

Master's Degree from an accredited college or university in social work, psychology, counseling, or a related field.

Experience:

Four years of increasingly responsible experience in mental health treatment and evaluation, including two years of program management and supervisory responsibility.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

) IN THE MATTER OF CREATING A
) CLASSIFICATION AND SALARY RANGE
) FOR MENTAL HEALTH MANAGER IN THE
) DEPARTMENT OF HEALTH AND HUMAN
) SERVICES

WHEREAS, Human Resources has completed a review and point factor of the proposed Mental Health Manager classification

WHEREAS, it is the intent of Lane County to properly classify positions with regard to duties and compensation; and

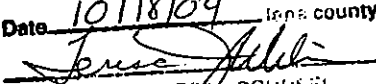
WHEREAS, changes to the classification and compensation plans require board approval; and

IT IS NOW HEREBY ORDERED that there be created the new classification of Mental Health Manager

Mental Health Manager

Range 45: \$55,661-\$77,043

DATED this ___ day of October, 2004.

APPROVED AS TO FORM
Date 10/18/04 Lane County

OFFICE OF LEGAL COUNSEL

Bobby Green, Chair
Lane County Board of Commissioners

IN THE MATTER OF CREATING A CLASSIFICATION AND SALARY RANGE FOR
MENTAL HEALTH MANAGER