

Accounting Technician

1. Coordinates, implements and monitors ADP program activities.
2. Assists in developing plans, policies and procedures to meet the needs of County programs.
3. Conducts analysis and planning activities, recommends changes in programs as appropriate. (Medi-Cal related planning – 15, 17)
4. Prepares reports, documents and correspondence related to ADP program activities.
5. Develops program materials, including educational materials for training and outreach purposes.
6. Reviews program materials for accuracy and appropriateness.
7. Represents program on community boards.
8. Makes public presentations to groups of up to several hundred individuals.
9. Works with County departments and agencies, private agencies and community groups to coordinate programs and to promote communication and cooperation. (Medi-Cal related planning – 15, 17)
10. Trains, coordinates and monitors staff/volunteers and assists them in solving problems.
11. May gather and provide information for grant proposals, monitor grants and assist in budget preparation.
12. May recruit volunteers; may supervise subordinate staff/volunteers; inputs, accesses and analyzes data using a computer.
13. Develops and maintains contracts with various entities, including those related to health and Medi-Cal program services. (12, 13)

Accounting Technician – cont'd.

14. Develops strategies to increase health system capacity and close health and Medi-Cal services gaps. (15, 17)
15. Collaborates with outside agencies to improve the delivery of health and Medi-Cal services. (15, 17)
16. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)

Behavioral Health Program Manager

1. Participates in State trainings and committees.
2. Assists in the quarterly account reconciliation for CSAT grant.
3. Assists in the development of administrative operating policies and procedures and manuals. (Medi-Cal related planning –15, 17)
4. Assists in the coordination of data processing activities for the department.
5. Translates materials for public distribution as needed by the division.
6. Develops strategies to enhance services to Medi-Cal clients and close Medi-Cal service gaps. (Medi-Cal related planning –15, 17)
7. Coordinates interagency collaboration to enhance the delivery and access to Medi-Cal services, including those impacted by welfare reform. (Medi-Cal related planning – 15, 17)
8. Analyzes data as part of program development for Medi-Cal program services. (Medi-Cal related planning –15, 17)
9. Coordinates the submission of reports by contractors, for incorporation into overall quarterly report to CSAT. (Medi-Cal related contracting – 12, 13)
10. Develops quarterly narrative reports based on contractor data. (Medi-Cal related contracting – 12, 13)
11. Develops quarterly fiscal summary reports based on contractor data. (Medi-Cal related contracting – 12, 13)
12. Develops fiscal billing for submission to State ADP.
13. Oversees and facilitates monthly meetings for Federal grant contractors. (Medi-Cal related contracting – 12, 13)
14. Coordinates Special Projects.
15. Oversees, coordinates and facilitates the development and implementation of Latino Accessibility standards by contractors.

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Behavioral Health Program Manager – cont'd.

16. Oversees the implementation of American with Disabilities Act requirements by contractors.
17. Oversees the implementation of Federal Block Grant requirements by contractors.
18. Oversees the development and implementation standards by contractors. (Medi-Cal related contracting – 12, 13)
19. Provides staffing for Alcohol and Drug Abuse Commission meetings on a rotation basis.
20. Represents DADPA on the HSA Safety, Infection/Disease Control committee, and on special projects or committees as per request or assignment.
21. Assists in the identification of new funding sources/revenues.
22. Assists in the planning or development of services, as assigned. (Medi-Cal related planning –15, 17)
23. Provides technical assistance and training for providers, as per request.
24. Assists in the development of special trainings for contractors as identified. (Medi-Cal related contracting – 12, 13)
25. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
23. Coordinates Medi-Cal covered health services for a client. (6)
24. Collaborates with outside agencies to improve the delivery of health and Medi-Cal services. (15, 17)
25. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Departmental Administrative Analyst

1. Assists in the preparation of Departmental budget.
2. Oversees contract management and fiscal aspects of grant administration: contracting, amendments, allocation of new funds, compliance with County, State and Federal regulations. (Medi-Cal related contracting – 12,13)
3. Participates in State trainings; and coordinates and develops County comments on State regulations.
4. Supervises, trains and evaluates assigned staff.
5. Maintains state and federal revenue data for single audit.
6. Assists in the quarterly account reconciliation.
7. Develops administrative operating policies and procedures and manuals.
8. Assists in the coordination of data processing activities for the department.
9. Provides staffing for Alcohol and Drug Abuse Commission meetings on a rotation basis.
10. Develops strategies to enhance services to Medi-Cal clients and close Medi-Cal service gaps. (15, 17).
11. Coordinates and participates in interagency collaboration to enhance the delivery and access to Medi-Cal services (15, 17).
12. Analyzes data as part of program development for Medi-Cal program services (15, 17).
13. Ensures monthly invoiced services meet contract obligations and processes contract claims for contractor payments. Lead analyst for eight contracts. (Medi-Cal related contracting – 12,13)
14. Assists in the annual re-contracting process; and negotiates contracts. (Medi-Cal related contracting – 12,13)

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Departmental Administrative Analyst – cont'd.

