

## **DEPUTY ADMINISTRATOR OF BEHAVIORAL HEALTH - ADMINISTRATION**

### **DEFINITION**

Under general direction, to plan, organize, manage, supervise a variety of operational and administrative functions and services of the Department of Behavioral Health, including fiscal functions, compliance functions, departmental human resources functions, business software support, facilities, office support, and transportation; to perform a variety of administrative and staff management duties; to supervise, train, and evaluate assigned staff; to assist in the establishment of policies, procedures and goals for the operational and administrative functions within the general policies and goals of the Department of Behavioral Health; to work closely with other management staff to meet care integration goals of the agency; to serve as a liaison with community, regional, or State agencies; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized, single-position management classification that has responsibility for the management, supervision and coordination of the operational and administrative functions of the Department of Behavioral Health, including, but not limited to fiscal functions, compliance functions, departmental human resources functions, business software support, facilities, office support, and transportation. Incumbents work closely with other management staff to meet care integration goals of the agency. The incumbent may also assist the Behavioral Health Administrator with the overall management and administration of the department. The incumbent in this management position serves at the pleasure of his/her appointing authority. This is a discrete classification.

### **REPORTS TO**

Behavioral Health Administrator/Acting Behavioral Health Director.

### **CLASSIFICATIONS SUPERVISED** (Subject to change based on allocated positions and/or assignment)

Behavioral Health Fiscal Manager; Behavioral Health Compliance Manager; Office Services Supervisor I; and other staff, as assigned.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, organizes, manages, and directs the operational and administrative functions of the Behavioral Health Department; provides high-level management, direction, and oversight for the Behavioral Department's fiscal staff and functions; serves as Chief Fiscal Officer with responsibility for directing departmental accounting and fiscal controls and associated reporting, and records development and administration; coordinates or directs the coordination of department/agency fiscal data and information with the Auditor-Controller's Office and other fiscal control agencies, such as the state and federal government; oversees preparation and administration of department contracts and contract amendments; provides or directs the provision of training and oversight to all Department of Behavioral Health staff related to reimbursements, and other policies, processes and procedures which may have fiscal consequence; assists the Behavioral Health Administrator with the general organization, management, and administration of the Department of Behavioral Health; assists with establishing Department operating standards, policies, and procedures to comply with laws, statutes, and funding source requirements; oversees and coordinates departmental human resource functions; may work closely with the County Human Resources Department to ensure department is in compliance with applicable laws, rules, regulations, policies and procedures; serves as a member of the administrative team in setting Department goals and objectives; assists with recruitment, staffing, and selection of personnel; provides supervision, training, coordination,

scheduling, and timely work evaluation for assigned staff; develops and implements staff training plans; works closely with other staff to meet care integration goals of the agency; oversees and coordinates business software support functions; ensures that department transportation functions are staffed; oversees transportation schedules and assignments; coordinates department facilities maintenance functions; manages office support staff; provides high-level management, direction, and oversight for the Behavioral Health Department's quality improvement and compliance staff and functions; ensures that department functions and programs are in compliance with required standards; manages medical records functions, ensuring that records are maintained appropriately; oversees, coordinates, and performs a variety of administrative and staff support functions; develops, administers, and evaluates assigned programs in consultation with the Behavioral Health Administrator; develops policies and procedures for assigned functions; conducts program evaluations; gathers, organizes, analyzes, and presents data and information for review and action by the Behavioral Health Administrator; may prepare Board of Supervisor items; analyzes and interprets state and federal legislation, providing guidelines and information regarding the impacts on department operations; may direct the development of a variety of reports; may serve as a liaison for a variety of special state and federal programs which are related to department services and operations; represents the department with other County departments, government organizations, and the public, as delegated; participates in the emergency "management on-call" system on a rotating basis; performs special projects, as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office, driving, clinic, home, school, or community environments; work may involve stressful situations and include dealing with erratic and sometimes threatening behavior; continuous contact with other staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Services, operations, and programs of the Department of Behavioral Health.
- Federal, state and local laws, regulations, policies and standards pertaining to County behavioral health programs.
- Available community resources for mental health services.
- Federal, State, and local legislation related to medical records standards and patient privacy, including HIPAA and Electronic Health Records (EHR).
- Medical record auditing procedures.
- Basic methods of clinical services quality assessment, analysis, and improvement.
- Establishment and maintenance of files and information retrieval systems.
- Computers and software used by the Department of Behavioral Health.
- Modern office methods and procedures.
- Public- sector human resource administration policies and procedures.
- Basics of government cost accounting and budgeting.
- Budget development and control.
- Governmental purchasing methods and procedures.
- Principals of contract law.
- Principles, techniques, and practices of effective program development, administration, and evaluation.
- Principles of supervision, training, and work evaluation.

#### **Ability to:**

- Assist with the management and administration of the Department of Behavioral Health.

- Provide supervision, training and timely work evaluations for assigned staff.
- Gather, organize, analyze, and present a variety of information.
- Communicate effectively both orally and in writing.
- Communicate effectively with people from diverse ethnic and socioeconomic backgrounds.
- Explain complex and technical terminology and concepts in an understandable and non-threatening manner.
- Direct the establishment and maintenance of a variety of personal, medical, and administrative records, clinical documentation, and related materials.
- Effectively represent the Behavioral Health Department in contacts with clients, the public, community organizations, other County staff, and other government organizations.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

**Training and Experience:**

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education equivalent to graduation from an accredited four (4) year college or university with a major in Business Administration, Public Administration, Psychology, Social Sciences, Behavioral Sciences, or a directly related field.

**AND EITHER**

Four (4) years of experience performing a variety of professional-level work in operations management, human resources, fiscal management, legislative compliance, staff development, office management, or a directly related field, which included at least two (2) years in a supervisory or management position.

OR

Two (2) years of experience in behavioral health at a level equivalent to that of a Mental Health Team Leader with the County of Lake AND at least two (2) years of experience working in a behavioral health or health related field performing high-level administrative functions.

Experience in a public agency, particularly related to Behavioral Health is highly desirable.

Experience with Federal, State, and locally legislated/funded Behavioral Health programs is desirable.

Master's Degree in Business Administration, Public Administration or related field is strongly preferred.

**Special Requirements:**

Possession of, or ability to obtain, an appropriate valid California Driver's License.

A successful candidate will be required to submit to, and pass a background check prior to appointment.

Depending upon the position and/or assigned department the background check may include, but is not limited to: civil and criminal history check, reference check, Livescan, and/or credit check (as allowed under state law).

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