

**Sierra County  
Board of Supervisors'  
Agenda Transmittal &  
Record of Proceedings**

<b>MEETING DATE:</b> June 4, 2019	<b>TYPE OF AGENDA ITEM:</b> <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
--------------------------------------	---

<b>DEPARTMENT:</b> Behavioral Health <b>APPROVING PARTY:</b> Lea Salas, Administrative Director <b>PHONE NUMBER:</b> (530) 993-6746
---

**AGENDA ITEM:** Permission to Hire Substance Use Disorder Program Manager

**SUPPORTIVE DOCUMENTS ATTACHED:**  Memo  Resolution  Agreement  Other  
Job Description

**BACKGROUND INFORMATION:** Please see attached Memo

**FUNDING SOURCE:** 0515670  
**GENERAL FUND IMPACT:** No General Fund Impact  
**OTHER FUND:** 5680  
**AMOUNT:** \$92,111.52 Annually

<b>ARE ADDITIONAL PERSONNEL REQUIRED?</b>  <input checked="" type="checkbox"/> Yes, -- -- <input type="checkbox"/> No	<b>IS THIS ITEM ALLOCATED IN THE BUDGET?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>IS A BUDGET TRANSFER REQUIRED?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	---

**SPACE BELOW FOR CLERK'S USE**

<b>BOARD ACTION:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2019- _____ Agreement 2019- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

**COMMENTS:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____ CLERK TO THE BOARD	_____ DATE
-----------------------------	---------------

# Memorandum

**To:** Sierra County Board of Supervisors  
**From:** Lea Salas, Administrative Director  
**Reference:** Agenda Item  
**Date of memo:** May 28, 2019  
**Date of Board Meeting:** June 4, 2019

**Requested Action:** Permission to Hire Substance Use Disorder Program Manager

**Mandated by:**

## Funding

Budgeted? Yes  No

<b>Revenue</b>	\$92,111.52 Sal & Ben	<b>Drug Medi-Cal, SAPT Block Grant</b>
<b>Expenses</b>	\$92,111.52 Sal & Ben	<b>Drug Medi-Cal, SAPT Block Grant</b>
<b>Difference</b>	0	

**Background Information:** With the inception of the Affordable Care Act in 2011 the federal government acknowledged, in policy and in practice, the importance of instituting a comprehensive health care model which recognized mental health and addiction treatment to be equal to, on a par with medical care. This balanced three-legged-stool of health care established a new model for treatment in the industry which has significant implications for program development within the MediCal system. Establishing Mental Health and Substance Use Disorder treatment on a par with medical care has required the work force of the Behavioral Health disciplines to meet a professional standard on a par with the medical community.

Historically, the Substance Use Services work force was populated by para-professionals whose primary qualification was lived experience. The value of lived experience in supporting those in recovery cannot be underestimated, however the regulatory requirements established by Parity require a more educated and credentialed workforce to meet the increasing requirements which standardize treatment, program compliance and fiscal monitoring. These developments are pressing treatment providers to advance a state-of-the-art workforce adept at meeting these new directives.

Sierra County Behavioral Health is addressing this need through the development of a new position within the Substance Use Services program. The position of Program Manager will poise the department to maintain those practices and standards structured and regulated by the Center for Medicaid Services and the California Department of Health Care Services. Additionally, Sierra County Behavioral Health is asked to partner with our law enforcement personnel and the court to ensure persons governed by AB109 and SB1018 and/or who are enrolled in Collaborative Court. Again, in order to meet this growing demand we must develop a sustainable program. This can only be done by staff who have achieved the level of professionalism currently being established in the industry. The job responsibilities expected and performed by the SUD Program Manager will insure Sierra County Behavioral Health is prepared to meet the increased demand for subject matter expertise.

### **State-County Contract (Substance Abuse Block Grant (SABG))**

### **State Plan Drug Medi-Cal (DMC) Contract**

### **Code of Federal Regulations (CFR)**

- [Title 45 CFR; Part 96; Subpart L; §96.121 through 96.137](#): Substance Abuse Block Grant

### **United States Code (USC)**

- [Title 42 USC, Section 300x-21through 300x-66](#): Substance Abuse Block Grant

**California Health and Safety Code (HSC)**

- [HSC, Division 10.5, Section 11750 – 11970](#): State Department of Health Care Services

**California Code of Regulations (CCR)**

- [Title 22 CCR](#): Drug Medi-Cal Substance Abuse Services

**Potential Issues to consider: None**

**Alternatives or Impacts of disapproval:** This position would ensure compliance with the Drug Medi-Cal contract and Title 22 as the State poises to move all Counties in to the Organized Delivery System.

