

932

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**FROM:** Human Resources Department

**SUBMITTAL DATE:**  
December 8, 2015

**SUBJECT:** Classification and Compensation recommendation to establish a new classification of Senior Clinical Therapist; grant salary parity adjustments for Mental Health Service Supervisor (MHSS) classifications (MHSS, MHSS - LP [Licensed Psychologist], and MHSS - Blythe); and amend Ordinance No. 440 pursuant to Resolution No. 440-9018 submitted herewith. [District - All] [Total Cost - \$2,684] [Departmental Budget]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the creation of the new classification of Senior Clinical Therapist;
2. Approve the salary parity adjustment for Mental Health Service Supervisor (MHSS) classifications (MHSS, MHSS - LP [Licensed Psychologist], and MHSS - Blythe);
3. Amend Ordinance No. 440 pursuant to Resolution No. 440-9018.

**BACKGROUND:**

**Summary**

The following recommendation is the result of a Classification Study Request from the Riverside County Department of Mental Health.

  
Michael T. Stock  
Asst. County Executive Officer/  
Human Resources Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 2,684	\$ 0	\$ 2,684	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

**SOURCE OF FUNDS:** Behavioral Health Departmental Budget

**Budget Adjustment:** No

**For Fiscal Year:** 2015/16

**C.E.O. RECOMMENDATION:**

APPROVE

BY:

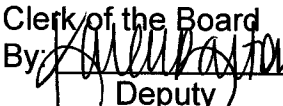
County Executive Office Signature

  
Lani Sison

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Tavaglione, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9018 is adopted as recommended.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
Nays: None  
Absent: None  
Date: December 8, 2015  
xc: HR

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

Prev. Agn. Ref.:

District: All

Agenda Number:

**3-31**

Departmental Concurrence

Date

Jerry Wengert, Director  
RUHS - Behavioral Health

By:

Positions Added ☐

Change Order ☐

A-30 ☐

4/5 Vote ☐

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: Classification and Compensation recommendation to establish a new classification of  
Senior Clinical Therapist; grant salary parity adjustments for Mental Health Service Supervisor  
(MHSS) classifications (MHSS, MHSS - LP [Licensed Psychologist], and MHSS -lythe); and amend  
Ordinance No. 440 pursuant to Resolution No. 440-9018 submitted herewith. [District - All] [Total  
Cost - \$2,684] [Departmental Budget]**

**DATE: December 1, 2015**

**PAGE: 2 of 3**

**BACKGROUND:**

**Summary (continued)**

The Classification and Compensation unit received a formal study request to review the Clinical Therapist I and II classifications, the Mental Health Service Supervisor, and the Mental Health Service Supervisor - LP (formerly referred to as Mental Health Services Supervisor- A and Mental Health Services Supervisor - B) classifications. The purpose of the study was to review the current scope of responsibilities and job duties listed in the classifications and compare them to similar classifications in other Southern California counties.

The purpose of the Mental Health Service Supervisor (MHSS) and -LP (MHSS-LP) classifications is for first-line supervision over a multidisciplinary staff providing mental health treatment services. The distinction between the MHSS and MHSS-LP is that MHSS-LP incumbents are licensed psychologists, and may conduct and supervise work requiring an advanced knowledge of psychological diagnostic and treatment methods. As first-line supervisors, the work is quite distinct from that of the unlicensed Clinical Therapist I (CT I) and licensed, journey level Clinical Therapist II (CT II). The focus of both the CT I and CT II is direct client services in a range of mental and behavioral health modalities. Incumbents in the I level receive close and direct clinical supervision, transitioning to more general supervision as they gain experience, and skill in preparation for licensure. Once receiving licensure, incumbents then promote to the CT II classification, performing the full range of psychotherapy and counseling services within the scope of said licensure as either a Licensed Marriage and Family Therapist, Professional Clinical Counselor, or Clinical Social Worker.

A comprehensive study was conducted, including interviews with incumbents in all classifications, and reviewing similar classifications within San Bernardino, Los Angeles, Orange, San Diego, and Ventura Counties. Based upon the results of the study, it was determined that a gap existed between the CT II, performing direct client services, and the MHSS and MHSS-LP classifications providing first-line supervision. The gap that exists would best be filled by a lead-level classification that can provide experienced lead assistance and clinical supervision over unlicensed CT I incumbents. This would offer opportunity for advancement for CT II incumbents. The creation of the Senior Clinical Therapist classification would not create compaction between either the MHSS or the MHSS-LP classifications; however, after reviewing the market for all classifications mentioned in this Form 11, Classification and Compensation recommends the removal of the bottom three salary steps for the MHSS and MHSS-LP classifications as well as the removal of the Difficult to Recruit (DTR) designation from the MHSS - Blythe and MHSS-LP - Blythe classifications through the removal of the bottom four salary steps. This will help ensure that Riverside County stays competitive with the surrounding markets. This may also be an incentive to potential candidates to apply for these positions.

