



## **BOARD OF SUPERVISORS AGENDA ITEM REPORT**

**Requested Board Meeting Date:** February 5, 2019

## Title: Classification and Compensation Matters - New Classification

### Introduction/Background:

A new job classification was requested by the Assistant County Administrator for Health Services for the position of Behavioral Health Director.

## Discussion:

The Behavioral Health Department is currently using the Program Manager-Unclassified job classification for its Director. Behavioral Health is a stand-alone department, which necessitates the creation of an appropriate job classification to more clearly articulate the roles and responsibilities of the Director position.

### Conclusion:

This proposed new Behavioral Health Director job classification will provide an accurate description of the work assigned to the position which functions as the Director for the Behavioral Health Department.

### Recommendation:

It is recommended that the Class Code 7534, Class Title Behavioral Health, Salary Grade U4, Salary Range \$67,620 - \$149,989, EEO Code 1 (Officials and Administrators), FLSA Code Exempt (not paid overtime), be approved for use within the County's classification system.

### **Fiscal Impact:**

The creation of this new classification has no immediate cost impact to the County as any additional costs incurred in hiring a position allocated to this classification will be borne by the department from within its current budgets. Cost impact in future budget years will be planned for by the department through the County's normal budget process.

**Board of Supervisor District:**

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Telephone: 724-8028

Telephone: 724-8111

Department Director Signature/Date:

1/3/19

Deputy County Administrator Signature/Date:

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Deputy County Administrator Signature/Date:

1/3/19

County Administrator Signature/Date:

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Code: 7534

Title: BEHAVIORAL HEALTH DIRECTOR

**SUMMARY:** Under administrative direction of the County Administrator or designee, this classification is responsible for planning, directing, coordinating and administering the functions and activities of the Behavioral Health department within Pima County government. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes and directs all functions, programs and activities of the Behavioral Health department within Pima County government;

Determines the department's organizational structure and personnel needs, providing for the selection, training, supervision and evaluation of professional, technical, and clerical employees;

Provides oversight and management of County contracts related to behavioral health services;

Participates in research and analysis activities on local and national needs, trends, resources, and best practices, uses information to formulate department procedures and policies and develop external initiatives to improve behavioral health systems and policies across the community;

Assists in developing programmatic and administrative aspects of behavioral health contracts, establishes policies and guidelines for negotiation of contracts, leads the negotiations, and determines standards of services and acts as the subject matter expert;

Develops and reviews relevant County and department programs, policies and procedures to ensure compliance with state guidelines and regulations relative to department and county operations;

Reviews proposed and new legislation and reports on impact relative to area of assignment;

Monitors and prepares management reports on behavioral health services provided throughout the County and identifies resources, networks, and opportunities to optimize County funded programs;

Identifies issues and inefficiencies that contribute to care coordination barriers, present risk management concerns, or result in higher operations costs;

Acts as a liaison with justice system departments and agencies, directs and coordinates activities with other County departments and community agencies;

Directs the preparation of the annual budget and evaluates and monitors expenditures;

Serves as the primary County behavioral health spokesperson and liaison to the community, government agencies, behavioral health services providers and stakeholders, responds to county and public inquiries related to department programs;

Establishes and maintains liaison with federal, state, and local governmental agencies.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- related county, state and federal laws, regulations and standards;
- the principles and practices of administration, supervision and public program management;
- the techniques of program development and evaluation, project economics and financial reporting;
- contract negotiation, budget preparation and evaluation.

Skill in:

- planning, organizing and directing programs and activities relative to department;
- interpreting and implementing rules, regulations, policies and procedures related to department operations and activities;

- assessing program achievements and deficiencies and developing solutions to address problems;
- communicating effectively, both orally and in writing;
- supervising, training and evaluating personnel;
- negotiating contracts and monitoring contract compliance.

**DESIRED QUALIFICATIONS:**

The equivalent of a Master's or professional degree from an accredited college or university in a related field as defined by the appointing authority at the time of recruitment and ten years of administrative and/or clinical experience in the behavioral health field, five of which must have been in a managerial capacity.(Additional relevant education/experience may be substituted.)

**OTHER REQUIREMENTS:**

**Licenses and Certificates:** Some positions may require a valid Arizona Class D driver license at the time of application or appointment. Other certificates, licenses and/or professional registrations may be required and will be determined at the time of recruitment/appointment. Failure to obtain/maintain appropriate licensure/certification/registration shall be grounds for termination.

**Physical/Sensory Requirements:** Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Proposed New 2/5/2019