

**SIERRA COUNTY BOARD OF SUPERVISORS'  
AGENDA TRANSMITTAL & RECORD OF PROCEEDINGS**

<p><b>MEETING DATE:</b> 1-6-2026</p> <p><b>DEPARTMENT:</b> Behavioral Health Department</p> <p><b>PHONE NUMBER:</b> 530-993-6717</p> <p><b>REQUESTED BY:</b> Sheryll Prinz-McMillian</p>	<p><b>TYPE OF AGENDA ITEM:</b></p> <p><input checked="" type="checkbox"/> REGULAR    <input type="checkbox"/> CONSENT    <input type="checkbox"/> TIMED</p> <hr/> <p><b>SUPPORTIVE DOCUMENT ATTACHED:</b></p> <p><input type="checkbox"/> RESOLUTION    <input checked="" type="checkbox"/> MEMO</p> <p><input type="checkbox"/> AGREEMENT    OTHER _____</p>
<p><b>AGENDA ITEM:</b></p> <p>Authorization to advertise and hire for the Health Assistant role in Downieville. This is a cost neutral for Behavioral Health and Health and Human Services budget expenses.</p>	
<p><b>BACKGROUND INFORMATION:</b></p> <p>Please see memo.</p>	
<p><b>FUNDING SOURCE:</b></p> <p><b>GENERAL FUND IMPACT:</b> NO ADDITIONAL</p>	<p><b>OTHER FUND:</b></p> <p><b>AMOUNT:</b> \$ see memo    N/A</p>
<p><b>ARE ADDITIONAL PERSONNEL REQUIRED?</b></p> <p><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</p> <p>TYPE OF EMPLOYEE NONE</p>	<p><b>IS THIS ITEM ALLOCATED IN THE BUDGET?</b></p> <p><input checked="" type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p><b>IS A BUDGET TRANSFER REQUIRED?</b></p> <p><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</p>
<p><b>SPACE BELOW FOR CLERK'S USE</b></p>	
<p><b>BOARD ACTION:</b></p> <p><input type="checkbox"/> APPROVED                      <input type="checkbox"/> APPROVED AS AMENDED</p> <p><input type="checkbox"/> ADOPTED                         <input type="checkbox"/> ADOPTED AS AMENDED</p> <p><input type="checkbox"/> DENIED                            <input type="checkbox"/> OTHER</p> <p><input type="checkbox"/> NO ACTION TAKEN</p>	<p><b>SET PUBLIC HEARING FOR:</b></p> <p>_____</p> <p><b>DIRECTION TO:</b> _____</p> <p><b>REFERRED TO:</b> _____</p> <p><b>CONTINUED TO:</b> _____</p> <p><b>AUTHORIZATION GIVEN TO:</b> _____</p>
<p><b>BOARD VOTE:</b>                      <input type="checkbox"/> BY CONSENSUS</p> <p>AYES:</p> <p>ABSTAIN:</p> <p>NOES:</p> <p>ABSENT:</p>	<p>RESOLUTION 2026-_____</p> <p>AGREEMENT 2026-_____</p> <p>ORDINANCE _____</p>
<p><b>COMMENTS:</b></p>   	

\_\_\_\_\_  
CLERK OF THE BOARD

\_\_\_\_\_  
DATE

# Memorandum

**To:** Sierra County Board of Supervisors

**From:** Sheryll Prinz-McMillan, Behavioral Health Director

**Reference:** Agenda Item

**Date of memo:** December 29, 2025

**Date of Board Meeting:** January

**Requested Action:** Authorization to advertise and hire for the Health Assistant role in Downieville. This is a cost neutral for Behavioral Health and Health and Human Services budget expenses.

**Mandated by:** N/A

## Funding

**Budgeted?** Yes  No

<b>Revenue</b>	\$ 45,573.873-73,393.32	Yearly Depending on experience and proficiencies.
<b>Expenses</b>	\$ 45,573.873-73,393.32	Yearly Depending on experience and proficiencies.
<b>Difference</b>	0	

## Background Information:

The Health Assistant role is a multi-level classification (Levels I–III) based on experience and proficiency. This structure supports promotable growth as staff develop skills and as departmental needs evolve. Our current Health Assistant III personnel, who previously filled this position in Downieville has recently applied and accepted the position of Community Outreach Coordinator for Behavioral Health in Loyalton. Her advancement leaves a vacancy in the Downieville office.