15. Develops and implements monitoring of county funded contractor programs. (Medi-Cal related contracting – 12,13)
16. Coordinates and oversees inventories of all county funded contractor programs. (Medi-Cal related contracting – 12,13)
17. Coordinates, reviews and oversees all audits with contractors and by State.
18. Participates in ADP Licensure/Certification visits, and monitors correction plans.
19. Coordinates special projects as needed.
20. Coordinates and provides technical assistance on contractor management, fiscal and program issues. (Medi-Cal related contracting – 12,13)
21. Assists in the development and implementation of Latino Accessibility by contractors.
22. Assists in the development of policy pertaining to Medi-Cal and Medi-Cal service contracts. (Medi-Cal related contracting, planning – 12,13, 15, 17)
23. Assists in the development of correspondence to the Board of Supervisors.
24. Develops reports on program services.
25. Develops and implements data tracking systems.
26. Reviews, revises and oversees preparation of claims and the Medi-Cal Cost Report.
27. Participates in and oversees URC Meetings/Quality Assurance.
28. Coordinates and provides technical assistance to staff and contractors. (Medi-Cal related contracting – 12,13)
29. Assists in the development of policy pertaining to NNA.
30. Assists in the development of contract correspondence to the Board of Supervisors.

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Departmental Administrative Analyst – cont'd.

31. Assists in the contracting process with ADP. (Medi-Cal related contracting – 12,13)
32. Assists in the development of quarterly contractor reports.
33. Assists in the development of data systems for contract cost and performance. (Medi-Cal related contracting – 12,13)
34. Assists to administer MAA claiming, including development of claim plans and overseeing time survey process. (19)
35. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Mental Health Client Specialist

1. Interviews clients to assess and evaluates the clients' problems, provides crisis intervention and determines treatment or rehabilitation needs.
2. Gathers and analyzes information on clients' presenting circumstances, social psychiatric history, and/or immediate needs.
3. Determines need and eligibility for psychiatric hospitalization or other treatments, making recommendations and referrals within the Agency or to other programs and agencies as appropriate. (Medi-Cal related outreach, eligibility – 4, 8)
4. Provides continuing case management services to severely mentally ill clients and their families, assisting clients to function at the most independent level in the least restrictive setting possible.
5. Serves as Coordinator of client service plans which address the psychosocial needs as stated by clients who may include housing, employment, education, financial, legal and social needs.
6. Prepares case histories and assessments or service plans.
7. Provides individual, group and family mental health sessions as assigned, under the direct supervision of a licensed staff member.
8. Prepares a variety of administrative records, reports, correspondence and other documentation and maintains client records.
9. Communicates and/or consults with a variety of organizations, agencies, programs, and individuals in obtaining necessary treatment approaches and/or support services for clients, assisting clients to meet their basic needs and improve their current situations. (MC related outreach – 4)
10. Works with other agencies to identify, promote and develop needed health care services. (MC related planning – 15, 17)
11. Participates in staff meetings, in-service training, team treatment sessions, conferences, and workshops.

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Mental Health Client Specialist – cont'd.

12. Consults with supervisor, team members, and other professional staff concerning client caseload and/or assigned functions.
13. Arranges for emergency treatment and/or detention or out-of-home placement and care as necessary.
14. Input and access data using a computer.
15. Those possessing appropriate licensure may occasionally be asked to administer injections.
16. Provides information to individuals and families about the Medi-Cal and Healthy Families Programs and directs to Medi-Cal covered services to meet identified needs. (4)
17. Coordinates Medi-Cal covered health services for a client. (6)
18. Assists individuals and families with aspects of the Medi-Cal application process. (8)
19. Arranges transportation for, and may accompany individuals and families, including Medi-Cal enrolled, to Medi-Cal covered services to meet identified needs. (10)
20. Develops strategies to increase health system capacity and close health and Medi-Cal services gaps. (15, 17)
21. Collaborates with outside agencies to improve the delivery of health and Medi-Cal services. (15, 17)
22. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Mental Health Supervising Client Specialist