**CREATION OF A NEW CLASSIFICATION**

**Senior Clinical Therapist:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 547/L18 (\$55,185 - \$87,067). This request is only to add the classification and there is no immediate financial impact associated with this request.

**SALARY PARITY ADJUSTMENTS**

**Mental Health Service Supervisor:** It is recommended to remove the bottom three salary steps (approximately 8.3%) and reassign the classification from salary/plan grade SEU 616/L18 (\$61,346 - \$96,794) to SEU 663/L15 (\$66,682 - \$96,794). Two incumbents would receive an approximate 2.71% increase due to the removal of the bottom three salary steps.

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11: Classification and Compensation recommendation to establish a new classification of Senior Clinical Therapist; grant salary parity adjustments for Mental Health Service Supervisor (MHSS) classifications (MHSS, MHSS - LP [Licensed Psychologist], and MHSS -lythe); and amend Ordinance No. 440 pursuant to Resolution No. 440-9018 submitted herewith. [District - All] [Total Cost - \$2,684] [Departmental Budget]**

**DATE: December 1, 2015**

**PAGE: 3 of 3**

**Mental Health Service Supervisor – LP:** It is recommended to remove the bottom three salary steps (approximately 8.3%) and reassign the classification from salary/plan grade SEU 631/L18 (\$62,671 - \$98,837) to SEU 671/L15 (\$68,110 - \$98,837). No incumbents are affected by the removal of the bottom three salary steps.

**Mental Health Service Supervisor – Blythe:** It is recommended to remove the bottom four salary steps (approximately 11%) and reassign the classification from salary/plan grade DTS 625/L22 (\$61,346 - \$107,657) to SEU 672/L18 (\$68,448 - \$107,657). No incumbents are affected by the removal of the bottom three salary steps.

**Mental Health Service Supervisor – LP – Blythe:** It is recommended to remove the bottom four salary steps (approximately 11%) and reassign the classification from salary/plan grade DTS 631/L22 (\$62,671 - \$109,930) to SEU 674/L18 (\$69,928 - \$109,930). No incumbents are affected by the removal of the bottom four salary steps.

**Impact on Residents and Businesses**

None

**ATTACHMENTS**

- A. Senior Clinical Therapist Job Classification Specification**
- B. Market Survey for Mental Health Service Supervisor Classification**
- C. Market Survey for Mental Health Service Supervisor - LP Classification**
- D. Resolution No. 440-9018**



# MEMORANDUM

**Human Resources Department**

**Michael T. Stock**

Assistant County Executive Officer/  
Human Resources Director

**Date:** December 9, 2015

**To:** Kecia Harper-Ihem, Clerk of the Board

**FROM:** Diane Rundles, Human Resources Services Manager

**RE:** Correction to Resolution No. 440-9018

Attached, please find corrected Resolution No. 440-9018, Agenda Item 3-31 submitted and approved by the Board of Supervisors on December 8, 2015. Under Section 8(c), the "To Salary Plan/Grade" for the classification listed below should read as follows:

<u>Job Code</u>	<u>Class Title</u>	<u>To Salary Plan/Grade</u>
79723	Mental Health Service Supervisor - Blythe	SEU 67 <u>5</u> /L18

The above correction listed within Resolution No. 440-9018 was due to a clerical error and does not affect the actual salary of the above classification.

Should you have any questions or require additional information, please feel free to contact me.



**Diane Rundles**  
(951) 955-5885

Attachment:  
Revised Resolution 440-9018

SOIP DEC-8 4415:21

OFFICE OF THE COUNTY CLERK  
RECEIVED - HUMAN RESOURCES

3-31  
12/08/15  
2015-12-129837

**REVISED**

**RESOLUTION NO. 440-9018**

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on December 8, 2015, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
79746	+	Senior Clinical Therapist	SEU 547/L18

BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
79717	Mental Health Service Supervisor	SEU 616/L18	SEU 663/L15
79723	Mental Health Service Supervisor – Blythe	DTS 625/L22	SEU 675/L18
79718	Mental Health Service Supervisor-LP	SEU 631/L18	SEU 671/L15
79724	Mental Health Service Supervisor-LP – Blythe	DTS 631/L22	SEU 674/L18

ROLL CALL:

Ayes:	Jeffries, Tavaglione, Washington, Benoit and Ashley
Nays:	None
Absent:	None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA HARPER-IHEM, Clerk of said Board