This position has historically been a collaborative role shared between the Health and Human Services Department and the Behavioral Health Department. In a smaller office with fewer staff, maintaining a full-time Health Assistant has proven beneficial to both departments and has supported consistent service delivery.

The Health Assistant I classification is a Level 12 position, with a starting hourly rate of \$21.91 and a monthly salary of \$3,797.81. The Health Assistant III classification is a Level 19 position, with a top hourly rate of \$35.29 and a monthly salary of \$5,116.11. Depending on experience and demonstrated proficiency, the annual salary range for this role is \$45,573.72 to \$73,393.32.

**Alternatives or impacts of disapproval:** Reduction to access of care and high risks to sustain services.

**SIERRA COUNTY**  
**Job Classification**

Class Title: Health Assistant I  
Class Code: 12, Miscellaneous  
Status: Beginning level

**DEFINITION**

Under direct supervision of the Department Supervisor, employees in this class provide outreach, case management, coordination, general administration, and related work as delegated for the Human Services Programs as needed.

**DISTINGUISHING CHARACTERISTICS**

This class requires a general knowledge of human services principles and practices, program administration, record keeping for electronic and or paper reporting, oral and written communication skills, education practices, and possession of intermediate clerical and coordination skills.

**REPORTS TO:**

Behavioral Health Supervisor, Sr. Public Health Nurse, or Eligibility Supervisor

**CLASSIFICATIONS SUPERVISED:**

Assists in providing oversight for tasks assigned to Clerical Extra Help.

**EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:**

- Performs work assignments with direct supervision.
- Exercises sound judgement when organizing and prioritizing unit activities.
- Participants in the assessment eligibility for Human Services Programs.
- Insures Health Insurance Portability and Accountability Act (HIPAA) compliance.
- Under direct supervision participates in case management duties such as notification for periodic appointments, organize transportation services, inform families about services, and provide referrals to appropriate services for programs as needed.
- Assists in chart organizing.
- Provides notification of appointments and prepares necessary charts for clinicians.
- Under direct supervision participates in providing outreach and access to Human Services Programs for eligible participants.
- Under direct supervision, participates in providing outreach and coordinates program services with other local and state agencies, schools, service providers, and local community organizations.
- Maintains electronic/paper records, compiles statistical data, and writes reports for local and state agencies.
- Under direct supervision, participates in preparing billing of Medi-Cal and or collection of Uniform Method of Determining Ability to Pay (UMDAP).

- Prepares mail for posting and does the mail drop of all agency mail.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

The successful candidate would possess a combination of related education and experience in accounting/auditing/management.

- High School Education or GED.
- Associate degree in business or related field or substantial amount of college courses completed with classes in related subjects.
- Substantial related work experience with progressive advancement.

### **Knowledge of:**

- Principles and practices of human services and public administration.
- Principles of operations, policies, and procedures of county government.
- Functions, organization, and basic services provided by county operations.
- Principles and practices of group dynamics and community outreach.
- Applicable laws, codes, and regulations.
- Computer applications related to the work.
- Interviewing techniques.
- Record management principles and practices.
- Techniques for dealing with a variety of individuals, at all levels of responsibility.
- Correct English usage, spelling, grammar, and punctuation.
- Proficiency with office machinery: ten key, photocopiers, laptops, phone, etc.

### **Ability to:**

- Understand and apply pertinent rules, regulations, and procedures of the Human Services Programs.
- Deal tactfully and courteously with the public when providing information or assistance.
- Interview applicants for services, gathering basic background information for program eligibility.
- Establish and maintain cooperative working relationships with staff, public, and other community, and public agencies.
- Prepare correspondence and reports under moderate supervision.
- Maintain and organize records and files.
- Maintain confidentiality as it applies to Human Services Programs.

### **Education:**

Graduation from an accredited secondary school, or a GED

### **Training and Experience:**

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

**Other Requirements:**

This position may have some travel.

