

# County of Santa Cruz

INVITES YOU TO APPLY FOR:

## SENIOR BEHAVIORAL HEALTH MANAGER

**Supplemental Questionnaire Required**

**Open and Promotional  
Job # 23-NL8-02**

**Salary: \$9,743 -13,000 / Month**

**Closing Date: Friday, July 28, 2023**



**THE JOB:** Under general direction to plan, organize, direct, coordinate and evaluate major components of service delivery program Behavioral Health Division; and other work as required. The eligible list established from this recruitment will be used to fill current and future vacancies during the life of the eligible list.

**Adult Mental Health Services Assignment:** This vacancy is in the Adult Mental Health Services Unit. This incumbent is responsible for developing, managing, and administering major components of Adult Mental Health Programs administered through the Mental Health Plan for serious mental illness. Responsibilities include leading our County's Full-Service Partnership (FSP) teams, including specialized services for adults, older adults, transition-aged youth, people involved in the criminal justice system, and people experiencing homelessness. This position implements the County's Health Services Agency Strategic Plan and Behavioral Health specific strategies. Tasks include developing policy and procedures; coordinating and integrating services, resolving administrative problems; coordinating and directing through subordinate managers the work of the staff engaged in providing mental health services; developing and monitoring contracts for services including negotiation of requirements and costs; developing program funding sources through grant writing, billing, and legislative processes; and developing and monitoring the annual budget. This position also acts as a liaison with the State Department of Health Care Services in major program areas to ensure program performance, represents the County Behavioral Health to other agencies, community groups and organizations; develops services and program information to keep public informed; and acts as staff to the Mental Health Advisory Board. The Adult Mental Health unit is the largest in behavioral health, and frequently collaborates with other County Departments, including the Sheriff's Office, the Probation Department, and the Human Services Department, most notably the Housing for Health Division and the Public Guardian.

**THE REQUIREMENTS:** Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain these knowledge and abilities would be:

Five years of experience in hospital or health care administration, three of which shall have been in the mental health or alcohol and drug field plus a master's degree in hospital administration, public health administration, public administration, psychology, social work, nursing or counseling from an accredited college or university.

Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060

Apply online at: [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

EQUAL OPPORTUNITY EMPLOYER



Additional qualifying experience may be substituted for the required education. A clinical license or certification as an alcohol and drug counselor is strongly desired but not required as this position supervises large, complex service delivery systems and clinical staff.

**Knowledge:** Thorough knowledge of methods to assess and respond to community needs for mental health and/or substance use services; program planning, administration, coordination, management and evaluation; the principles of mental health and/or substance use disciplines and legal requirements; interrelationships of service provided by governmental, community and private mental health/substance use organizations; the principles and practices of supervision, training and personnel management. Working knowledge of grant proposal writing and legislative processes related to developing funding resources; budgeting, fiscal control, and contract administration; and county requirements for approval and management of new complex programs of significant scope and size.

**Ability to:** Evaluate mental health and/or substance use programs and develop new or revised programs as necessary to meet the needs of the community; develop and coordinate services and maintain effective relationships with other departments, agencies and organizations; work with State Department of Mental Health and/or State Department of Alcohol and Drug Programs to ensure program performance, appropriate funding and problem solving; plan, organize and direct through subordinate managers and supervisors the activities of staff working in mental health and/or substance use programs; prepare and monitor budgets and contracts; express aims, concepts and principles of mental health and/or substance use programs in oral and written form; speak effectively before groups; develop, negotiate and monitor funding sources; exercise initiative, ingenuity and sound judgment to solve difficult administrative and personnel problems; and work effectively to partner with many constituent groups and political entities on critical mental health and substance abuse services.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training, and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months, and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the deadline if: 1) received in the Personnel Office by 5:00 p.m. on the final filing date or 2) submitted online before midnight on the final filing date.

**Women, minorities, people of color, and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

## **SR BEHAVIORAL HEALTH MANAGER – SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application. **NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for moving to the next step in the recruitment process.**

1. Describe your experience supporting stakeholder collaboration efforts, including initiatives with other providers, local government agencies, and/or consumers and families, to understand a community need and develop services to fill that need. Provide an example and describe how you determined the need, the services, the funding, and the development of measures to achieve the intended outcome.
2. Provide an example of a large-scale behavioral health project that you directly participated in or oversaw to improve services for individuals with a mental illness and/or substance use disorder. In your response, please detail your role in the project, how you contributed, whether it was successful, what outcomes were measured, and what you might do differently now.
3. What are the most significant opportunities and threats facing behavioral health today? As a leader, describe how you would navigate our current environment and what strategies you might use to capitalize on the opportunities and mitigate risks. What leadership competencies do you bring that would support the clinical and fiscal sustainability of the organization?

### **EMPLOYEE BENEFITS:**

**VACATION** – 16 days 1<sup>st</sup> year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

**ADMINISTRATIVE LEAVE** – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

**HOLIDAYS** – 14 paid holidays per year.

**SICK LEAVE** – Six days per year.

**BEREAVEMENT LEAVE** – 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** – County pays for employee and eligible dependent coverage.

**VISION PLAN** – The County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT AND SOCIAL SECURITY** – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit is determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** – County paid \$50,000 term policy. Employee may purchase additional life insurance.

**LONG TERM DISABILITY PLAN** – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

**DEPENDENT-CARE PLAN** – Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

**H-CARE PLAN** – Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** – Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** – A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

**LIVE Here**

**WORK Here**

**PLAY Here**

