

INYO COUNTY  
PERSONNEL SERVICES  
P. O. Box 249  
INDEPENDENCE, CA 93526



(760) 878-0377  
FAX (760) 878-0465

AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

**HHS DEPUTY DIRECTOR – BEHAVIORAL HEALTH**  
**Application Deadline: October 4, 2021**

**DEPARTMENT:** Health and Human Services  
**LOCATION:** Countywide  
**SALARY:** Range 88 \$7611 \$7984 \$8389 \$8807 \$9248\*\*

**\*\*BENEFITS:** CalPERS Retirement System (2% at 55) – employee contribution of 7% paid by Inyo County (EPMC reported as salary). Two medical plans available with 100% of employee and dependent monthly premium paid on one plan; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

**DEFINITION:** Under the direction of the Health and Human Services Director, or her designee, the HHS Deputy Director of Behavioral Health initiates organizes, directs, and coordinates the design and development of the County Mental Health Plan and Substance Use Disorder (SUD) treatment programs. Plans, oversees, directs, and provides guidance over multiple Behavioral Health programs, including but not limited to outpatient SUD and Mental Health services; MHSA funded programs, including the Wellness Center programs; Progress House, a 24-hour residential facility; and crisis response, including oversight of a 24-hour mental health on-call response system.

**ESSENTIAL FUNCTIONS:** Provides consistent leadership to the Behavioral Health team in the provision of trauma-informed prevention and treatment services. Takes a lead role in setting objectives, policies, and guidelines and directs division operations; interprets and ensures compliance with federal, state, and local codes and regulations established for institutions and professionals; assesses the need for services and make recommendations to the Director of Health and Human Services, County Board of Supervisors, and Mental Health Advisory Board on policy and operational matters involving services, facilities, and contracts; develops and maintains a public/private service delivery system throughout the County providing consultation, education, and referral services to the community; advises and consults with professional staff in determining standards of service and treatment; keeps abreast of proposed and new legislation affecting these programs; responsible for the preparation of State Plans and participates in budget overview; negotiates for the provision of services and administers contractual agreements; coordinates and participates in identifying and securing new alternative sources of funding; represents the county as liaison with state, federal, and local agencies and groups; coordinates the work of the various units of the department with other departments and agencies; supervises and evaluates subordinates; provides for quality assurance program of peer review and continuous staff education in current advances in practices; may be assigned to act in the capacity of the LPS Conservator under the Lanterman-Petris-Short Act; provides consultative services to organizations and agencies, including statewide policy-making groups; attends professional meetings, conferences, and seminars; and recommends legislation, budget, staffing, service priorities, adequacy of facilities and services, treatment modalities and other policy matters affecting the care of addicted and/or mentally ill persons in the community.

**EMPLOYMENT STANDARDS**

Education/Experience: This position can be filled by either a licensed clinician or a non-licensed administrative level individual as outlined:

**Path 1:** Psychologist licensed by State of California with a doctorate in psychology with at least three years of clinical psychology experience, two of which shall be administrative; or

**Path 2:** Clinical social worker licensed by the State of California with at least five years of mental health experience, two of which shall be administrative; or

**Path 3:** Marriage, family and child counselor licensed in the State of California with at least five years of mental health experience, two of which shall be administrative; or

**Path 4:** Registered nurse with a master's in psychiatric or public health nursing licensed by the Board of Registered Nursing in the State of California with at least five years of mental health experience, two of which shall be administrative; or

**Path 5:** Administrator with a master's degree in hospital administration, public health administration, or public administration with at least three years of experience in hospital or health care administration, two of which shall be in the mental health field. Additional qualifying experience may be substituted for the required education on a year- for-year basis with the approval of the Department of Health Care Services.

All identified paths must meet the detailed qualifications outlined in California Administrative Code, Title 9, Section 620.

**Knowledge of:** Principles and practices of public agency administration, including organizational analysis; mental health and substance abuse administration, including the general purposes and provisions of state and relevant local laws, ordinances, and regulations; current developments in the fields of mental health and substance abuse; community resources; principles of personnel management, supervision, and training; governmental budget planning and control; public and private funding sources; grant and contract development and management.

**Ability to:** On a continuous basis, analyze programmatic and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem-solve department-related issues; remember various rules; explain and interpret policy. Plan, organize, direct, coordinate and evaluate the activities of multi-disciplinary management, professional, technical, and clerical staff involved in complex and comprehensive program delivery; consider and respond appropriately to the needs, feelings and capabilities of different people in different situations; be tactful, compassionate, sensitive and treat others with respect. Develop and implement department/division policies, procedures and systems. Build consensus through give and take; persuade others; gain cooperation from others to obtain information and accomplish goals. Successfully develop, control and monitor multiple programs and related expenditures within budgetary constraints. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Interpret and apply County policies, procedures, rules and regulations in an effective manner. Communicate clearly and concisely, both orally and in writing, using appropriate grammar and paragraph structure, and including proficient use of computers to produce written documents, regularly communicate via e-mail, and navigate the Internet. Operate automated office equipment and systems used by the Department. Supervise, train and evaluate assigned personnel and lead by example. Work with various cultural and ethnic groups in a tactful and effective manner. Plan, organize, and schedule priorities for self and others in an effective and timely manner. Exercise good judgment by making sound and well-informed decisions; perceive the implications of decisions; make effective and timely decisions. Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others. Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

**Typical Physical Requirements:**

On a continuous basis, sit at a desk or in meetings for long periods of time; intermittently walk, stand and bend while going to/from other offices; lift and carry at least 25 pounds for at least 30 feet; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; climb and descend stairs; use telephone and write or use a keyboard to communicate through written means; hear sufficiently to communicate with clients and to understand actions in public meetings, hearings or administrative proceedings; ability to drive long distances alone.

**SPECIAL REQUIREMENTS:** Possession of a valid California driver's license is required. Must successfully complete a pre-employment background check and physical examination. Possession of any one of the various California health care practitioner credentials is highly preferable.

**SELECTION:** Selection procedures will be determined by the number and qualifications of applicants and will include a qualification screening and oral interview.

**APPLICATION:** Applications **must be received** by the Personnel Office, P.O. Box 249, Independence, CA 93526 BY 5:00 P.M. on **October 4, 2021.** Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. Incomplete applications will not be processed. **It is not acceptable to complete the application with statements like, "See/Refer to Resume", or "See Attached".** Application may be faxed to meet deadline—original application with original signature must be received.

**THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.**

**REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES:** Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

**CITIZENSHIP/IMMIGRATION STATUS:** Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Shoshone, and Tecopa). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head.