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Memorandum Date: December 28, 2005
Order Date: January 11, 2006

TO: Board of County Commissioners

DEPARTMENT: Management Services / Human Resources

PRESENTED BY: Hector Rios, Human Resources Analyst

AGENDA ITEM TITLE: ORDER/IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR THE MENTAL HEALTH SPECIALIST 1 CLASSIFICATION

I. MOTION
 MOVE APPROVAL OF ORDER 06-_____ IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR THE MENTAL HEALTH SPECIALIST 1 CLASSIFICATION.

II. AGENDA ITEM SUMMARY
 The Health and Human Services Department requested the creation of an entry level Mental Health Specialist classification for use at Lane County (Mental Health Specialist 1). This classification may initially be used in the Health and Human Services Department, but the classification may also be utilized in other County departments, as necessary. Human Resources subsequently performed a classification and compensation analysis. As a result of this analysis, the Board of County Commissioners is being asked to approve the new classification of Mental Health Specialist 1 and its salary grade.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

Over the last two years, Lane County has attempted to fill 25 Mental Health Specialist positions in various departments, but primarily Health & Human Services. During the recruitment and selection processes, we found several promising candidates who would have met the educational requirements (Master's degree from an accredited college or university with major course work in a mental health field, psychology, counseling, social work or a related field), but did not meet the experience required (two years) for the current Mental Health Specialist classification. We also found that some of the entry-level work done in the journey-level classification could be assigned to someone with less experience,

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.) IN THE MATTER OF CREATING A
) CLASSIFICATION AND
) SALARY RANGE FOR THE MENTAL
) HEALTH SPECIALIST 1

WHEREAS, Human Resources has completed a review and point factor analysis of the proposed Mental Health Specialist 1 classification; and

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

WHEREAS, changes to the compensation and classification plans require Board Approval; and

IT IS NOW HEREBY RESOLVED AND ORDERED that there be created the new classification and salary range of Mental Health Specialist 1.

Mental Health Specialist 1 Grade 27 \$35,734 - \$49,525 / annually

DATED this 11^h day of January, 2006.

Bill Dwyer, Chair
Lane County Board of County Commissioners

APPROVED AS TO FORM
Date 1/3/06 Lane County
Jessica J. Wilson
OFFICE OF LEGAL COUNSEL

LANE COUNTY

MENTAL HEALTH SPECIALIST 1

DEFINITION

In collaboration with other mental health professionals, to provide professional level mental health assessment and treatment services to clients who have mental illnesses or mental disorders; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the entry-level classification in the Mental Health Specialist series. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence. This class is distinguished from the Mental Health Specialist 2 in that the latter is assigned work or caseloads of greater difficulty and complexity.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel, and may receive technical and functional supervision from designated staff.

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

Collaborates in the provision of mental health services to clients who may have mental illness or mental disorders, to include substance use disorders or psychosexual disorders.

Screens and evaluates referred clients to determine whether clients have a mental illness or disorder, and meet criteria for eligibility for program services.

Performs assessments of referred clients to assess mental health needs; completes client interviews, obtains social, emotional, criminal and substance abuse histories, identifies client needs, and assesses treatment options; under supervision, conducts mental status evaluations using approved diagnostic manual.

Assists in the preparation of written reports with diagnostic impressions for review by psychiatrist / physician.

Works with clients to establish goals and objectives and determines treatment methods.

Provides individual and group counseling; guides clients in obtaining insight into their emotional problems and in changing behavior patterns; works with short- and long-term cases.

Refers clients to outside agencies for additional social, economic, and medical services as needed; coordinates client service provision.

Observes clients using prescribed medications for possible side effects and for effectiveness of medications and may refer clients to physicians/psychiatrists.

Assists in the preparation of reports to courts regarding sentencing alternatives, treatment options and client progress.

Monitors client payment records, billing information and sets payment schedules with clients.

Maintains detailed, up-to-date and accurate records of all client evaluations, therapy sessions, consultations, treatment plans, progress notes and other information; prepares summaries and evaluation reports.

Interviews relatives of patients applying for services to obtain psychological histories, present behavior and personal and social factors.

May perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Theories, principles, practice and techniques of mental health assessment and counseling.

Community mental health programs and services and their procedures and practices.

Techniques, tests, and procedures employed in evaluating, modifying and modifying behavior.

Basic laws, rules and regulations governing the assessment and treatment of mental health clients.

Techniques of identifying patterns of alcohol, drug issues, and treatment methods.

Principles and techniques of effective group and individual therapy.

Ability to:

Assess mental, addictive, and psychosexual disorders within the scope of mental health services provided by Lane County.

Counsel and negotiate with clients to provide an effective treatment plan, as a member of a professional mental health team.

Coordinate efforts with other specialists, agencies and organizations.

Provide treatment within the scope of a clearly defined law, regulation or program definition.

Utilize community resources in a mental health or substance abuse or other related rehabilitation program.

Present and discuss topics in front of a group of clients, staff or the public.

Interview clients and their families to determine psychological history, assess eligibility and determine treatments, needs, and options.

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

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Training:

Master's degree from an accredited college or university with major course work in a mental health field, psychology, counseling, social work or a related field.

Experience:

One year of some experience working directly with mentally or emotionally disturbed clients in the provision of behavioral health services is highly desirable.

-and-

Whose education and experience demonstrates the competencies to identify precipitating events; gather histories of mental and physical disabilities, alcohol and drug use, past mental health services and criminal justice contacts; assess family, social and work relationships, conduct a mental status examination; document a multi-axial DSM diagnosis; write and supervise a treatment plan; conduct a Comprehensive Mental Health Assessment; and provide individual, family, and/or group therapy within the scope of their training.