By

Deputy

12.08.15

**3-31**

## Attachment A



COUNTY OF RIVERSIDE

Established Date: Dec 10, 2015

Revision Date: Dec 10, 2015

### SENIOR CLINICAL THERAPIST

Class Code: 79746

#### **SALARY RANGE**

\$26.53 - \$41.86 Hourly  
\$4,598.76 - \$7,255.61 Monthly  
\$55,185.10 - \$87,067.34 Annually

#### **CLASS CONCEPT:**

Under direction, performs the full range of therapeutic assignments related to the field of mental or behavioral health services and psychiatric social work, which includes the design and implementation of personalized treatment plans, individual and group psychotherapy, evaluations and investigations, and professional counseling, as applicable by professional licensing law, in order to meet the needs of consumers or families with mental or emotional disorders; and performs other related duties as required.

The Senior Clinical Therapist is the lead/advanced journey level of the Clinical Therapist series. Senior Clinical Therapists include the Licensed Marriage and Family Therapist (LMFT), the Licensed Professional Clinical Counselor (LPCC) and the Licensed Clinical Social Worker (LCSW). The Senior Clinical Therapist class has responsibility for providing clinical supervision, according to licensure and training, over unlicensed clinical staff. This classification is also responsible for performing, within the scope of licensure, the full range of psychotherapy and counseling services for individual consumers, couples, families, and groups exhibiting a variety of mental health and related disorders in a clinic or institutional setting. Assignments range from moderately difficult to the most complex and include serving in a lead capacity over and providing consultative support to other mental health treatment staff.

This classification is distinguished from the class of Mental Health Services Supervisor in that the latter class is the first line supervisor responsible for the planning or implementation of specialized mental health services. The Senior Clinical Therapist is further distinguished from the Clinical Therapist II in that the former is the lead level and may provide extensive clinical supervision, according to licensure and training, over unlicensed clinical staff.

**REPRESENTATION UNIT:** Professional

#### **EXAMPLES OF ESSENTIAL DUTIES:**

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Provide extensive clinical supervision to unlicensed clinicians, within the scope of licensure.
- Monitor fidelity and provide clinical supervision and coaching for evidence based treatment models.
- Develop mental health related training curriculum and conduct training for clinical therapists and other departmental staff.
- Conduct clinical and quality improvement chart audits.

## Attachment A

- Coordinate clinical decisions in response to operational demands.
- Conduct clinical discussions regarding complex or difficult cases.
- Act as a casework consultant to other clinical therapists and other departmental staff.
- Provide guidance to volunteers and staff.
- Serve as liaison with other sections, units, services, and agencies.
- Participate in mental health conferences and local area committees.
- Interview consumers, relatives, and other involved persons to gather personal and social data relevant to assessing mental or emotional disorders.
- Develop service plans with consumers; evaluate psychological, economic, vocational, educational, physical, health, socialization, and housing needs.
- Coordinate with other staff members (psychiatrists, psychologists, and other program staff) and community agencies in carrying out and designing treatment or rehabilitation plans.
- Assist consumers and other concerned individuals in understanding the nature of major psychological illnesses and their psychosocial effects.
- Assist consumers and their families in understanding and choosing options of mental health treatment.
- Initiate and conduct individual, collateral, group, and family therapy sessions.
- Perform specialized tasks including involuntary hospitalization procedures (5150) and Tarasoff assessments.
- Establish and maintain effective contact with local area mental health resources, including community members, parents, schools, residential facilities, and other agencies/organizations.
- Prepare reports and write correspondence.
- Respond to emergencies, within licensure, which may occur on the unit.
- Coordinate the flow of information and clinical data to ensure continuity in treatment or shift.

### **RECRUITING GUIDELINES:**

Experience: Two years of post-license professional experience in a psychiatric or mental health setting providing direct client services which must have included: client assessment and evaluation, development and implementation of appropriate treatment plans, providing psychotherapy or mental health counseling, and providing indirect services involving information, consultation, and educational services to staff and community.

AND

License: Possession of a valid license to practice as a Licensed Clinical Social Worker, Professional Clinical Counselor, or Marriage and Family Therapist in the state of California. Candidates recruited from out-of-state must possess an out-of-state license to practice in one of the options above and shall obtain their license to practice as issued by the California Board of Behavioral Sciences within three years of date of hire. During the interim three years, the incumbent shall be eligible for a Mental Health Professional Licensing Waiver Request approved by the State of California Health and Human Services

## Attachment A

Agency.