**TYPICAL WORKING CONDITIONS:**

Work is performed in an office environment; occasionally works outside; travel by vehicle when necessary to satellite office, trainings, or meetings; continuous contact with other staff and contact with the public; work may involve stressful situations and include exposure with erratic and sometimes threatening behavior.

**TYPICAL PHYSICAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must be able to remain in a stationary position 50% of time, move, traverse, and position self to move and reach while performing office duties. Move and/or position objects weighing up to 25 pounds. Constantly operate a computer and other office productivity machinery such as a calculator, copy machine and computer printer. Must be able to effectively communicate and converse with others, read, and write, and operate office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information, enter/retrieve data, and recognize characters on a computer screen. Tasks may involve extended periods of time at a keyboard or workstation.

**Sierra County is an Equal Opportunity Employer**

**Sierra County employees and volunteers are deemed Disaster Service Workers pursuant to California Government Code Section 3101.**

Reviewed by:

*Judi Behlke*

Assistant Personnel Director

1-8-2024

Date

Received and filed by:

*Deborah Foster*

County Clerk

1-8-2024

Date

**SIERRA COUNTY  
Job Classification**

Class Title: Health Assistant II  
Class Code: 15, Miscellaneous  
Status: Journeymen

**DEFINITION**

Under limited supervision of the Department Supervisor, employees in this class provide outreach, case management, coordination, general administration, and related work as delegated for the Human Services Programs as needed.

**DISTINGUISHING CHARACTERISTICS**

This class requires a general knowledge of human services principles and practices, program administration, record keeping for electronic and or paper reporting, oral and written communication skills, education practices, and possession of intermediate clerical and coordination skills.

**REPORTS TO:**

Behavioral Health Supervisor, Sr. Public Health Nurse, or Eligibility Supervisor.

**CLASSIFICATIONS SUPERVISED:**

Provides oversight for tasks assigned to Clerical Extra Help and or Health Assistant I.

**EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:**

- Performs work assignments with moderate direction.
- Exercises sound judgement when organizing and prioritizing unit activities.
- Participants in the assessment eligibility for Human Services Programs.
- Insures Health Insurance Portability and Accountability Act (HIPAA) compliance.
- Provides case management duties such as notification for periodic appointments, organizes transportation services, informs families about services, and provides referrals to appropriate services for programs as needed.
- Assists in chart organizing.
- Provides notification of appointments and prepares necessary charts for clinicians.
- Assists in providing outreach and access to Human Services Programs for eligible participants.
- Assists in providing outreach and coordinate program services with other local and state agencies, schools, service providers, and local community organizations.
- Maintains electronic/paper records, compiles statistical data, and writes reports for local and state agencies.
- With supervision will prepare billing of Medi-Cal and or collection of Uniform Method of Determining Ability to Pay (UMDAP).
- Prepare mail for posting and does the mail drop of all agency mail.

- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

The successful candidate would possess a combination of related education and experience in accounting/auditing/management.

- High School Education or GED.
- Associate degree in business or related field or substantial amount of college courses completed with classes in related subjects.
- Substantial related work experience with progressive advancement.

### **Knowledge of:**

- Principles and practices of human services and public administration.
- Principles of operations, policies, and procedures of county government.
- Functions, organization, and basic services provided by county operations.
- Principles and practices of group dynamics and community outreach.
- Applicable laws, codes, and regulations.
- Computer applications related to the work.
- Interviewing techniques.
- Record management principles and practices.
- Techniques for dealing with a variety of individuals, at all levels of responsibility.
- Correct English usage, spelling, grammar, and punctuation.
- Proficiency with office machinery: ten key, photocopier, laptop, phone, etc.

### **Ability to:**

- Understand and apply pertinent rules, regulations, and procedures of the Human Services Programs.
- Deal tactfully and courteously with the public when providing information or assistance.
- Interview applicants for services, gathering basic background information for program eligibility.
- Establish and maintain cooperative working relationships with staff, public, and other community, and public agencies.
- Prepare correspondence and reports under moderate supervision.
- Maintain and organize records and files.
- Maintain confidentiality as it applies to Human Services Programs

### **Education:**

Graduation from an accredited secondary school, or a GED

### **Training and Experience:**

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

**Other Requirements:**

This position may have some travel.