Sierra County  
Job Classification

Class Title: Substance Use Disorder Program Manager

Class Code: 35- Topography A Status:

Advanced Level

---

DEFINITION

Under the direction of the Behavioral Health Clinical Director, the Substance Use Disorder Program Manager assists in overall management and administration of assigned Drug Medical/Organized Delivery System program(s) and is responsible for day-to-day operations of those assignments; can act for and represent the Behavioral Health Clinical Director in his/her absence; is responsible for the coordination of the programmatic, administrative, and operational activities in support of assigned and multiple program areas; to direct, manage, and supervise the work of assigned staff/team members; to establish and implement assigned programs' objectives and performance standards; and to function as a proactive and positive member of a program management team within the Department.

DISTINGUISHING CHARACTERISTICS

The Substance Use Disorder Program Manager works under the direction of the Behavioral Health Clinical Director; supervises and reviews the work of program staff; assists in hiring of new employees; trains and evaluates; develops and implements policies and procedures; responsibility for assignments requires knowledge and understanding of the agency programs, deliverables, outcome objectives and finance management.

REPORTS TO

Behavioral Health Clinical Director or Administrative Behavioral Health Director

CLASSIFICATIONS SUPERVISED

This position will typically supervise the Substance Abuse Counselor(s) I,II,III and provide program compliance oversight, training to our contract providers as outlined within Drug Medical or Organized Deliver System state contract.

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

- Provides counseling and case management to assigned clients on an on-going basis; monitor and document treatment plans and activity strategies,

provide linkage and refer clients to other departmental and/or community services and resources, conduct home/work site visits, and monitor and assess client status on an on-going basis. Directs general business operations of assigned agency programs.

- Coordinate and oversee clients involved in the learning and performance of designated living/working skills; elevate and track the level of functional behavior teach/train clients in appropriate behaviors/skills utilizing a multi-disciplinary team approach; assist clients with re-entry into the community and/or work place.
- Work with treatment providers in the development of on-going implementation of treatment plan activities necessary for independent living; provides training and compliance with ASAM criteria.
- Provide limited crisis intervention or conflict resolution in emergency/stressful situation requiring immediate attention.
- Provide outreach and referral networks to the community, general public, local employers, as well as public and private agencies; conduct training workshops and or presentations to clients, treatment providers, and community groups.
- Develop and recommend policies and procedures related to assigned operations; insures program compliance with all local, state and federal regulations.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Recommends changes to promote more efficient production.
- Supervises, directs work assignments and completes employee performance appraisals on employees assigned by Department Director(s).

#### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES continued

- Researches, recommends and prepares administrative policies and procedures.
- Assists with planning, development, implementation and evaluation of programming
- Monitors contracts with service providers
- Prepares reports and documents to include statistical and financial information
- Monitors employee absences, dates for employee step increases and completes personnel action as needed
- Determines need for training and oversight and provides appropriate training and direction
- Represents the department at meetings, and participates in studies and research projects as assigned
- Other work as assigned

### TYPICAL PHYSICAL REQUIREMENT

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, FAX and other related peripheral equipment such as printers and scanners; operating a vehicle.

### TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; travel by car to other departments and to training or meetings; continuous contact with the public, other staff, and outside agencies.

### QUALIFICATIONS

The successful candidate would possess a combination of the following related education and experience:

- Possession of a valid certification from CCAPP in Alcohol and Drug as a CADC II or higher 10 points
- College course work in Behavioral Health Sciences or Administration, or a related Health or Human Services field. 2 points per year  
12 points for BA
- Masters degree, additional 4 points for MA max
- Substantial relevant work experience with progressive advancement 20 points max
- Supervisorial responsibility over staff 5 points max

QUALIFICATIONS continued

POINTS NEEDED FOR CONSIDERATION FOR POSITION 35 POINTS

This class specification lists the major duties and requirements for this position and is not an all-inclusive list. Employees in this position may be expected to perform additional job duties related to those set out above and to the types of activities and functions of the employing department and may be required to have additional job related knowledge and skills.

Ability to:

- Perform comprehensive work assignments under minimal direction
- Exercise sound judgment when organizing, directing and prioritizing unit activities
- Select, train, supervise, evaluate, and discipline subordinate staff
- Determine appropriate course of action in emergency situations
- Utilize proficient computer skills
- Demonstrate excellent written and verbal communication skills with ability to prepare clear, concise, and accurate records and reports.
- Prepare program budgets
- Collect and analyze data
- Establish and maintain cooperative working relationships with the public and staff
- Follow written and oral instructions

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Experience working Behavioral Health related field is preferred.