Candidates qualifying with the Licensed Professional Clinical Counselor option must have completed additional education and training as defined below:

- 1) Six semester units or nine quarter units specifically focused on the theory and application of marriage and family therapy, OR a named specialization or emphasis area on the qualifying degree in marriage and family therapy, marital and family therapy, marriage, family, and child counseling, or couple and family therapy;
- 2) No less than 500 hours of documented supervised experience working directly with couples, families, or children; and
- 3) A minimum of six hours of continuing education specific to marriage and family therapy, completed in each license renewal cycle.

Knowledge of: Psychological aspects of physical and emotional disturbances and mental deficiencies; characteristics of emotional and mental disorders including their effect on the individual in the community; mental health local community resources and community support systems; principles of clinical interviewing and methods of recording consumer information; individual licensing law and the scope of professional practice governed by the same; laws, rules, and regulations of publicly operated health and welfare programs; principles and techniques for making psychosocial assessments.

Ability to: Effectively apply the principles and techniques of clinical therapy, including a variety of treatment modalities; analyze consumer behavior and apply treatment or counseling techniques in a coordinated care social rehabilitation environment; speak and write effectively; provide crisis intervention; prepare clear and concise reports and interpret data; work effectively with a multicultural consumer and family population with diverse backgrounds and needs; establish and maintain effective working relationships with consumers, their families, other staff members, and mental health organizations/agencies; provide work direction and training to staff; establish and maintain effective working relationships with other professionals and to work as part of a multidisciplinary team; communicate the goals and objectives of the County's mental and behavioral health services to members of the community and other interested individuals; consult with and assist in the professional development and supervision of unlicensed clinical therapists, within the scope of appropriate licensure, and other mental health support staff.

### **OTHER REQUIREMENTS:**

Licenses: Possession of a valid California Driver's License may be required for some positions in this class.

### **PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

### **PROBATIONARY PERIOD:**

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



## Attachment B: External Market Survey Data

Mental Health Service Supervisor		Annual		Riv Co Class Code: 79717	
Jurisdiction	Title	Min Base Salary	Max Base Salary	Range (\$)	Range (%)
Los Angeles County	Mental Health Clinical Supervisor	\$70,978	\$88,172	\$17,194	24%
Orange County	Health Care Agency Service Chief I	\$62,483	\$83,990	\$21,507	34%
San Bernardino County	Mental Health Clinic Supervisor	\$67,850	\$93,434	\$25,584	38%
San Diego County	Behavioral Health Program Manager	\$68,474	\$83,262	\$14,789	22%
Ventura County	Supervisor- Mental Health Services	\$73,237	\$102,542	\$29,305	40%
County Mean: \$68,604 \$90,280 \$21,676					
County Median: \$68,474 \$88,172 \$21,507					
Riverside County	<u>MENTAL HEALTH SERVICE SUPERVISOR</u>	\$61,346	\$96,794	\$35,449	58%
Dollar Difference from Mean: -\$7,259 \$6,514					
Percentage difference from Mean: -10.58% 7.22%					
Dollar difference from median: -\$7,128 \$8,623					
Percentage difference from median: -10.41% 9.78%					
Notes:					
Salary ranges reflect current salary increases and the 2% COLA effective December 14, 2015.					
Run Date: 7/2/2015	Date Prepared/Revised: 11/12/2015	By: DR			

## Attachment C: External Market Survey Data

Mental Health Service Supervisor-LP		Annual		Riv Co Class Code: 79717	
Jurisdiction	Title	Min Base Salary	Max Base Salary	Range (\$)	Range (%)
Los Angeles County	Mental Health Clinical Supervisor	\$70,978	\$88,172	\$17,194	24%
Orange County	Health Care Agency Service Chief I	\$62,483	\$83,990	\$21,507	34%
San Bernardino County	Mental Health Clinic Supervisor	\$67,850	\$93,434	\$25,584	38%
San Diego County	Behavioral Health Program Manager	\$68,474	\$83,262	\$14,789	22%
Ventura County	Supervisor- Mental Health Services	\$73,237	\$102,542	\$29,305	40%
County Mean: \$68,604 \$90,280 \$21,676					
County Median: \$68,474 \$88,172 \$21,507					
Riverside County	<u>MENTAL HEALTH SERVICE SUPERVISOR - LP</u>	\$62,671	\$98,837	\$36,166	58%
Dollar Difference from Mean: -\$5,934 \$8,557					
Percentage difference from Mean: -8.65% 9.48%					
Dollar difference from median: -\$5,803 \$10,665					
Percentage difference from median: -8.47% 12.10%					
Notes:					
Salary ranges reflect current salary increases and the 2% COLA effective December 14, 2015.					
Run Date: 7/2/2015	Date Prepared/Revised: 11/12/2015	By: <u>DR</u>			