

Civil Service Commission

San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday July 27, 2022 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA



AGENDA

MEMBERS OF THE COMMISSION
President - Jeannie Nix
Vice President - Jed Nicholson
Robert Bergman
Erica Flores Baltodano
Lesley Santos

1. Call to Order / Flag Salute / Roll Call

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.

3. Minutes

The following draft minutes are submitted for approval:
a. June 22, 2022

4. Reports

Commission President
Commission Counsel
Commission Outside Counsel
Commission Secretary

5. Request to Approve New Job Specification(s):

a. Executive Assistant to the Board of Supervisors

6. Request to Approve Revised Job Specification(s):

a. Behavioral Health Clinician I/II/III Class Series

7. Public Comment on Closed Session Item

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendized here may do so when recognized by the President. Presentations are limited to three minutes per individual.

8. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION

(Government Code Section 54956.9(a)) – Formally initiated: Luther v. County of San Luis Obispo Civil Service Commission, San Luis Obispo Superior Court Case Numbers 19CV-0713 and 20CV-0524

Civil Service Commission

- 9. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service Rule Update. (Gov Code Section 54957.6):** Agency designated representative: Tami Douglas-Schatz, or designee
- Employee organization: San Luis Obispo County Employees' Association

10. Adjournment

Civil Service Commission

Regular Session Meeting

Wednesday June 22, 2022

1055 Monterey Street, Suite D-271 San Luis Obispo, CA



MEMBERS OF THE COMMISSION

President Jeannie Nix
Vice President Jed Nicholson
Robert Bergman
Erica Flores Baltodano
Lesley Santos

Present: President Nix
Commissioner Bergman
Commissioner Santos

Staff: Commission Secretary Tami Douglas-Schatz
Commission Clerk Shaley Gunther

County Counsel: Jon Ansolabehere

Outside Counsel: Steve Simas

1. Call to Order/Flag Salute/Roll Call

President Nix called the meeting to order at 9:00 a.m. and led the flag salute. Roll was called. Commissioners Baltodano and Vice President Nicholson were absent.

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. There were no public comments.

3. Minutes

The following draft minutes are submitted for approval:

- a. April 27, 2022

The minutes for April 27, 2022, were considered. Commissioner Bergman motioned to approve the minutes as written. Commissioner Santos seconded the motion. The motion carried 3-0-2.

Civil Service Commission

4. Request to Approve New Job Specification(s):

- a. Sustainability Manager

Lynsey Bond, Human Resources Analyst, introduced John Diodati, Department Head of Public Works, and Human Resources Analyst for Public Works, Miranda Wall. It was recommended that the commission approve the new job specification of Sustainability Manager.

President Nix requested that the spec is amended to add “communicate effectively verbally and in writing” to the “Ability to” section of the spec, consistent with other specifications. Human Resources Analyst Lynsey Bond confirmed that this language will be added.

Commissioner Bergman motioned to approve the new Sustainability Manager specification as amended to include the ability to “communicate effectively verbally and in writing.” Commissioner Santos seconded the motion. The motion carried 3-0-2.

5. Request to Approve Revised Job Specification(s):

- a. Utility Coordinator

Lynsey Bond, Human Resources Analyst, presented the proposed update to the Utility Coordinator job specification.

Commissioner Bergman asked for inclusion of language in representative duties relating to recycled water. Mr. Diodati suggested including a representative duty related to the efficient operations of county and regional wastewater treatment. Ms. Bond notes that this job specification was intended for use by both the Public Works and Planning and Building Departments, and language related to representative duties must be applicable to individuals working in either department.

Commissioner Santos motioned to approve the revised Utility Coordinator specification as amended to include reference to efficient operation of wastewater treatment as a representative duty. Commissioner Bergman seconded the motion. The motion carried 3-0-2.

6. State of the Workforce Presentation

- a. Presentation by Commission Secretary Tami Douglas-Schatz

Commission Secretary Tami Douglas-Schatz presented information regarding the state of the workforce and challenges impacting recruitment and retention.

Civil Service Commission

7. Reports

Commission President - none
Commission Counsel – none
Commission Outside Counsel – none
Commission Secretary – none.

Mark McKibben, Principal Human Resource Analyst, reminded the commission that a hearing was on track to be presented at the July meeting, and gave updates regarding prehearing status.

8. Public Comment on Closed Session Item

President Nix asked for public comment regarding the Closed Session items. Seeing none, President Nix moved to Closed Session.

9. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION

(Government Code Section 54956.9(a)) – Formally initiated: Luther v. County of San Luis Obispo Civil Service Commission, San Luis Obispo Superior Court Case Numbers 19CV-0713 and 20CV-0524

10. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service Rule

Update. (Gov Code Section 54957.6): Agency designated representative: Tami Douglas-Schatz, or designee

11. Adjournment

President Nix reported no action was taken in Closed Session and adjourned the meeting.

**** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.***



TO: Civil Service Commission

DATE: July 27, 2022

FROM: Lynsey Bond, Human Resources Analyst

SUBJECT: Current Classification: Secretary - Confidential
New Classification: Executive Assistant to the Board of Supervisors
Department: Board of Supervisors
Appointing Authority: Wade Horton, County Administrative Officer

RECOMMENDATION

It is recommended that the Commission approve the new Executive Assistant to the Board of Supervisors classification and specification as proposed. The proposed classification will fill in the gap to address the departments very demanding need for an appropriate level administrative support class that is also distinct in that it's set apart as a specific class to be used for the Board of Supervisors.

BACKGROUND

The Board of Supervisors, who are tied very closely with the Administrative Office, execute many vital functions for the County both internally and externally to the larger community. Part of this function is serving in the implementation of policies and in the provision of services that enhance the economic, environmental, and social quality of life in San Luis Obispo County. After

a departmental initiated position study of an existing Secretary – Confidential role, which provides support functions for the Board and their Legislative Assistants, it was determined that the current class doesn't accurately encompass the inherent higher-level of responsibility that comes with supporting five Supervisors. This position serves in and is included in the budget for the Board, however, is structured as reporting to supervisors within the Administrative Office. Additionally, this role historically has faced recruitment and retention challenges that the department is hoping to address with the addition of this class change update.

DISCUSSION

The Executive Assistant to the Board of Supervisors (BOS) classification is set apart from the County's current Secretary – Confidential class in requiring more complexity and sensitivity in performing duties for the five elected officials in a politically charged setting. This increased visibility and interaction, with not only internal but external clients to the Board, creates a higher consequence of error than that other administrative positions within the County's classification program.

The role of the Executive Assistant to the BOS will be in handling all higher-level administrative support of a confidential nature for the BOS. This includes calendar and email maintenance, reception duties for the Board, payroll coordinating functions for the Board and their Legislative Assistants, and additionally occasional backup functions for the Board. This role serves as the backup point of contact for each district when there is a BOS vacancy, and in the past has served in this capacity when a district's Supervisor spot was vacant for an extended period.

This class will also be directly responsible for any additional programmatic maintenance that falls under the umbrella of the Board, this includes, but is not limited to, Maddybook appointments and currently the District Community Grant Program. A grant application

program that is available to all constituents in the County whereby they are able to apply for need based grants for projects that will provide a benefit of some sort within a district or that spans multiple districts within the County. The program support encompasses additional budgetary tasks and support to the department's Administrative Services Manager who handles the budget for the entire department.

RESULT

The proposed Executive Assistant to the Board of Supervisors specification accurately describes the duties and requirements specific to the position, enabling the County to better attract candidates who are qualified for this position within the County. The specification will be used as a basis for accurate classification, compensation, and performance management.

OTHER AGENCY INVOLVEMENT

The Board of Supervisors and Administrative Office was involved in the development of the proposed classification and concurs with the specification as proposed.

Attachments:

1. Proposed Executive Assistant to the Board of Supervisors Specification
2. Current Departmental Organization Chart – Administrative Office
3. Proposed Departmental Organization Chart – Administrative Office

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3

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EXECUTIVE ASSISTANT TO THE BOARD OF SUPERVISORS

6

7 **DEFINITION:**

8 Under general direction, performs highly confidential and advanced level administrative support
9 duties for the Board of Supervisors and their legislative assistants; acts as confidential executive
10 assistant to the Board; supports administration of programs and projects; may serve as first level
11 supervisor for other lower-level clerical staff, and performs other related duties as assigned.

12

13 **DISTINGUISHING CHARACTERISTICS:**

14 This single position class coordinates and performs a variety of advance administrative and
15 support duties in a highly confidential, political, and sensitive environment. This class is
16 distinguished from the Secretary class series by the assignment of working directly for and on
17 behalf of the office of the Board of Supervisors.

18

19 **REPRESENTATIVE DUTIES:**

20 (Not in order of importance)

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- 22 • Completes preparation, organization, and proofreading of letters, reports, memoranda,
23 minutes, and other correspondence; reviews and proofreads materials for errors in
24 grammar, English usage, accuracy, and completion.
- 25 • Schedules meetings and conferences and prepares meeting rooms for regular and special
26 meetings.
- 27 • Gathers information and materials for agenda assembly and ensures proper agenda
28 distribution according to specific time schedules, legal requirements, and department

