

1 From the Committee on, Reporting on:
2

3 File No.
4

5 (ITEM NO.) A resolution requesting to create 1.0 FTE Ex Dir. 1- Environment of Care
6 Administrator (Pay Range 901E), 1.0 FTE Fiscal Specialist (Title Code 00004042, Pay Range
7 05P), 2.0 FTE Assistant Program Administrator (Pay Range 33M) and abolish 1.0 FTE
8 Operations Coordinator (Title Code 00020220, Pay Range 30M), 2.0 FTE Clerical Assistant
9 1 (Title Code 00000042, Pay Range 03P), and abolish upon vacancy 2.0 FTE Integrated
10 Services Coordinator- NR (Title Code 00057760, Pay Range 31M) within the Behavioral
11 Health Division (BHD), effective February 7, 2013:
12

13 **A RESOLUTION**
14

15 WHEREAS, the organizational needs of BHD continue to change as the department
16 continues to work on initiatives including, achieving the Joint Commission Accreditation,
17 full implementation of the EMR and the new co-occurring initiative; and
18

19 WHEREAS, the department reviewed its vacant positions and determined the
20 staffing needs to fully implement these initiatives; and
21

22 WHEREAS BHD is requesting to create 1.0 FTE Ex Dir. 1- Environment of Care
23 Administrator (Pay Range 901E), 1.0 FTE Fiscal Specialist (Title Code 00004042, Pay Range
24 05P), 2.0 FTE Assistant Program Administrator (Pay Range 33M) and abolish 1.0 FTE
25 Operations Coordinator (Title Code 00020220, Pay Range 30M), 2.0 FTE Clerical Assistant
26 1 (Title Code 00000042, Pay Range 03P), and abolish upon vacancy 2.0 FTE Integrated
27 Services Coordinator- NR (Title Code 00057760, Pay Range 31M); and
28

29 WHEREAS, the Ex Dir. 1- Environment of Care Administrator would primarily be
30 responsible for managing the daily operation of BHD facilities, county owned and leased
31 spaces; ensuring that BHD is meeting or exceeding Joint Commission and other
32 accreditation standards; ensuring adherence with life safety codes and developing and
33 implementing safety procedures; coordinating renovations and reassignments of work
34 space, or improvement to space; act as landlord of space that is rented to other agencies
35 within the BHD facilities; and leading the operations and maintenance staff at BHD. This
36 position would be responsible for supervising approximately 18 staff members, as well as
37 the security and cleaning contracts; and
38

39 WHEREAS, the Fiscal Specialist would primarily be responsible for preparing
40 deposits and reconciling receipts with bank deposit slips; maintaining the spreadsheet that
41 supports daily cash and balancing to daily deposits, preparing cash receipts in the
42 Advantage system for daily cash deposits, maintaining the petty cash fund including the
43 request for replenishing the fund, and assisting in the preparation of Medicare and
44 Medicaid cost reports;

45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81

WHEREAS, one Assistant Program Administrator would be responsible for managing the access entry points including the staff and one Assistant Program Administrator would be dedicated to the needs of the provider networks; however both positions would primarily be responsible for monitoring and managing program screening capacity and service utilization; providing oversight and management of contracted services including program evaluation, research and development, and participation in program selection through the RFP process; participate in performance review of Community Service Branch (CSB) programs; assisting in the development of strategic initiatives; participating in state and federal task forces related to the development of mental health/substance abuse programs; and management and administration of the Access to Recovery (ATR) funding requirements; and

WHEREAS, the requested position actions are necessary to assist BHD in the full implementation of these initiatives; and

WHEREAS, the Department of Administrative Services, Fiscal Affairs recommends that the following request effective February 7, 2013, be approved: create 1.0 FTE Ex Dir. 1- Environment of Care Administrator (Pay Range 901E), 1.0 FTE Fiscal Specialist (Title Code 00004042, Pay Range 05P), 2.0 FTE Assistant Program Administrator (Pay Range 33M) and abolish 1.0 FTE Operations Coordinator (Title Code 00020220, Pay Range 30M), 2.0 FTE Clerical Assistant 1 (Title Code 00000042, Pay Range 03P), and abolish upon vacancy 2.0 FTE Integrated Services Coordinator- NR (Title Code 00057760, Pay Range 31M); and

BE IT RESOLVED, that the following position actions are approved, for the Behavioral Health Division effective February 7, 2013

<u>Action</u>	<u>Title</u>	<u>No. of Positions</u>	<u>Pay Range</u>
Create	ED1- Environment of Care Administrator	1	901E
Create	Fiscal Specialist	1	05P
Create	Assistant Program Administrators	2	33M
Abolish	Operations Coordinator	1	30M
Abolish	Clerical Assistant 1	2	03P
Abolish	Integrated Services Coordinator*	2	31M

*To be abolished upon vacancy