Special Requirements:

- Must have a certification from CCAPP as an Alcohol and Drug Counselor
- Possession of a valid driver's license
- All Government employees are required to serve as emergency responders in the case of a declared public emergency.
- Successful background check and drug testing are a condition of employment this position.





		left only	X							
		both								X

### III. ESSENTIAL FUNCTIONS (ADA)

**WORKING CONDITIONS:**

**Directions:** Please review the definitions and check the appropriate box which indicates how often you work under the conditions.

**Frequency:** This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (Once or twice, or never performed)

B=Seldom (On a quarterly to yearly basis)

C=Occasionally (On a monthly/bi-monthly basis)

D=Frequently (On a weekly basis)

E=Daily (From 0-1 hours per day)

F=Daily (From 1-4 hours per day)

G=Daily (From 4-8+ hours per day)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Works outside in various types of weather.		X					
2.	Works inside.							X
3.	Works in extreme cold, below 32 degrees F, for more than 1 hour.	X						
4.	Works in extreme heat, above 100 degrees F, for more than 1 hour.	X						
5.	Worker is subject to vibration (oscillating movements of the extremities or whole body).	X						
6.	Works in excessive humidity.	X						
7.	Works in a dry atmosphere.						X	
8.	Works in environment with constant noise (to cause worker to shout to be heard).						X	
9.	Exposed to dust.		X					
10.	Exposed to silica.		X					
11.	Exposed to fumes, smoke, or gases (anesthetic gases, ethylene oxide, etc.)	X						
12.	Exposed to grease and oils (air and/or skin exposure).	X						
13.	Exposed to electrical energy.						X	
14.	Exposed to pesticides.	X						
15.	Exposed to solvents or other chemicals. (Specify types of chemicals--air and/or skin exposure)	X						
16.	Works on slippery or uneven surfaces.			X				
17.	Works around machinery with moving parts or stationary equipment.	X						
18.	Works around moving objects or vehicles.		X					
19.	Works on ladders or scaffolding.	X						

17.	BALANCING	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces (exceeds that needed for ordinary locomotion and maintenance of body equilibrium).		X					
-----	-----------	---	--	---	--	--	--	--	--

## II. ESSENTIAL FUNCTIONS (ADA)

### VISUAL REQUIREMENTS:

**Directions:** Please review the definitions and check the appropriate box which indicates how often you perform the activity.

**Frequency:** This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (Once or twice, or never performed)      E=Daily (From 0-1 hours per day)  
 B=Seldom (On a quarterly to yearly basis)      F=Daily (From 1-4 hours per day)  
 C=Occasionally (On a monthly/bi-monthly basis)      G=Daily (From 4-8+ hours per day)  
 D=Frequently (On a weekly basis)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Work performed requires the ability to see distances under 12 inches.		X					
2.	Work performed requires the ability to see at an arm's length.							X
3.	Work performed requires the ability to see distances over 20 feet.							X
4.	Work performed requires the use of both eyes (field of vision).							X
5.	Work performed requires the ability to distinguish basic colors.						X	
6.	Work performed requires the ability to distinguish shades of color.				X			
7.	Work performed requires depth perception.							X

### OTHER FUNCTIONAL REQUIREMENTS:

**Directions:** Please review the definitions and check the appropriate boxes which indicate how often you perform the activity.

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Operates truck, tractor motor vehicle, forklift or other moving equipment.	X						
2.	Repetitive use of foot control. right only	X						
	left only	X						
	both							X
3.	Repetitive use of hands. right only	X						

20.	Works below ground.	X							
21.	Works with hands in water.	X							
22.	Works in confined spaces.		X						
23.	Other - Specify	X							

**IV. ESSENTIAL FUNCTIONS (ADA)**

**PHYSICAL EXERTION:**

**Directions:** If exertion varies, check one or more boxes. Indicate weights, if applicable, and/or the hours per day the exertion is required.

		ACTIVITY						WEIGHT/HOURS PER DAY	
		Up to 10 lbs.	11-25 lbs.	26-50 lbs.	51-75 lbs.	76-100 lbs.	Over 100 lbs.	# hours per day	
1.	LIFTING		X					< 1 HR.	
2.	CARRYING		X					< 1 HR.	
3.	PUSHING		X					< 1 HR.	
4.	PULLING		X					< 1 HR.	
5.	REACHING		X					< 1 HR.	
6.	OTHER (Specify)								