- 1 policy.
- 2 • Prepares agenda packet for regular and special meetings.
 - 3 • May serve as receptionist for the department receiving calls, providing information,
4 answering complaints, and scheduling appointments with appropriate staff members.
 - 5 • May serve as emergency public point of contact back up to a district when a Supervisor or
6 Legislative Assistant is unavailable.
 - 7 • Operates and assists in maintaining functioning of office equipment including laptops,
8 personal computers, printers, copiers, facsimile, and other typical office equipment.
 - 9 • Compiles information and prepares statistical and narrative reports.
 - 10 • Oversees programs, and expense tracking and maintains records for budget purposes
11 related to ongoing projects.
 - 12 • Serves as department payroll coordinator and benefits liaison.
 - 13 • Maintains confidential personnel files, records, and administrative files and records.
 - 14 • Maintains records of staff assignments, payroll, and departmental purchases.
 - 15 • Manages the County's Maddybook appointment list and provides complete Maddybook
16 oversight.
 - 17 • Relieves Board of Supervisors of routine administrative detail such as compiling statistical
18 information, preparing contracts, ordinances, and other documents.
 - 19 • May supervise, train, and evaluate the performance of staff; interview and select
20 employees and recommend transfers, reassignment, termination, and disciplinary actions;
21 establish work schedules, assign employee duties, and review work for accuracy,
22 completeness and compliance with established requirements.

23

24 **EMPLOYMENT STANDARDS:**

25

26 **Knowledge of:**

- 27 • Modern business administration practices and procedures
- 28 • Standard office equipment and software including Microsoft Office Word, Excel,
29 PowerPoint, and Outlook.

- 1 • Proper grammar, punctuation, and spelling
- 2 • Proper telephone etiquette
- 3 • Letter and report styles and formats

4

5 **Ability to:**

- 6 • Take and transcribe dictation
- 7 • Assist the public tactfully and courteously and answer questions in person and over the
8 phone
- 9 • Perform responsible clerical and secretarial work requiring independent judgment
- 10 • Learn, interpret, explain, and apply departmental policies and procedures and the
11 organization's services, programs, and functions
- 12 • Work independently, manage multiple priorities, and meet strict deadlines
- 13 • Communicate effectively verbally and in writing
- 14 • Use good judgment in identifying and handling confidential information
- 15 • Work effectively and maintain positive working relationships with County officials,
16 employees, vendors, contractors, and the public, including those of diverse perspectives
17 and possess strong interpersonal skills such as listening, speaking, advisory, mediation,
18 reconciliation, and consensus building
- 19 • Keep and maintain files and records
- 20 • Learn and implement principles and practices of supervision and office procedures to
21 provide training to lower-level staff

22

23 **EDUCATION AND EXPERIENCE:**

24 Graduation from high school or possession of a G.E.D. certificate. Five years of progressively
25 responsible general clerical experience or three years of experience in a journey-level executive
26 assistant position. Possession of a Certificate of Proficiency in Secretarial or Clerical studies or its
27 equivalent from an accredited institution may be substituted for one year of the required general
28 clerical experience. Or a combination of education, training, and experience that provides the
29 required knowledge and abilities equivalent to those provided from the requirements listed

1 above.

2

3 LICENSES AND CERTIFICATES:

4 Certain positions within this classification may require driving. When driving is an essential
5 function of the position, a valid CALIFORNIA driver license will be required at the time of
6 appointment and must be maintained throughout employment.

7

8 This class specification generally describes the duties and responsibilities characteristic of the
9 position(s) within this class. The duties of a particular position within a multi-position class may
10 vary from the duties of other positions within the class. Accordingly, the essential functions of a
11 particular position (whether it be a multi-position class or a single-position class) will be identified
12 and used by medical examiners and hiring authorities in the selection process. If you have any
13 questions regarding the employment standards, duties, or working conditions of the position,
14 please contact the Human Resources Department at 805.781.5959.

