

W. S. A.

AGENDA COVER MEMORANDUM

AGENDA DATE: April 14, 2004

PRESENTED TO: Board of County Commissioners

PRESENTED BY:  Hector Rios, Personnel Analyst

AGENDA TITLE: IN THE MATTER OF CREATING A CLASSIFICATION AND SALARY RANGE FOR CORRECTIONS HEALTH SERVICES MANAGER

I. MOTION

MOVE APPROVAL OF ORDER _____ /IN THE MATTER OF CREATING A CLASSIFICATION AND SALARY RANGE FOR CORRECTIONS HEALTH SERVICES MANAGER.

II. ISSUE

There is a need to establish a new classification for utilization at the Sheriff's Office, in the Adult Corrections Division. This position would primarily oversee and manage medical and mental health staff at the Jail.

III. DISCUSSION

A. Background

The Sheriff's Office presented Human Resources with a need to develop a classification to oversee and manage medical and mental health staff at the jail. The Sheriff's Office needs a professional with a specific focus in the areas of medical and mental health. After an analysis of their needs, Captain John Clague contacted Human Resources to request a new classification.

In recent past, the Sheriff's Office had utilized a generic classification as a Support Services Manager to staff this position. However, the specific focus on two critical areas (Medical and Mental Health, as related to inmates in Corrections) revealed a need to identify and outline the duties, knowledge, skills, and abilities needed from an incumbent in order to be successful in this job.

B. Analysis

This new classification would support the Sheriff's Office's Corrections Division Strategic Plan, which calls for the creation of a middle manager position with the sole responsibility for overall supervision of the Medical and Mental Health units. This is partly in response to an audit from the National Institute of Corrections regarding the Sheriff's Office's medical operations. This classification would enable the SO's to address the recommendations included in this audit.

Although the Corrections Division Strategic plan calls for the creation of a middle manager, in reality and to further their streamlining efforts, the Sheriff's Office is also eliminating the Corrections Health Nursing Supervisor and Mental Health Supervisor positions.

Human Resources evaluated current classifications in our classification plan for potential matches and when we were unable to find a match, we started the process of creating a new classification. Some of the main duties needed by this new classification include: *providing clinical supervision and/or serving as a consultant to medical and mental health staff; acting as a resource for problem solving on various issues; developing review systems and monitors operations to ensure compliance with medical and mental health standards; directing, overseeing, and participating in the development of the medical and mental health work plans; assigning work activities, projects and programs; monitoring work flow; establishing, reviewing, and evaluating work products, schedules, methods, and procedures.*

Human Resources conducted a survey of other Oregon counties to find potential matches. We were not able to find any comparable classifications amongst our peer jurisdictions. In some cases, other counties had lieutenants managing medical staff but with little actual supervision over them; in other counties, jail health services were contracted out; and lastly, in other counties Nurse Practitioners supervise medical staff, but do not manage the medical units.

The proposed new classification of a Corrections Health Services Manager presents a blend of disciplines that will meet the Sheriff's Office needs. The main purpose of this classification is to oversee and manage medical and mental health staff. Ultimately, we expect to hire someone who ideally will have both of or either a Medical or a Mental Health background. In addition, however, this classification also asks for someone with a solid managerial/supervisory background.

A point factor analysis was done and placed the Corrections Health Services Manager at grade 042 (\$50,690 - \$70,158) in our compensation plan. In terms of internal equity, this is a range comparable with the Assistant County Counsel 2, Parks Manager, Planning Program Manager classifications. This will be a managerial and non-represented classification.

C. Alternatives/Options

1. Adopt the proposed classification and salary range as described above.
2. Reject the motion.

D. Recommendation

It is recommended that the Board of County Commissioners adopt the motion to establish the classification and salary range for the Corrections Health Services Manager.

IV. IMPLEMENTATION/FOLLOW-UP

Upon board approval, Human Resources staff will update the classification and compensation plans.

V. ATTACHMENT

Board Order
Corrections Health Services Manager Classification Specifications

CORRECTIONS HEALTH SERVICES MANAGER

DEFINITION

To manage, direct, and coordinate medical and mental health services and activities in the Corrections Division of the Sheriff's Office; to coordinate medical and mental health services and activities with other divisions and departments; to provide complex staff assistance to the Department Director; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Captain or Corrections Division Director.

Exercises direct supervision over assigned clerical, technical, professional and supervisory personnel.

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

Manages, directs, and organizes medical and mental health services and activities in a corrections setting.

