



**COUNTY OF SONOMA (CA)**  
**INVITES APPLICATIONS FOR THE POSITION OF:**

**Temporary Extra-Help Behavioral Health  
Division Director**

*An Equal Opportunity Employer*

**SALARY**

\$67.00 - \$81.44 Hourly

**OPENING DATE:** 03/06/18

**CLOSING DATE:** 03/13/18

**THE POSITION**

This recruitment is being conducted to fill a Temporary, Extra-Help Behavioral Health Division Director position in the Department of Health Services.

Under general policy direction, this position plans organizes, coordinates, directs and administers the Behavioral Health Division of the Department of Health Services; develops, interprets, implements, and evaluates programmatic improvements, policies and procedures; may serve as Acting Director of Health Services in the absence of the Director; and performs related duties as required.

Reporting to the Director of Health Services, the Temporary Extra-Help Behavioral Health Division Director performs the full range of management functions through subordinate managers and staff for the Behavioral Health Division. The incumbent is in a position of trust and confidence and is delegated authority and held accountable for the operation of the division. They use considerable independent judgment and discretion in staff supervision and delegated administration and management including the prioritization and coordination of mandates, goals and objectives.

**Extra-Help Employment**

Extra-help employees relieve or augment permanent staff. Temporary, extra-help employees are not in the classified civil service and do not have property rights to permanently allocated positions. In addition, they do not receive most employee benefits such as: long-term disability insurance coverage; accrual of vacation; participation in the County retirement program; or eligibility to take promotional examinations. **Temporary, extra-help employees are limited in their employment to a maximum of one calendar year. These employees must be off of work for three months before they can be re-employed on an extra help basis.** Extra-help employees who meet the eligibility requirements may qualify for a County contribution toward medical coverage.

The Civil Service title for this position is Health Services Division Director.

**MINIMUM QUALIFICATIONS**

Any combination of education, experience, and training that would likely provide the knowledge and abilities listed herein. (Note: some assignments may have legally mandated requirements.)

**Behavioral Health Division Director:**

**Education and Experience:** Normally, a masters degree in health care administration, public health, psychiatric nursing, psychology, sociology, counseling, public administration, business administration or a related field from an accredited college or university, and four years administrative or management experience at the level of division director, program manager,

and/or center or facility manager in a mental health or substance abuse services program, or closely related health or human service program requiring large expenditures of funds.

**License:** In accordance with California Administrative Code, Title IX, Section 620, either:

A physician and surgeon listed in the State of California showing evidence of having completed three years of graduate training in psychiatry to be supplemented by an additional period of two years of training or practice limited to the field of psychiatry, one year of which shall have been administrative experience;

OR

A psychologist who shall be licensed in the State of California and shall possess a doctorate degree in Psychology from an institute of higher education and, in addition, have at least five years mental health experience, two years of which shall have been administrative experience;

OR

A clinical social worker who shall possess a master's degree in social work and be a licensed clinical social worker under provisions of the California Business and Professional Code, and shall have had at least five years mental health experience, two years of which shall have been administrative experience;

OR

An administrator who shall have a master's degree in hospital administration, public health administration, or public administration from an accredited college or university, and who shall have at least three years experience in hospital or health care administration, two of which shall have been in the mental health field (additional qualifying experience may be substituted for the required education on a two year-for-year basis with the approval of the Department of Mental Health)

OR

A marriage, family and child counselor who shall have a master's degree in an approved behavioral science course of study and who shall be a licensed marriage, family and child counselor, and shall have had at least five years of mental health experience, two years of which shall have been administrative experience

OR

A registered nurse licensed in the State of California who shall possess a master's degree in psychiatric or public health nursing and shall have at least five years mental health experience.

Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Thorough knowledge of:** the principles, methods and protocols of the assigned division's functional area such as public health or behavioral health; legislation and laws that regulate the assigned division and that regulate health services departments in general; principles of public policy, planning, and health services administration; health services department operations; principles and practices of providing community health services; community social, economic, and health related issues that call for the use of public and private county services.

**Considerable knowledge of:** modern personnel, financial administration and management practices and procedures.

**Ability to:** develop, organize, and coordinate health services, programs, and activities; understand interpret, and apply procedures, laws, rules and regulations as they apply to the assigned area; ensure proper compliances with federal, state and local guidelines, policies,

goals, rules and regulations; plan, organize, direct, and supervise professional and other personnel engaged in providing health; exercise responsibility, initiative, ingenuity, independent analysis, and judgment in solving highly specialized health, administrative and managerial problems; establish and maintain effective working relationships; work closely with community groups, advisory boards and advocacy organizations; develop and update divisional rules, regulations and policies; direct the establishment and maintenance of a variety of records and reports pertaining to medical and non-medical services and personnel; effectively assemble, organize and present in written and/or oral form, reports containing alternative solutions and recommendations regarding plans, policies and programs; understand and appreciate differing views on the responsibility of the assigned division in the management of sensitive health issues.

## **SELECTION PROCEDURE**

### **& SOME HELPFUL TIPS WHEN APPLYING**

Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.

You should list all your employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.

You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.

Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.

### **APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

The selection procedure will consist of the following examination:

An **Application and Supplemental Questionnaire Appraisal** (pass/not pass) will be conducted to evaluate each applicant's combination of educational coursework, training, experience, knowledge, and abilities which relate to this position to ensure satisfaction of the minimum qualifications for this position. Candidates who possess the minimum qualifications for the position will be placed on an extra-help employment list and referred to the department. The department may contact candidates from the employment list who possess the most appropriate job-related qualifications for further consideration.

## **ADDITIONAL INFORMATION**

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

## **HOW TO APPLY**

Applications are accepted on-line at: [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and

appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: TF

HR Technician: KW

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,  
Santa Rosa, CA 95403

EXAM #18/03-2541-EH

TEMPORARY EXTRA-HELP BEHAVIORAL HEALTH DIVISION

DIRECTOR

TF

### Temporary Extra-Help Behavioral Health Division Director Supplemental Questionnaire

\* 1. Please describe how your education, experience, and licensure meet the minimum qualifications as stated for this position.

\* 2. How did you first learn about this opportunity?

- ☐ CalJobs
- ☐ CareerBuilder
- ☐ College or University
- ☐ Craigslist
- ☐ Employee of Sonoma County
- ☐ Facebook
- ☐ GovernmentJobs.com
- ☐ Hispanic Chamber of Commerce of Sonoma County
- ☐ Indeed
- ☐ Job Fair
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ Minority Organization or Group
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Twitter
- ☐ Veterans Services Office
- ☐ Women's Organization or Group
- ☐ Other Internet Site
- ☐ Other Publication

\* Required Question