To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Margarita Zamora, Acting Director of Human Resources

Subject: Classification and Salary: Assistant Manager of Mental Health Services

RECOMMENDATION
Adopt a Resolution amending Resolution No. 67,484-N.S. Classification and Salary Resolution for Public Employees Union - Local One, to establish the classification of Assistant Manager of Mental Health Services with a monthly salary range of $9,304 - $11,311 effective January 23, 2018.

FISCAL IMPACTS OF RECOMMENDATION
The estimated total annual cost (salary and benefits) of this position is approximately $211,032. The position will be partially funded by utilizing $146,439 in savings associated with the department’s elimination of an Assistant Management Analyst position. Thus, the fiscal impact to the Mental Health Division will be an increased cost of approximately $64,593 per year. The Health, Housing and Community Services Department will fund the difference in cost for this new classification from budget codes 065-4401-440-1101 and 960-4401-440-1101. There is sufficient funding in both the Health (Short/Doyle) Fund (Fund 065) and the Mental Health State Aid Realignment Fund (Fund 960) to cover the difference in cost in the current and future fiscal years.

CURRENT SITUATION AND ITS EFFECTS
The Director of Health, Housing & Community Services requested that the City establish a new classification, Assistant Manager of Mental Health Services, to oversee and administer operations in the Mental Health Division (MHD) of the Health, Housing, and Community Services Department (HHCS). The MHD provides assessment and linkage to care, as well as comprehensive treatment for low-income families, and those with major mental health concerns. The MHD’s Mobile Crisis Team responds to mental health emergencies and crisis situations. Additionally, the MHD provides funding to a variety of community service providers and projects which deliver services that reach a wide range of City residents (such as school-aged children, seniors, LGBTQI, transition aged youth, and underserved ethnic groups).

The MHD has grown significantly and expanded the services it provides. Staffing increased from 48.5 Full Time Equivalent (FTE) to 74 FTE positions within the past three (3) years requiring a greater need for oversight and management. Currently,
MHD Manager has six (6) direct reports with 68 indirect reports. With the addition of this new Assistant Manager of Mental Health Services position, functional areas specifically related to compliance adherence; budget, billing and claims oversight; and fleet and facilities operations will no longer be the sole responsibility of the Division Manager. This will allow the Division Manager to have more time to focus on the direction, development, and implementation of mental health services.

The essential job duties of the Assistant Manager of Mental Health Services include oversight, planning, organization, and coordination of assigned Mental Health functional areas such as compliance, quality improvement, fiscal administration, logistics, and fleet and facilities operations. The incumbent will have administrative management responsibilities in multiple programs and perform many duties that involve significant accountability and decision-making responsibility. The position will require experience in the development, analysis, and administration of mental health programs and services in order to effectively orchestrate and streamline operations.

BACKGROUND
The Personnel Board discussed the proposal at its December 4, 2017 meeting and voted (Yes: Dixon, Murray, Wenk, Howard, Kidd, Lacey, Popper, Bartlow; Absent: Hunt) to recommend the following to the City Council:

1. Establish the classification of Assistant Manager of Mental Health Services, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and eligible for Administrative Leave, in Representation Unit M (Public Employees Union Local One, Management), with a 5-step monthly salary range of $9,304 - $9,770 - $10,259 - $10,772 - $11,311, effective January 23, 2018.

ENVIRONMENTAL SUSTAINABILITY
There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION
It has been the policy of the City to create the necessary classification and salary schedule to accommodate new duties and responsibilities, reflect programmatic changes, maintain competitive salaries and, when applicable, comply with regulatory requirements.

ALTERNATIVE ACTIONS CONSIDERED
None

CONTACT PERSON
Rebecca Chen, Senior Human Resources Analyst, (510) 981-6822

Attachments:
1. Class Specification – Assistant Manager of Mental Health Services
2. Resolution
   Exhibit A: Salary Schedule
Assistant Manager of Mental Health Services

Class Code: 14670

CITY OF BERKELEY
Established Date: Jan. 2018

DESCRIPTION:

DEFINITION
Under general direction, plans, organizes and directs the activities of assigned sections of the Mental Health Services Division; oversees functional areas such as compliance, quality improvement, fiscal administration, logistics, and fleet and facilities operations; supervises and evaluates the work of assigned staff; and performs related work as required.

CLASS CHARACTERISTICS
This single position class assists the Division Manager in the oversight, planning, organization, and coordination of assigned Mental Health sections, and manages the work of assigned staff. The incumbent coordinates related activities with other departments and outside agencies; and provides highly responsible and complex professional support to the Manager of Mental Health Services. Assignments are varied and require the exercise of considerable independent judgement. This class is distinguished from the Manager of Mental Health Services in that the latter has overall management responsibility for all functions of the Mental Health Division, and differs from the Mental Health Program Supervisor in that the latter is responsible for a specialized mental health program.