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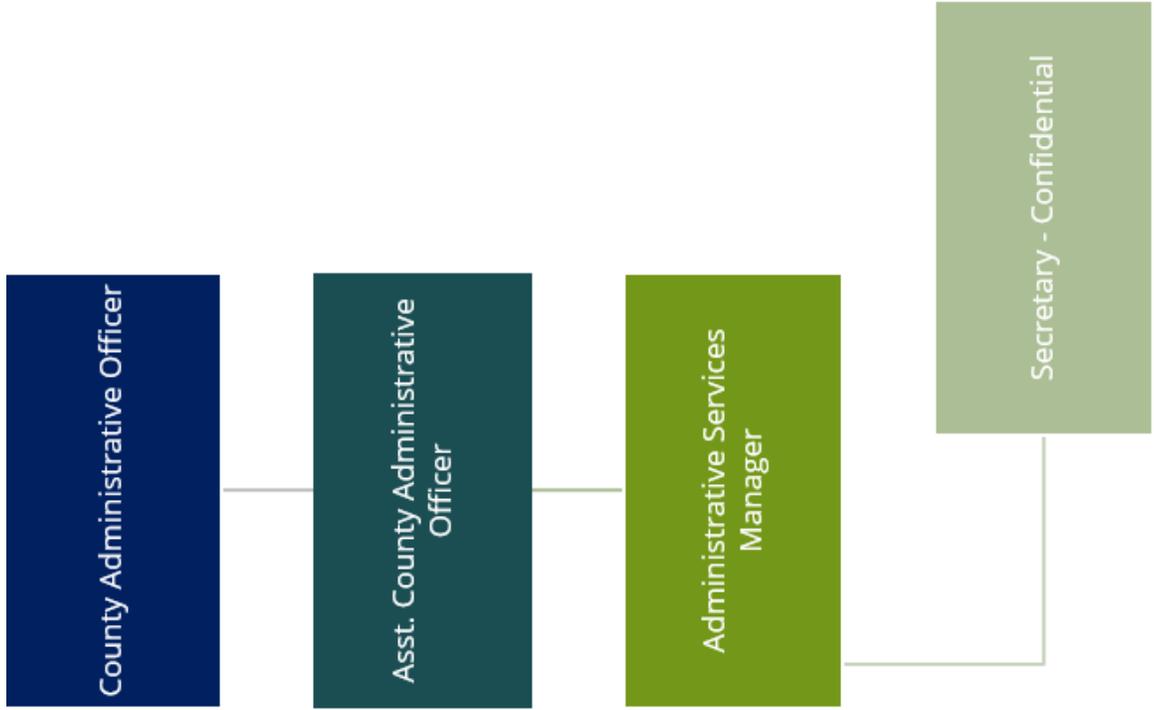
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17 Adopted: 00-00-00

18 Effective: 00-00-00

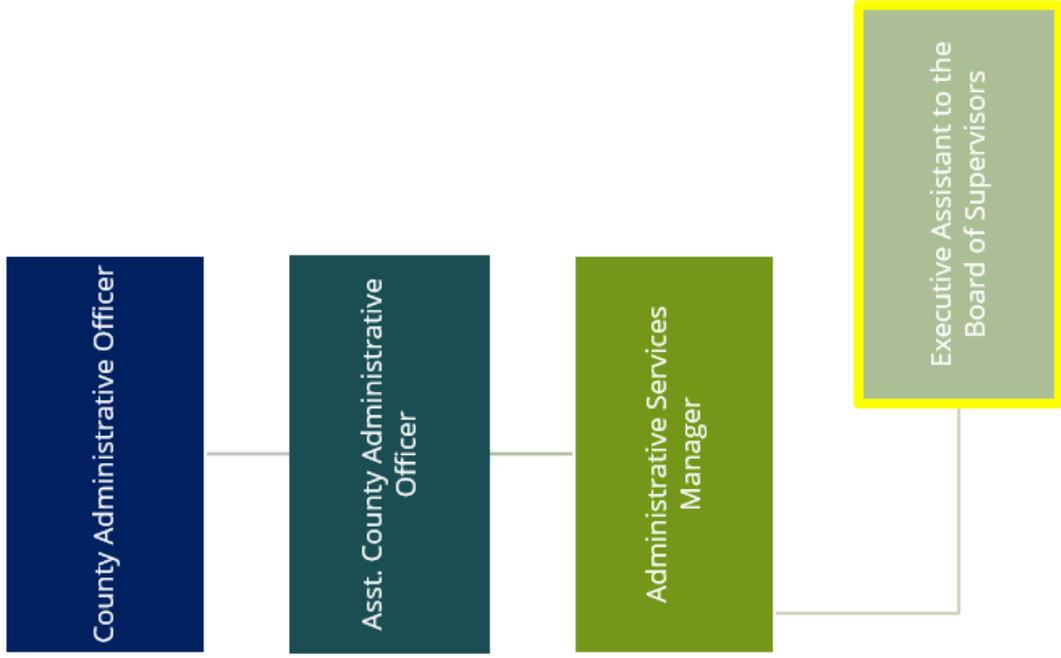


Administrative Office – Current Organizational Chart





Administrative Office – Proposed Organizational Chart





COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF HUMAN RESOURCES

Tami Douglas-Schatz *Director*

TO: Civil Service Commission

DATE: July 27, 2022

FROM: Lynsey Bond, Human Resources Analyst

SUBJECT: Revised Classification: Behavioral Health Clinician I-II-III Class Series

Department: Health Agency – Behavioral Health

Appointing Authority: Anne Robin, Behavioral Health Administrator

RECOMMENDATION

It is recommended that the Commission approve the revisions to the Behavioral Health Clinician Series specification as proposed.

