



**Contra
Costa
County**

To:

From: William Walker, M.D., Health Services

Date: May 10, 2016

Subject: ADD one (1) Utilization Review Manager position and cancel one (1) Mental Health Program Manager position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21855 to add one (1) Utilization Review Manager (VWHG) position at salary plan and grade level ZL5 – 1970 (\$8,299 – \$10,088) and cancel vacant permanent Mental Health Program Manager (VQDC) position #16066 at salary plan and grade level ZA5 - 1844 (\$6,909 - \$8,398) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action will result in approximate annual costs of \$29,805, which includes \$7,198 in pension costs. Costs will be 100% funded by the Mental Health Realignment Act funds.

BACKGROUND:

The Health Services Department is requesting to add a Utilization Review Manager position assigned to the Behavioral Health Division's Administration Unit. The primary responsibilities will include providing staff supervision, policy and procedural development

☐ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/10/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: May 10, 2016

, County Administrator and Clerk of the Board of Supervisors

Contact: Melissa Carofanello -
melissa.carofanello@hsd.cccounty.us - 925-957-5248

By: Chris Heck, Deputy

cc:

and guidance on both government regulations and requirements to Behavioral Health
Division's Utilization

BACKGROUND: (CONT'D)

Review Unit which includes both Substance Abuse and Mental Health programs. This position will also provide critical oversight and coordination for both internal and external division wide audits. The Department has determined that the vacant Mental Health Program Manager position is no longer needed and a Utilization Review Manager will better meet its operational needs.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Behavioral Health Division will not be able to have the appropriate level of supervision for its Utilization Review Unit.

CHILDREN'S IMPACT STATEMENT:

This position is located in the Behavioral Health Administration and provides supervision and oversight to Utilization Review Unit which monitors all programs within the division including Children's Mental Health.

CLERK'S ADDENDUM

James Renton, resident of Moraga (handout attached).

ATTACHMENTS

P300 No. 21855 HSD