EXAMPLES OF DUTIES:
The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Plans, assigns, reviews, and supervises the work of assigned sections; assists in selection of assigned staff; trains, evaluates, and manages employee training and development; and recommends disciplinary actions as appropriate;

2. Identifies, develops, and directs the implementation of priorities, goals, objectives, policies, procedures, and work standards for assigned sections; reviews and evaluates the quality, effectiveness, and efficiency in the delivery of services, work flow, and section organization; identifies and implements solutions, methods, systems, or best practice for improvement;

3. Monitors and reviews the operations of divisional sections for compliance and adherence
to State and Federal standards and regulations, as well as consistency with
departmental goals, policies, and procedures;

4. Manages, and monitors the Division’s fiscal and budget responsibilities, including
oversight of grants and contracts; serves as the liaison with the Department’s fiscal
manager and assists in the audit process;

5. Collaborates with staff, outside agencies, community organizations, contractors, and
individuals in the coordination and delivery of services;

6. Provides administrative oversight to the billing and claims activities within the Division,
including extensive leveraging efforts and fee-for-service billing where applicable;

7. Prepares reports and reviews clinical records for compliance with regulatory and quality
of care standards; provides feedback to staff and identifies areas of improvement or
enhancements; implements corrective actions as appropriate;

8. Manages fleet and facilities operations of all program worksites, including resource
allocation and maintenance;

9. Acts as the Manager of Mental Health Services in his/her absence; and

10. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:
Note: The level and scope of the knowledge and skills listed below are related to job duties as
defined under Class Characteristics.

Knowledge of:

1. Principles and practices of effective employee supervision including selection, training,
evaluation, discipline, motivation, team building, and employee development programs;

2. Methods and procedures for developing and evaluating program quality and
effectiveness; performing quality control, assurance and needs assessments;

3. Current Federal and State and local laws and regulations governing mental health
systems, clinical standards, and licensure requirements;

4. Principles and practices of governmental budgeting, auditing and fiscal management,
including grant and contract funding requirements;

5. Principles and practices of billing, accounting, collection of delinquent accounts
receivables, and payment remittance processing for CA municipal governments;
6. Program planning and evaluation techniques, including research methodologies, forecasting, and statistical analysis;

7. Management principles and practices, including work planning and resource allocation;

8. Methods to identify and assess community needs, resources, and organizations related to mental health care;

9. Functions and operations of related agencies and community organizations; and

10. Conflict resolution and problem-solving techniques.

Ability to:

1. Select, plan, organize, assign, direct, review and evaluate the work of assigned staff; provide training for their professional development;

2. Establish and coordinate program services, policies, and procedures to ensure compliance with data quality requirements and conformity with federal, state, and local regulations, and best practices;

3. Analyze and recommend solutions to complex technical and organizational service delivery issues;

4. Interpret and apply laws, policies, regulations, and mental health standards related to mental health issues;

5. Develop, implement, and coordinate diversified mental health services programs; evaluate the effectiveness of the programs and make sound recommendations for improvements;

6. Establish and maintain collaborative working relationships with staff, other agencies, clients, and members of the public;

7. Negotiate and manage contracts, grants, and program service agreements;

8. Analyze problems, identify alternative solutions, determine consequences of proposed actions, and implement recommendations in support of goals; and

9. Prepare and deliver clear and concise oral and written reports, and other written correspondence.

MINIMUM QUALIFICATIONS:
A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Possession of a Master's degree from an accredited college or university in Psychology, Social Work, or Marriage, Child, or Family Counseling, or a closely related field; and four (4) years of progressively responsible professional experience in the development, analysis, and administration of mental health programs and services and two (2) years of which must have been at the supervisory level.

Possession of a valid and current license as a Clinical Social Worker, Marriage and Family Therapist, or Psychologist, as provided for by California state law.

OTHER REQUIREMENTS:

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record. Will be required to work some evenings and weekends.

CLASSIFICATION HISTORY:

| Assistant Manager of Mental Health Services | Classification Code | 14630 |
| Classification Established | Jan. 2018 |
| FLSA Status | Exempt |
| Administrative Leave/Overtime | Admin Leave |
| Representation Unit | M |
| Probationary Period | 12 Months |
| Workers’ Compensation Code | 8810 |

RESOLUTION NO. ##,###-N.S.

CLASSIFICATION: ASSISTANT MANAGER OF MENTAL HEALTH SERVICES
WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, the Director of Health, Housing and Community Services had requested the Human Resources Department establish the Assistant Manager of Mental Health Services classification; and

WHEREAS, Department of Health, Housing and Community Services and Human Resources Department have completed a classification review; and

WHEREAS, the Personnel Board recommended on December 4, 2017 to establish the classification of Assistant Manager of Mental Health Services, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and eligible for Administrative Leave, Representation Unit M (Management), with a 5-step monthly salary range of $9,304 - $9,770 - $10,259 - $10,772 - $11,311 effective January 23, 2018.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 67,484-N.S., Classification and Salary Resolution for Public Employees Union Local One is amended to establish the classification of Assistant Manager of Mental Health Services with a salary range as shown in Exhibit A, effective January 23, 2018.
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<th>Unit</th>
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Exhibit A