BACKGROUND

The Human Resources department and the Behavioral Health Division of Health Agency identified a problem that currently affects the County in attraction, recruitment, and retention specifically for the Behavioral Health Clinicians (I/II/III). The minor revisions proposed today are to amend language in the specification seek to address this current issue.

DISCUSSION

Those in the Behavioral Health Clinician classification are made up of client-centered clinicians who have experience working with vulnerable populations with co-occurring mental health and substance use or other disorders in outpatient and/or inpatient settings, providing individual, group, and family therapy as well as case management. As currently written, the language within the specification inhibits incumbents and prospective applicants from progressing within the career series of the classification as originally intended.

The proposed edits will bring the I, II, and III classes in alignment within the series in verbiage and logically by addressing progressively higher qualification demands. Furthermore, these edits do not negatively impact any current incumbents in any of the classes but do open the door for smoother progression through the series. An example, an incumbent who is a Behavioral Health Clinician II can now progress after sufficient time within that class to a III because of the nature of the language and requirements as they are now revised.

This will also enable continuity and enrichment in services rendered by the programs that utilize these classes by naturally retaining incumbents who work in these areas and have clientele typically for longer periods than one year. The language revisions to the minimum qualifications for the Behavioral Health Clinician I/II/III now reflect the necessary education and experience that the department and the County wish to bring to the class.

RESULT

The proposed specification revisions accurately describe the classification's duties and requirements to potential applicants thus enabling the County to better attract candidates qualified for the position. In addition, expectations for current employees will be clarified, and the specification will be used as a basis for classification, compensation, and performance management.

OTHER AGENCY INVOLVEMENT

Behavioral Health within Health Agency and SLOCEA were involved in the revisions to the specification and concur with the changes proposed.

Attachments:

1. B.H. Clinician I-II-III Series Classification Specification– Revisions Redlined
2. B.H. Clinician I-II-III Series Classification Specification – Revisions Accepted
3. Current Organizational Chart

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

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6 ~~Behavioral Health Clinician~~**BEHAVIORAL HEALTH CLINICIAN I/II/III**

7 **(Class Series)**

8

9 **DEFINITION:**

10 Classes in this series provide a variety of professional mental health and substance use disorder
11 assessment, diagnosis, therapy, counseling, education, and community outreach services to
12 clients in the community, schools, clinics, jail, juvenile hall, and inpatient settings.

13

14 **DISTINGUISHING CHARACTERISTICS:**

15 Factors that affect position allocation include: the complexity of assigned responsibilities, nature
16 and size of program, independence of action, decision making authority, and level of specialized
17 training and experience.

18

19 This class series is distinguished from the Behavioral Health Specialist series, in that the latter is
20 not a professionally licensed series and, as such, is limited to performing evaluations and
21 outreach, and providing education and counseling, to clients with behavioral health conditions. In
22 addition to above duties, the Clinician's scope of practice may include rendering diagnoses,
23 completing mental status examinations, and providing psychotherapy.

24

25 **Behavioral Health Clinician I:**

26 Under direct supervision of a licensed clinician, and within scope of training and experience,
27 conducts behavioral health assessments and diagnoses, develops and implements treatment
28 plans and recovery-oriented activities for individuals and groups, and provides non-medical

1 psychotherapeutic or treatment services to assigned individuals and groups. May also provide
2 facilitation to community groups, organize and provide educational activities, collect and analyze
3 relevant data, and/or participate in development activities. May also monitor and review records
4 for regulatory compliance and be responsible for assigned cases.

5

6 **Behavioral Health Clinician II:**

7 Under general supervision, and within scope of licenses/certifications currently held, takes full
8 responsibility for clinical management of a client caseload or program assignment. Conducts
9 behavioral health screenings, assessments, diagnosis, develops and implements treatment plans
10 and recovery-oriented activities for individuals and groups, and provides non-medical
11 psychotherapeutic or treatment services to assigned individuals and groups. May also provide
12 facilitation to community groups, organize and provide educational activities, collect and analyze
13 relevant data, and/or participate in development activities.

14

15 **Behavioral Health Clinician III:**

16 This level denotes the highest level of clinical expertise. Under general direction and with great
17 latitude for independent judgment and initiative, takes full responsibility for clinical management
18 of a client caseload or program assignment. Conducts behavioral health screenings, assessments,
19 diagnosis, develops and implements treatment plans and recovery-oriented activities for
20 individuals and groups, and provides non-medical psychotherapeutic or treatment services to
21 assigned individuals and groups. May also provide facilitation to community groups, organize and
22 provide educational activities, collect and analyze relevant data, and/or participate in development
23 activities. Provides consultation and training to professional staff in therapy modalities and
24 develops and implements community service projects. May provide leadership and/or training
25 for other staff or treatment teams.