1. Supervise, train and evaluate professional and support staff in an assigned program area.
2. Assist in the management and administration of an assigned program area such as case management, children's or adult services, geriatrics, or crisis intervention; participate in providing professional services of assigned program area in the case of high demand work load and/or providing necessary back up to staff to ensure maximum client support in a variety of settings including office and field.
3. Conduct individual, group and family psychotherapy or other rehabilitation methods using accepted diagnostic and assessment procedures and long term therapy or rehabilitation as deemed necessary.
4. Diffuse situations involving combative clients.
5. Facilitate and participate in case conferences and team meetings to review individual needs and service plans. (Medi-Cal related case coordination – 6)
6. Act as liaison between assigned program area and other Agency programs, community resources and State and Federal programs.
7. Work with other agencies to identify, promote and develop needed health care services, including providing information and education, coordinating programs and services, serving as resource person.
8. Assist in the development and implementation of programs and/or special projects.
9. Provide skilled professional input and review of annual plans for quality case management.
10. Research, analyze, coordinate, implement and evaluate professional services needs. (Medi-Cal related program planning - 15, 16, 17, 18)
11. Develop procedures for administrative and professional services for assigned unit in accordance with established policies, Agency priorities and client needs.
12. Identify potential or actual programmatic/operation problems and assist in developing solutions.

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Mental Health Supervising Client Specialist

13. Serve as liaison between assigned staff and administration in coordinating needs, priorities and information; prepare a variety of reports and records both for administrative and professional purposes.
14. Monitor program budget and contracts for program assignment.
15. Represent Program Manager at meetings, conferences and committees as necessary and as assigned.
16. Conducts outreach to high risk, high need populations to provide information about services offered by Medi-Cal, and directs clients to application and eligibility staff for eligibility determination. (4)
17. Coordinating Medi-Cal covered health services for a client. (6)
18. Assists individuals and families with aspects of the Medi-Cal application process. (8)
19. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
20. Works with community and government agencies to identify and fill gaps in health and Medi-Cal services by collaborating and planning for clients and families in need of such services. (15, 16, 17, 18)
21. Collaborates with agency and outside agency staff by engaging in program planning and policy activities to enhance and expand health services, including Medi-Cal services to meet the needs of clients and families. (15, 16, 17, 18)
22. Assists to implement and oversee Medi-Cal Administrative Activities claiming process. (19)
23. Attends training related to the performance of MAA. (20)

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Date

Program Coordinator

1. Coordinates, implements and monitors ADP program activities.
2. Assists in developing plans, policies and procedures to meet the needs of County programs.
3. Conducts analysis and planning activities, recommends changes in programs as appropriate. (Medi-Cal related planning – 15, 17)
4. Prepares reports, documents and correspondence related to ADP program activities.
5. Develops program materials, including educational materials for training and outreach purposes.
6. Reviews program materials for accuracy and appropriateness.
7. Represents program on community boards.
8. Makes public presentations to groups of up to several hundred individuals.
9. Works with County departments and agencies, private agencies and community groups to coordinate programs and to promote communication and cooperation. (Medi-Cal related planning – 15, 17)
10. Trains, coordinates and monitors staff/volunteers and assists them in solving problems.
11. May gather and provide information for grant proposals, monitor grants and assist in budget preparation.
12. May recruit volunteers; may supervise subordinate staff/volunteers; inputs, accesses and analyzes data using a computer.
13. Develops and maintains contracts with various entities, including those related to health and Medi-Cal program services. (12, 13)

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Program Coordinator – cont'd.

14. Develops strategies to increase health system capacity and close health and Medi-Cal services gaps. (15, 17)
15. Collaborates with outside agencies to improve the delivery of health and Medi-Cal services. (15, 17)
16. Attends training related to the performance of MAA. (20)

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Date

Senior Behavioral Health Program Manager

1. Negotiates and develops contracts with community-based programs. (Medi-Cal related contracting – 12, 13)
2. Reviews contractor claims and fiscal reports. (Medi-Cal related contracting – 12, 13)
3. Ensures contractor compliance through provision of technical assistance and reviews of performance monitoring and audits. (Medi-Cal related contracting – 12, 13)
4. Develops strategies to enhance services to Medi-Cal clients and close Medi-Cal service gaps. (15, 17)
5. Coordinates interagency collaboration to enhance the delivery and access to Medi-Cal services. (15, 17)
6. Analyzes data as part of program development for Medi-Cal program services. (15, 17)
7. Works with other local agencies and State agencies to assess needs and develop plans to meet emerging needs (e.g., Drug Courts, Managed Care, Latinos). (Medi-Cal related planning – 15, 17)
8. Coordinates interagency service delivery to specific populations (e.g., children, pregnant and parenting women, alcohol and drug-involved criminal offenders).
9. Develops applications for funding for new alcohol and drug services.
10. Builds coalitions with law enforcement, schools, local agencies and community groups to develop policies and programs to address neighborhood problems related to alcohol and drugs.
11. Designs, monitors and analyzes data systems to collect planning and program effectiveness information. (Medi-Cal related planning – 15, 17)
12. Attends trainings related to planning and program development. (Medi-Cal related planning – 15, 17)
13. Supervises staff and attends staff meetings.