**TYPICAL WORKING CONDITIONS:**

Work is performed in an office environment; occasionally works outside; travel by vehicle when necessary to satellite office, trainings, or meetings; continuous contact with other staff and contact with the public; work may involve stressful situations and include exposure with erratic and sometimes threatening behavior.

**TYPICAL PHYSICAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must be able to remain in a stationary position 50% of time, move, traverse, and position self to move and reach while performing office duties. Move and/or position objects weighing up to 25 pounds. Constantly operate a computer and other office productivity machinery such as a calculator, copy machine and computer printer. Must be able to effectively communicate and converse with others, read, and write, and operate office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information, enter/retrieve data, and recognize characters on a computer screen. Tasks may involve extended periods of time at a keyboard or workstation.

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Reviewed by:

Judi Behlke 1-8-2024  
Assistant Personnel Director Date

Received and filed by:

Deborah Foster 1-8-2024  
County Clerk Date

**SIERRA COUNTY  
Job Classification**

Class Title: Health Assistant III  
Class Code: 19, Miscellaneous  
Status: Mid-Level/Supervisor Level

**DEFINITION**

Under direct and close supervision, employees in this class provide outreach, case management, coordination, general administration, and related work as delegated for the Human Services Programs as needed.

**DISTINGUISHING CHARACTERISTICS**

This class requires a general knowledge of human services principles and practices, program administration, record keeping for electronic and or paper reporting, oral and written communication skills, education practices, and possession of advanced clerical and coordination skills.

**REPORTS TO:**

Behavioral Health Supervisor, Sr. Public Health Nurse, or Eligibility Supervisor.

**CLASSIFICATIONS SUPERVISED:**

Provides oversight for tasks assigned to Clerical Extra Help and or Health Assistant I/II.

**EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:**

- Performs comprehensive work assignments with minimal direction.
- Exercises sound judgement when organizing, directing, and prioritizing unit activities.
- Determines participant eligibility for Human Services Programs.
- Insures Health Insurance Portability and Accountability Act (HIPAA) compliance.
- Provides case management duties such as notification for periodic appointments, organizes transportation services, informs families about services, and provides referrals to appropriate services for programs as needed.
- Charting – chart review.
- Provides notification of appointments and prepares necessary charts for clinicians.
- Provides outreach and access to Human Services Programs for eligible participants.
- Provides outreach and coordinates program services with other local and state agencies, schools, service providers, and local community organizations.
- Maintains electronic/paper records, compiles statistical data, and writes reports for local and state agencies.
- Responsible for training users of electronic records, providing general oversight of software.
- Responsible for billing of Medi-Cal and or collection of Uniform Method of Determining Ability to Pay (UMDAP).

- Acts as purchasing agent of materials for Health and Human Services Agency.
- Prepare mail for posting and does the mail drop of all agency mail.
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

The successful candidate would possess a combination of related education and experience in accounting/auditing/management.

- High School Education or GED.
- Bachelor's degree in related field.
- Associate degree in business or related field or substantial amount of college courses completed with classes in related subjects.
- Substantial related work experience with progressive advancement.
- Supervisorial responsibility over non-professional staff.

### **Knowledge of:**

- Principles and practices of human services and public administration.
- Principles of operations, policies, and procedures of county government.
- Functions, organization, and basic services provided by county operations.
- Principles and practices of group dynamics and community outreach.
- Applicable laws, codes, and regulations.
- Computer applications related to the work.
- Interviewing techniques.
- Record management principles and practices.
- Techniques for dealing with a variety of individuals, at all levels of responsibility.
- Correct English usage, spelling, grammar, and punctuation.
- Proficiency with office machinery: ten key, photocopier, laptop, phone, etc.

### **Ability to:**

- Understand and apply pertinent rules, regulations, and procedures of the Human Services Programs.
- Deal tactfully and courteously with the public when providing information or assistance.
- Interview applicants for services, gathering basic background information for program eligibility.
- Establish and maintain cooperative working relationships with staff, public, and other community, and public agencies.
- Prepare correspondence and reports independently.
- Maintain and organize records and files.
- Maintain confidentiality as it applies to Human Services Programs.

### **Education:**

Graduation from an accredited secondary school, or a GED

**Training and Experience:**

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