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28 **REPRESENTATIVE DUTIES:**

29 (Not in order of importance)

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- Within scope of education, license, and certification, conducts clinical evaluations, assessments, diagnoses, crisis intervention and other clinical treatment services including individual, group, and family therapy.
- Formulates treatment plans utilizing various modalities of treatment in a culturally competent, developmentally appropriate, strength-based, wellness and recovery orientation.
- Consults and works with other staff members and community agencies in carrying out treatment plans and interventions.
- Provides consultation, education and information services to lay and professional groups and individuals; refers clients to appropriate community agencies.
- Learns and evaluates new techniques, including evidence-based practices, for dealing with mental health, substance use, emotional and/or environmental issues.
- Assists in ongoing implementation, design and training related to the Department's Electronic Health Record.
- Updates and maintains a variety of files, records, charts and other documents; gathers, compiles and synthesizes data for management purposes; maintains appropriate records and prepares reports.
- Conducts, monitors and coordinates clinical services provided by contracted community mental health and/or substance use service providers.
- Provides information regarding the services of the Behavioral Health Department; provides mental health or substance use disorder consultation services to specified target groups including County of San Luis Obispo Behavioral Health personnel and community providers.
- Consults with professional staff members as needed to promote efficiency of both clinical services and medical record documentation.

- 1 • Develops and enhances cooperative professional relationships with local community
2 agencies significant to the continuum of care for clients.
- 3 • Provides consultation, presentations, and training to co-workers, community groups, and
4 other agencies, as requested, on the roles and functions of behavioral health programs.
- 5 • Maintains expertise in field of service through participation in applicable educational
6 resources; serves as a technical resource to county staff, outside agencies, and community
7 providers.
- 8 • Promotes healthy relations between the County of San Luis Obispo and the constituent
9 population by demonstrating courteous and cooperative behavior when interacting with
10 clients, visitors, and other employees.
- 11 • Interacts and provides services to individuals in a manner consistent with the Agency's core
12 values and reflecting the standards of the Division which include understanding that each
13 individual is unique and entitled to be treated with dignity and respect, with rights to make
14 their own decisions.
- 15 • Maintains and enforces all aspects of confidentiality of client information in accordance
16 with state and federal regulations.
- 17 • Performs other related duties as assigned.

18

19 **EMPLOYMENT STANDARDS:**

20

21 **Knowledge of:**

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- 23 • Within scope of licensure, education, and experience: assessment, diagnosis, prognosis,
24 treatment, case management, crisis intervention, and psychotherapeutic modalities
- 25 • Principles, practices and techniques of psychotherapy, substance use disorder treatment
26 within a variety of modalities, and evidence-based practices

- 1 • Federal, State, and Local regulations related to the practice and procedures for mental
- 2 health and substance use disorders including HIPAA, HITECH, and 42 CFR
- 3 • Culturally competent recovery and resiliency-oriented care
- 4 • Medical terminology related to mental health and substance use disorder assessment and
- 5 treatment
- 6 • Psychiatric medications
- 7 • Principles of individual and group behavior

8

9 **Ability to:**

- 10
- 11 • Effectively assess and treat clients
- 12 • Establish and maintain the confidence and cooperation of clients, co-workers, and others
- 13 from a variety of socio-economic, racial, ethnic, and other diverse backgrounds and
- 14 orientations
- 15 • Work effectively in a demanding environment with a multi-disciplinary team
- 16 • Apply existing laws, rules, regulations, policies and procedures to behavioral health
- 17 department operations
- 18 • Communicate effectively both verbally and in written form
- 19 • Maintain accurate and timely documentation of services in the Electronic Health Record
- 20 • Foster a spirit of teamwork and support when interacting with staff and others
- 21 • Maintain a safe and orderly work environment

22

23 **EDUCATION AND EXPERIENCE:**

24 Unless noted otherwise, licensure/registration must be held at time of application and maintained

25 throughout employment.

1 Behavioral Health Clinician I: Master's Degree in a counseling or related field, and proof of intern
2 registration application with the Board of Behavioral Sciences, or Board of Psychology. Proof of
3 active intern registration must be presented in order to complete the initial probationary period.

4 Behavioral Health Clinician II: Master's Degree in a counseling or related field, and proof of active
5 intern registration with the Board of Behavioral Sciences, or Board of Psychology; and equivalent
6 of one (1) year of full-time experience, ~~post-master's degree,~~ in providing direct services to
7 individuals and/or families.

8 Behavioral Health Clinician III: Current active and unrestricted California license as a Licensed
9 Clinical Social Worker, Licensed Marriage Family Therapist, Licensed Professional Clinical
10 Counselor, or Psychologist, AND two (2) years of full-time experience, post-master's degree, in
11 providing direct services to individuals and/or families ~~professional experience, post-licensure, in a~~
12 related field.

