

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



**ITEM: 3.25
(ID # 11756)**

MEETING DATE:

Tuesday, January 28, 2020

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Recommendation to establish a new Behavioral Health Director/Medical Director classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9137 submitted herewith, All Districts. [Total Cost-\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the classification of Behavioral Health Director/Medical Director
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9137 submitted herewith.

ACTION: Policy

Brenda Diederichs
Brenda Diederichs, Assistant CEO / Human Resources Director 1/16/2020

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and Resolution No. 440-9137 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: January 28, 2020
xc: HR

Kecia R. Harper
Clerk of the Board
By: *[Signature]*
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: N/A			Budget Adjustment:	No
			For Fiscal Year:	19/20

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

The Riverside University Health System-Behavioral Health (RUHS-BH) is comprised of three major programs: Mental Health Services, Substance Use Services, and the Public Guardian's Office. These programs provide prompt, efficient, professional, and culturally competent services throughout the county. They have further developed an exceptional reputation for providing these services that involve the latest innovations in clinical practices affecting behavioral health. The RUHS-BH has dedicated professional teams of approximately 1,000 employees consisting of Psychiatrists, Clinicians, Peer Specialists, and paraprofessionals who serve over 45,000 consumers annually. The combination of innovative services and professional staff is reflected in their high rate of client satisfaction.

The Classification and Compensation unit received a request to conduct a market study of the Behavioral Health Director and Medical Director of Mental Health Services classifications. Historically, RUHS-BH has utilized two separate classifications to perform these functions however since January 2019, the Department has re-structured having one incumbent perform both the role of the overall RUHS-BH Director and Medical Director under the classification of BH Director, with a temporary salary adjustment. The Executive Office has now determined that this new structure is feasible and will be upheld on a sustained basis, making it necessary to formalize the combination of both positions into one classification. Therefore, it is recommended that a new classification of Behavioral Health Director/Medical Director be created. Given that external market yielded no viable comparisons as all surrounding jurisdictions bifurcate the role of the Behavioral Health Director and Medical Director into two separate classifications, Internal parity was evaluated in order to determine and establish the appropriate salary for the new classification.

Classification Addition:

Behavioral Health Director/Medical Director: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade XMA 438 (\$302,572-\$476,461), in addition to adding the position to the Department's budget. This action is cost neutral as the position will replace the existing structure.

Impact on Residents and Businesses

There is no impact to residents or businesses.

ATTACHMENTS

- A. Resolution No. 440-9137
- B. Behavioral Health Director/Medical Director Class Specification

RESOLUTION NO. 440-9137

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on January 28, 2020, 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>
73902	+	Behavioral Health Director/Medical Director	XMA 438

BE IT FURTHER RESOLVED that pursuant to Section 3(c)(ii) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to add the following classification to Appendix II and Appendix III, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>
73902	+	Behavioral Health Director/Medical Director

BE IT FURTHER RESOLVED that pursuant to Section 4(a)(ii) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to make the following listed change(s), operative the beginning of the pay period following approval, as follows:

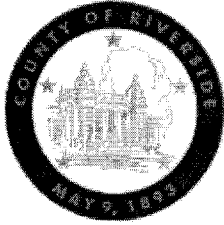
<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
73902	+ 1	4100413649	Behavioral Health Director/Medical Director

ROLL CALL:

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
 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 R. HARPER - Clerk of said Board
By: [Signature] Deputy



**BEHAVIORAL HEALTH
DIRECTOR/MEDICAL DIRECTOR**

Class Code: 73902

COUNTY OF RIVERSIDE
Established Date: Jan 30, 2020
Revision Date: Jan 30, 2020

SALARY RANGE

\$145.47 - \$229.07 Hourly
\$25,214.33 - \$39,705.09 Monthly
\$302,571.98 - \$476,461.02 Annually

CLASS CONCEPT:

Under administrative direction, plans, organizes, and directs the Riverside University Health System-Behavioral Health (RUHS-BH) Department, including coordinating and supervising the services provided by and through the Riverside County Behavioral Health Program; coordinates a comprehensive diagnostic and treatment program; advises on the prevention, research, and medical aspects of other behavioral health program activities; and performs other related duties as required.