Recommends goals and objectives; assists in the development and implementation of medical and mental health policies and procedures within the Corrections Division.

Develops review systems, monitors operations, and works closely with staff, other professionals to ensure compliance with contemporary medical and mental health standards, as mandated by Sheriff's Office policies and pertinent regulations, including but not limited to applicable state, federal, and other regulations.

Provides clinical supervision and/or serves as a consultant to medical and mental health staff; acts as a resource for problem solving on various issues.

Directs, oversees, and participates in the development of the medical and mental health work plans; assigns work activities, projects and programs; monitors work flow; establishes, reviews, and evaluates work products, schedules, methods, and procedures.

Recommends the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee termination.

Directs and oversees the maintenance of client and operation records for compliance with state and federal regulations; analyzes legislation to monitor and/or implement changes in applicable state and federal laws.

LANE COUNTY

Corrections Health Services Manager (Continued)

Responsible for medical and mental health budget preparation; assists in budget implementation; actively participates in the long-range planning and forecast of additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.

Supervises preparation of annual cost records and makes recommendations to the director for necessary changes in rate structure and assignments.

In coordination with Finances/Purchasing, prepares solicitations for proposals and/or bids for services; negotiates terms and conditions; administers and monitors relevant contracts and contracted services for legal, fiscal, and program compliance.

May represent the Director during labor negotiations.

Prepares reports, memos, studies, and responses to public inquiries and complaints for Captain or Corrections Division Director's review. Investigates complaints and recommends corrective action, as necessary.

Coordinates with and assists other departments, divisions, County agencies, and community health care providers on matters pertaining to medical and mental health services within the Corrections Division. Acts as professional liaison, representing the Department at public and committee meetings with community physicians, dentists, and other allied professions.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of providing medical and mental health services in a custodial or corrections environment.

Principles and practices of policy development and implementation to include administrative methods and techniques used in fiscal administration, project management, program analysis and evaluation, and strategic planning.

Contemporary medical and mental health standards; principles, practices, and theories of medical and mental health evaluation, treatment and monitoring as applied in a corrections setting.

Pertinent laws, rules, and regulations governing the provision of medical and mental health services in a correctional facility.

Principles and practices of budgeting procedures and techniques.

LANE COUNTY
Corrections Health Services Manager (Continued)

Principles and practices of supervision, training and personnel management.

Relevant community agencies and resources.

State and federal laws and regulations governing the privacy of medical and mental health information.

Ability to:

Organize, direct, evaluate, and implement a comprehensive medical and mental health program, in a corrections setting.

Prepare and administer a budget; accurately forecast revenues and expenditures.

Plan, direct, evaluate, and supervise the work of staff.

Interpret and explain pertinent medical and mental health protocols, policies and procedures, as well as applicable state and federal laws.

Make sound recommendations and decisions; negotiate solutions to complex and sensitive issues.

Interpret and apply terms of complex intergovernmental agreements.

Work in direct contact with prisoners/patients in a potentially hostile environment or adversarial situation.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Work independently and as a team member.

Experience and Training

Training:

Bachelor's or Master's degree in Nursing from an accredited college or university is required; Registered Nurse or Nurse Practitioner license in the state of Oregon at the time of appointment.

LANE COUNTY
Corrections Health Services Manager (Continued)

OR

Master's degree in counseling/mental health from an accredited college or university is required; any of the following certifications: Licensed Professional Counselor, National Certified Counselor, or Certified Correctional Health Professional.

Experience:

Four years of increasingly responsible clinical experience in medical and/or mental health operations and one year of supervisory responsibility.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

*)IN THE MATTER OF CREATING A
)CLASSIFICATION AND SALARY
)RANGE FOR CORRECTIONS HEALTH
)SERVICES MANAGER*

WHEREAS, Human Resources has completed a review and point factor of the proposed Corrections Health Services Manager classification.

WHEREAS, it is the intent of Lane County to properly classify positions with regard to duties and compensation.

WHEREAS, changes to the classification and compensation plans require board approval.

IT IS NOW HEREBY ORDERED that there be created the new classification of Corrections Health Services Manager.

Corrections Health Services Manager

Grade 042: \$50,690 - \$70,158

DATED: April 14, 2004.

Bobby Green, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM
Date 4/15/04 Lane County
Jenna Wilson
OFFICE OF LEGAL COUNSEL

IN THE MATTER OF CREATING A CLASSIFICATION AND SALARY
RANGE FOR CORRECTIONS HEALTH SERVICES MANAGER.