13

14 **LICENSES AND CERTIFICATES:**

15 Certain positions within this classification may require driving. When driving is an essential
16 function of the position, a valid CALIFORNIA driver license will be required at the time of
17 appointment and must be maintained throughout employment.

18

19 **OTHER CONDITIONS OF EMPLOYMENT:**

20 Each recruitment will indicate the program responsibility and specific license required to fill the
21 existing vacancy based on the needs of the County.

22

23 This class specification generally describes the duties and responsibilities characteristic of the
24 positions(s) within this class. The duties of a particular position within a multi-position class may
25 vary from the duties of other positions within the class. Accordingly, the essential functions of a
26 particular position (whether it be a multi-position class or a single-position class) will be identified
27 and used by medical examiners and hiring authorities in the selection process. If you have any

1 questions regarding the duties or the working conditions of the position, please contact the Human
2 Resources Department at 805.781.5959.

3

4 Adopted: 12-20-17

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6 Revised: 00-00-00

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

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6 **BEHAVIORAL HEALTH CLINICIAN I/II/III**

7 **(Class Series)**

8

9 **DEFINITION:**

10 Classes in this series provide a variety of professional mental health and substance use disorder
11 assessment, diagnosis, therapy, counseling, education, and community outreach services to
12 clients in the community, schools, clinics, jail, juvenile hall, and inpatient settings.

13

14 **DISTINGUISHING CHARACTERISTICS:**

15 Factors that affect position allocation include: the complexity of assigned responsibilities, nature
16 and size of program, independence of action, decision making authority, and level of specialized
17 training and experience.

18

19 This class series is distinguished from the Behavioral Health Specialist series, in that the latter is
20 not a professionally licensed series and, as such, is limited to performing evaluations and
21 outreach, and providing education and counseling, to clients with behavioral health conditions. In
22 addition to above duties, the Clinician's scope of practice may include rendering diagnoses,
23 completing mental status examinations, and providing psychotherapy.

24

25 **Behavioral Health Clinician I:**

26 Under direct supervision of a licensed clinician, and within scope of training and experience,
27 conducts behavioral health assessments and diagnoses, develops, and implements treatment
28 plans and recovery-oriented activities for individuals and groups, and provides non-medical

1 psychotherapeutic or treatment services to assigned individuals and groups. May also provide
2 facilitation to community groups, organize, and provide educational activities, collect, and analyze
3 relevant data, and/or participate in development activities. May also monitor and review records
4 for regulatory compliance and be responsible for assigned cases.

5

6 **Behavioral Health Clinician II:**

7 Under general supervision, and within scope of licenses/certifications currently held, takes full
8 responsibility for clinical management of a client caseload or program assignment. Conducts
9 behavioral health screenings, assessments, diagnosis, develops and implements treatment plans
10 and recovery-oriented activities for individuals and groups, and provides non-medical
11 psychotherapeutic or treatment services to assigned individuals and groups. May also provide
12 facilitation to community groups, organize, and provide educational activities, collect, and analyze
13 relevant data, and/or participate in development activities.

14

15 **Behavioral Health Clinician III:**

16 This level denotes the highest level of clinical expertise. Under general direction and with great
17 latitude for independent judgment and initiative, takes full responsibility for clinical management
18 of a client caseload or program assignment. Conducts behavioral health screenings, assessments,
19 diagnosis, develops and implements treatment plans and recovery-oriented activities for
20 individuals and groups, and provides non-medical psychotherapeutic or treatment services to
21 assigned individuals and groups. May also provide facilitation to community groups, organize, and
22 provide educational activities, collect, and analyze relevant data, and/or participate in
23 development activities. Provides consultation and training to professional staff in therapy
24 modalities and develops and implements community service projects. May provide leadership
25 and/or training for other staff or treatment teams.

26

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28 **REPRESENTATIVE DUTIES:**

29 (Not in order of importance)

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- Within scope of education, license, and certification, conducts clinical evaluations, assessments, diagnoses, crisis intervention and other clinical treatment services including individual, group, and family therapy.
- Formulates treatment plans utilizing various modalities of treatment in a culturally competent, developmentally appropriate, strength-based, wellness and recovery orientation.
- Consults and works with other staff members and community agencies in carrying out treatment plans and interventions.
- Provides consultation, education, and information services to lay and professional groups and individuals; refers clients to appropriate community agencies.
- Learns and evaluates new techniques, including evidence-based practices, for dealing with mental health, substance use, emotional and/or environmental issues.
- Assists in ongoing implementation, design and training related to the Department's Electronic Health Record.
- Updates and maintains a variety of files, records, charts, and other documents; gathers, compiles, and synthesizes data for management purposes; maintains appropriate records and prepares reports.
- Conducts, monitors, and coordinates clinical services provided by contracted community mental health and/or substance use service providers.
- Provides information regarding the services of the Behavioral Health Department; provides mental health or substance use disorder consultation services to specified target groups including County of San Luis Obispo Behavioral Health personnel and community providers.
- Consults with professional staff members as needed to promote efficiency of both clinical services and medical record documentation.