The Behavioral Health Director/Medical Director serves as the overall Department Director and the Chief Behavioral Health Medical Officer appointed by the Board of Supervisors. This class is characterized by the primary responsibility for ensuring the quality of all Departmental medical services, as well as directing the development, operation, administration, and evaluation of all mandated and discretionary behavioral health programs within local, state, and federal regulations and policy guidelines. The RUHS-BH Department includes comprehensive behavioral health, substance abuse, public guardian services, and contracted services.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (1) of the County Management Resolution and serves at the pleasure of the Board of Supervisors.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311(A) of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

REPRESENTATION UNIT: Management Resolution - Management

EXAMPLES OF ESSENTIAL DUTIES:

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

- Plan, organize, direct, and review the activities and programs of the RUHS-BH Department; review policies, procedures, and methods used in departmental programs for effectiveness and consistency with service goals and standards.

- Provide medical guidance to professional staff as necessary.
- Direct a systematic internal program evaluation system; keep abreast of proposed and new legislation affecting behavioral health programs; coordinate and participate in identifying and securing new and alternative sources of funding.
- Develop new/revised procedures and policies that cross program lines; select, assign, and direct subordinate supervisors and other key staff members and evaluate their performance.
- Direct the preparation of the annual Behavioral Health Managed Care Plan, Substance Abuse Plans and Budgets, and assure program consistency and fiscal integrity.
- Represent the County in contacts with state and federal agencies and their staff relative to behavioral health concerns; develop and promote contacts, working relationships, and cooperative programs between the Department and other agencies and organizations involved in behavioral health services; attend conferences and professional meetings; may speak before professional and civic groups.
- Negotiate with private organizations for the provision of contracted behavioral health services and determine standards of treatment; advise on medical aspects of contractual arrangements and supervise the monitoring of treatment given to patients by providers under contract with the County.
- Represent the Department before the County's Behavioral Health Commission and other local community behavioral health advisory and governing boards; assist the County Behavioral Health Commission and the designated Chief of Psychiatry in the identification of treatment service needs and priorities.
- Promote effective communication between the County Behavioral Health Board and designated behavioral health advisory and governing boards.
- Supervise the evaluation and assessment of the RUHS-Behavioral Health Program relative to effective utilization of County/community resources and achievement of program goals; prepare correspondence and write comprehensive reports.
- Plan, direct and coordinate the Public Guardian Program; provide conservatorship investigation services and conservatorship administration services.
- Direct the analysis or legislation affecting Public Guardian services.

RECRUITING GUIDELINES:

OPTION I

Education: As required by the California Code of Regulations, 9CCR620: A physician and surgeon licensed in the State of California showing 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 as defined in Title 9, Section 623 of the California Code of Regulations. This must be supplemented by an additional two years of training or practice limited to the field of psychiatry, including one year in an administrative capacity.

Experience: One year in psychiatry subsequent to becoming eligible for certification by the American Board of Psychiatry and Neurology.

OPTION II

Education: As required by the California Code of Regulations, 9CCR620: A physician and surgeon licensed in the State of California showing 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 as defined in Title 9, Section 623 of the California Code of Regulations. This must be supplemented by an additional two years of training or practice limited to the field of psychiatry, including one year in an administrative capacity.

Experience: Five years of management or administrative experience in a psychiatric or behavioral health setting, which must have included at least three years of direct responsibility or accountability in at least two of the following areas: determining the standards of treatment, providing medical guidance to professional behavioral health staff and medical providers, supervising the monitoring of treatment, and evaluating program effectiveness and developing program objectives.

ALL OPTIONS

Knowledge of: The principles of public administration, organization, personnel management, budgetary planning, and fiscal control; the range or treatment services provided by comprehensive community behavioral health and substance abuse programs; the public and private resources available to provide behavioral health and substance abuse services; local, state, and federal agencies and regulations related to the provision of behavioral health services; the causes, prevention, diagnosis, and treatment of mental illness; modern techniques and procedures of clinical psychiatry rules, regulations, policies, and standards related to hospital medical services; legislation pertaining to community mental health programs; familiarity with administrative practices and procedures including evaluation.

Ability to: Plan, organize, direct, and coordinate a comprehensive Countywide behavioral health program including substance abuse; analyze administrative/budgetary problems, reaching practical conclusions and instituting effective solutions; organize County and community resources to achieve RUHS-Behavioral Health Program goals; work effectively with a wide variety of agencies, organizations, and individuals; communicate effectively in verbal and written form.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid Physician's and Surgeon's Certificate issued by the State of California.

Certification by the American Board of Psychiatry and Neurology. (Two years of post-residency experience in psychiatry that renders the individual eligible for certification may be substituted for the required certification by the American Board of Psychiatry and Neurology.)

License: Possession of a valid California Driver's License may be required.

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.