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Senior Behavioral Health Program Manager – cont'd.

14. Negotiates and administers State revenue contracts.
15. Develops and monitors Division budget.
16. Makes presentations to community groups and responds to media requests regarding alcohol and drug issues.
17. Ensures that Division office needs (e.g., facility, telephones, computers, safety) are met.
18. Develops and monitors Division policies and procedures. (Medi-Cal related planning – 15, 17)
19. Attends trainings.
20. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Senior Departmental Administrative Analyst

1. Plans, organizes, analyzes, directs and coordinates departmental budgetary and fiscal control programs including budget preparation, coordination and control.
2. Conducts studies and prepares reports on departmental and inter-departmental operations including procedures, information systems, staffing, facilities and space, and organizational structure.
3. Prepares and administers grants and contracts including the financial and program components, as assigned. (Medi-Cal related contracting – 12, 13)
4. Conducts needs assessments and assists department administration to prepare long range program plans, including plans for health and Medi-Cal programs. (Medi-Cal related planning – 15, 17)
5. May serve as the staff representative to commissions, committees and task forces.
6. Plans, organizes and directs the work of subordinate staff.
7. Selects, trains, and evaluates subordinate staff.
8. Plans and coordinates the development of new or additional sources of revenue for program services to meet identified health needs and fill gaps in service. (Medi-Cal related planning – 15, 17)
9. Identifies management information requirements and recommends computerized systems as appropriate.
10. May oversee and coordinate data processing systems operation in the department and act as a liaison with data processing to change or upgrade the system.
11. Researches legislation and prepares reports and recommendations.
12. Plans, organizes, analyzes, directs and coordinates departmental programs on an ongoing basis or for complex special projects.
13. Attends and/or conducts meetings and conferences.

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Senior Departmental Administrative Analyst – cont'd.

14. Prepares detailed written, oral and graphic reports.
15. May use personal computer to store, retrieve and analyze data.
16. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Senior Mental Health Client Specialist

1. Interview clients and makes a psycho-social assessment and evaluation of problems.
2. Conduct individual, group and family psychotherapy using accepted diagnostic and assessment procedures.
3. Prepare case histories and diagnostic service plans. (Medi-Cal related case coordination – 6)
4. Identify special needs of clients and serves as coordinator to oversee the implementation of individual service plans in accordance with client's coordination plan. (Medi-Cal related outreach – 4)
5. Participate in case conferences and meetings of team members to review treatment/service plans. (Medi-Cal related case coordination – 6)
6. Act as a resource to other Agency staff members regarding service plans, client information (Medi-Cal related case coordination – 6), diagnostic and assessment methods.
7. Participate in the training of internal or contract facility staff in therapeutic treatment techniques and psychiatric evaluation and serve as a resource in a specific discipline such as psycho-social rehabilitation, benefits advocacy, supported housing, vocational rehabilitation, children's services, older adults and services to those incarcerated or institutionalized.
8. Work with other agencies to educate them in various aspects of mental illness to participate in the collaborative care of shared clients to identify, promote and develop needed health care services. (Medi-Cal related planning – 15, 17)
9. Initiates and maintains a variety of records, reports, case notes, correspondence, forms, etc. for assigned client case load. (Medi-Cal related case coordination – 6)
10. Participate in and/or lead staff conferences/workshops in client evaluation and plan development.
11. Participate in planning for and evaluating new and/or improved mental health services in relation to needs and priorities. (Medi-Cal related planning – 15, 17)

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Senior Mental Health Client Specialist – cont'd.

12. May supervise, oversee and instruct student interns participating in an approved program, assigning, coordinating and reviewing their work.
13. May act as a case management or assessment team leader.
14. Develop and implement appropriate plans for assigned clients.
15. Oversees and assists in efforts to provide information to individuals and families about the Medi-Cal program and directs to Medi-Cal covered services to meet identified needs. (4)
16. Performs screening and eligibility assistance to clients related to the Medi-Cal and SSI/Medi-Cal application process. (8)
17. Arranges transportation for, and may accompany individuals and families, including Medi-Cal enrolled, to Medi-Cal covered services to meet identified needs. (10)
18. Plan, coordinate and participate in special programs/projects as assigned.
19. Input and access data using a computer.
20. Those possessing appropriate licensure may occasionally be asked to administer injections.
21. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date