- 1 • Develops and enhances cooperative professional relationships with local community
2 agencies significant to the continuum of care for clients.
- 3 • Provides consultation, presentations, and training to co-workers, community groups, and
4 other agencies, as requested, on the roles and functions of behavioral health programs.
- 5 • Maintains expertise in field of service through participation in applicable educational
6 resources; serves as a technical resource to county staff, outside agencies, and community
7 providers.
- 8 • Promotes healthy relations between the County of San Luis Obispo and the constituent
9 population by demonstrating courteous and cooperative behavior when interacting with
10 clients, visitors, and other employees.
- 11 • Interacts and provides services to individuals in a manner consistent with the Agency's core
12 values and reflecting the standards of the Division which include understanding that each
13 individual is unique and entitled to be treated with dignity and respect, with rights to make
14 their own decisions.
- 15 • Maintains and enforces all aspects of confidentiality of client information in accordance
16 with state and federal regulations.
- 17 • Performs other related duties as assigned.

18
19 **EMPLOYMENT STANDARDS:**

20
21 **Knowledge of:**

- 22
- 23 • Within scope of licensure, education, and experience: assessment, diagnosis, prognosis,
24 treatment, case management, crisis intervention, and psychotherapeutic modalities
- 25 • Principles, practices and techniques of psychotherapy, substance use disorder treatment
26 within a variety of modalities, and evidence-based practices

- 1 • Federal, State, and Local regulations related to the practice and procedures for mental
- 2 health and substance use disorders including HIPAA, HITECH, and 42 CFR
- 3 • Culturally competent recovery and resiliency-oriented care
- 4 • Medical terminology related to mental health and substance use disorder assessment and
- 5 treatment
- 6 • Psychiatric medications
- 7 • Principles of individual and group behavior

8
9 **Ability to:**

- 10
- 11 • Effectively assess and treat clients
- 12 • Establish and maintain the confidence and cooperation of clients, co-workers, and others
- 13 from a variety of socio-economic, racial, ethnic, and other diverse backgrounds and
- 14 orientations
- 15 • Work effectively in a demanding environment with a multi-disciplinary team
- 16 • Apply existing laws, rules, regulations, policies, and procedures to behavioral health
- 17 department operations
- 18 • Communicate effectively both verbally and in written form
- 19 • Maintain accurate and timely documentation of services in the Electronic Health Record
- 20 • Foster a spirit of teamwork and support when interacting with staff and others
- 21 • Maintain a safe and orderly work environment

22
23 **EDUCATION AND EXPERIENCE:**

24 Unless noted otherwise, licensure/registration must be held at time of application and maintained
25 throughout employment.

1 Behavioral Health Clinician I: Master’s Degree in a counseling or related field, and proof of intern
2 registration application with the Board of Behavioral Sciences, or Board of Psychology. Proof of
3 active intern registration must be presented in order to complete the initial probationary period.

4 Behavioral Health Clinician II: Master’s Degree in a counseling or related field, and proof of active
5 intern registration with the Board of Behavioral Sciences, or Board of Psychology; and equivalent
6 of one (1) year of full-time experience in providing direct services to individuals and/or families.

7 Behavioral Health Clinician III: Current active and unrestricted California license as a Licensed
8 Clinical Social Worker, Licensed Marriage Family Therapist, Licensed Professional Clinical
9 Counselor, or Psychologist, AND two (2) years of full-time experience, post-master’s degree, in
10 providing direct services to individuals and/or families.

11

12 **LICENSES AND CERTIFICATES:**

13 Certain positions within this classification may require driving. When driving is an essential
14 function of the position, a valid CALIFORNIA driver license will be required at the time of
15 appointment and must be maintained throughout employment.

16

17 **OTHER CONDITIONS OF EMPLOYMENT:**

18 Each recruitment will indicate the program responsibility and specific license required to fill the
19 existing vacancy based on the needs of the County.

20

21 This class specification generally describes the duties and responsibilities characteristic of the
22 positions(s) within this class. The duties of a particular position within a multi-position class may
23 vary from the duties of other positions within the class. Accordingly, the essential functions of a
24 particular position (whether it be a multi-position class or a single-position class) will be identified
25 and used by medical examiners and hiring authorities in the selection process. If you have any
26 questions regarding the duties or the working conditions of the position, please contact the Human
27 Resources Department at 805.781.5959.

28

- 1 Adopted: 12-20-17
- 2
- 3 Revised: 00-00-00

DRAFT



Health Agency – Behavioral Health Division – Current Organizational Chart

