



Office of the City Manager

CONSENT CALENDAR

April 29, 2014

To: Honorable Mayor and Members of the City Council
 From:  Christine Daniel, City Manager
 Submitted by: David Abel, Acting Director of Human Resources
 Subject: Classification Series: Behavioral Health Clinician I/II/Senior

RECOMMENDATION

Adopt a Resolution amending Resolution No. 66,298-N.S., Classification and Salary Resolution for Service Employees International Union Local 1021 (Community Services & PTRLA Chapter), to establish the classifications of Behavioral Health Clinician I with a monthly salary range of \$5,795 - \$6,797, Behavioral Health Clinician II with a monthly salary range of \$6,382 - \$7,454, and Senior Behavioral Health Clinician with a monthly salary range of \$6,966 - \$8,132, effective April 30, 2014; and abolish the Mental Health Clinician I/II/Senior and the Psychiatric Social Worker I/II/Senior classification series, effective May 31, 2014.

FISCAL IMPACTS OF RECOMMENDATION

None

CURRENT SITUATION AND ITS EFFECTS

Within the Mental Health Division of the Health, Housing, and Community Services (HHCS) Department, there are currently six classifications (Mental Health Clinician I/II/Senior, Psychiatric Social Worker I/II/Senior) that are assigned primarily the same duties and responsibilities, and require similar skill sets. Some general duties of both classification series are to provide community mental health services and therapy to clients, both within a health clinic, and in outpatient settings. These six classes were originally established in 1988, and served different functions within the department. Over time, the work evolved, and the functions of both series became more aligned.

Thus, in 1990, the Psychiatric Social Worker I/II classification specifications were revised to mirror that of the Mental Health Clinician I/II classification specifications. Since then, the HHCS Department's practice has been to use these classifications interchangeably, at their respective levels. In the past, the Human Resources Department conducted four recruitments concurrently (Psychiatric Social Worker I/II

and Mental Health Clinician I/II), and created four eligible lists. The Mental Health Division's practice was to then hire from any of the four lists to fill their vacancies, with little regards to which list was used for filling a particular vacancy. The one major distinction which has remained between the two classification series is the license requirement. The Mental Health Clinician series requires licensure as a Marriage and Family Therapist, while the Psychiatric Social Worker requires licensure as a Clinical Social Worker. At the Mental Health Clinician I and Psychiatric Social Worker I levels, incumbents must obtain the appropriate license within three (3) years of their appointment, or be subject to termination.

Staff reviewed the essential elements of the six (6) existing classifications and have developed the proposed three (3) new classifications, which combine each of these classifications and their respective salary ranges in a single Behavioral Health Clinician classification series. The main objective is to consolidate the classifications performing similar work into one series that would be used within the Mental Health Division. The establishment of this new classification series is not a fundamental structural change in regards to work distribution within the department; it's a change to align with the Division's continuous practices and to improve administrative efficiency for the recruitment and hiring processes.

This new Behavioral Health Clinician I/II/Senior classification series will also address prior issues raised, related to the license requirements and the similarities in skill sets in order to perform the duties and responsibilities of the two existing classification series. The current structure of the Mental Health Clinician and Psychiatric Social Worker series do not allow for promotional opportunities between the two classification series to the Senior level, due the separate license requirements. Although, as mentioned, the Senior level classifications perform essentially the same job functions. The proposed Behavioral Health Clinician classification series would be inclusive of all related California licenses: Social Worker, Marriage and Family Therapist, or Psychologist.

An additional benefit is that recruitments can be conducted for one general classification, at whichever level is needed, rather than opening two or more recruitments simultaneously to obtain the same results.

BACKGROUND

The Personnel Board discussed the proposal at its March 3, 2014 meeting, and voted (Dixon, Roter, Reyes, Wenk, Vizas – Yes; Johnson, Kidd, Murray - Absent), to recommend the following to the City Council:

1. Establish the classification of Behavioral Health Clinician I, eligible for the overtime provisions of the Fair Labor Standards Act (FLSA), in Representation Unit G1 (Health, Welfare, and Social Service Occupations), with a monthly salary range of \$5,795- \$6,037- \$6,285- \$6,537- \$6,797, effective April 30, 2014.

2. Establish the classification of Behavioral Health Clinician II, eligible for the overtime provisions of the Fair Labor Standards Act (FLSA), in Representation Unit G1 (Health, Welfare, and Social Service Occupations), with a monthly salary range of \$6,382- \$6,637- \$6,899- \$7,174- \$7,454, effective April 30, 2014.
3. Establish the classification of Senior Behavioral Health Clinician, eligible for the overtime provisions of the Fair Labor Standards Act (FLSA), in Representation Unit G1(Health, Welfare, and Social Service Occupations), with a monthly salary range of \$6,966- \$7,247- \$7,515- \$7,814- \$8,132, effective April 30, 2014.
4. Abolish the classifications of Mental Health Clinician I (Job Code 2445), Mental Health Clinician II (Job Code 2452), Senior Mental Health Clinician (Job Code 2453), Psychiatric Social Worker I (Job Code 2446), Psychiatric Social Worker II (Job Code 2441), and Senior Psychiatric Social Worker (Job Code 2413), effective May 31, 2014.

ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

It has been the policy of the City to maintain and revise the classification and salary schedule on a regular basis to accommodate assignment of new duties and responsibilities, reflect programmatic changes, maintain competitive salaries and, when applicable, comply with regulatory requirements.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

Mecole Tate, Acting Assistant Human Resources Analyst, 981-6809

Attachments:

1. Class Specification – Behavioral Health Clinician I
2. Class Specification – Behavioral Health Clinician II
3. Class Specification – Senior Behavioral Health Clinician
4. Resolution
Exhibit A: Salary Schedule

City of Berkeley
Class No. 2478
April 2014

Behavioral Health Clinician I

DEFINITION

Under direct supervision provides a variety of community behavioral health services to clients and to the community in an outpatient setting; handles complex or difficult client cases; performs related work as assigned.

CLASSCHARACTERISTICS

This is an entry-level class in the Behavioral Health Clinician series with incumbents expected to perform a wide range of community behavioral health services under direct supervision. Responsibilities include conducting assessments, performing case coordination, care management, and rehabilitative services, providing diagnoses and treatment plans, providing psychotherapy, and preparing reports, case summaries and other forms required to maintain a case within the clinic. Supervision and consultation are received from Senior staff and other Mental Health supervisory staff. This class is distinguished from Behavioral Health Clinician II in that the latter works with greater independence and may lead intake and crisis teams.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Provides direct and indirect behavioral health services in outpatient clinics, home settings and with diverse community agencies and groups; may function as a member of a multi-disciplinary team for handling of scheduled and unscheduled clients;
2. Performs initial client assessments and develops and carries out treatment plans for a wide range of assigned child and adult clients, including case management, care coordination, and rehabilitative services for the chronically mentally ill;
3. Provides individual, group, and family therapy and crisis intervention to those experiencing life crisis and serious mental disorders;
4. Accepts "on-duty" assignments for emergency screening and follow-up on unscheduled clients; evaluates and signs commitments for clients requiring hospitalization after consultation from senior staff; provides evaluation and referral for

court defendants;

5. Attends case conferences to review client cases and resolve difficult therapeutic problems;

6. Conducts behavioral health workshops for schools, other agencies, and the public; consults with and serves as a liaison with community agencies and other mental health programs and services to evaluate community mental health needs and services; performs community outreach to identify mental disorders;

7. Maintains detailed client records and documentation on client visits; prepares a variety of reports for City Mental Health Management review;

8. Maintains current knowledge of mental health topics and issues;

9. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles, practices, and methods of community mental health treatment including interviewing, assessment, individual, marriage, child, family, and group counseling and crisis intervention;

2. Adult and child psychology, including development and psychopathology; characteristics and types of mental disorders;

3. Applicable city, state, and federal guidelines, and laws affecting mental health treatment services and reporting procedures;

4. Community mental health resources and services, and other health, financial, social, recreational, cultural, housing, and legal advocacy services.

Ability to:

1. Assess client mental health status, develop effective treatment plans, and make appropriate referrals;

2. Provide on-going therapeutic support and counseling for individuals, groups, and families;

3. Coordinate treatment with other community agencies and services;

4. Perform crisis intervention as necessary;

5. Provide case management and rehabilitative services to the chronically mentally ill;
6. Prepare complete and detailed documentation of client visits and other required reports including charting audits and approval of clients treatment plans;
7. Conduct behavioral health educational programs and workshops;
8. Understand cultural background as it relates to treatment;
9. Establish and maintain effective working relationships with other clinicians, City staff, community health, or other referral agencies and the public.

MINIMUM QUALIFICATIONS

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

A master's degree from a recognized school of Social Work, Counseling, Psychiatric Nursing, or other Marriage and Family Therapy eligible discipline, or a doctorate degree in Psychology, with field placement of at least one (1) year in a medical, psychiatric, or community mental health setting.

LICENSE

Must secure a license as a Clinical Social Worker, Marriage and Family Therapist, or Psychologist, as provided for by California state law within four years from date of hire, or be subject to termination.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside of Berkeley to meet program needs and to fulfill the job responsibilities. When driving on City business, incumbents must have a valid California driver's license as well as a satisfactory driving record.

Behavioral Health Clinician I	
Classification Code	2478
Classification Established	4/2014
FLSA Status	Non-Exempt
Admin Leave/Overtime	Overtime
Representation Unit	G1
Probationary Period	6 Months
Workers' Comp Code	8810

City of Berkeley
Class No. 2479
April 2014

Behavioral Health Clinician II

DEFINITION

Under general supervision, provides a variety of community behavioral health services to clients and to the community in an outpatient setting; handles complex or difficult client cases; performs related work as assigned.

CLASSCHARACTERISTICS

This is a journey-level class in the Behavioral Health Clinician series with incumbents expected to perform a wide range of community behavioral health services requiring independent judgment and decision-making. Responsibilities include conducting assessments; performing case coordination, care management, and rehabilitative services; providing diagnoses and treatment plans; providing psychotherapy; and preparing reports, case summaries, and other forms required to maintain a case within the clinic. Incumbents are licensed and may lead teams conducting intake assessments and crisis intervention. Supervision and consultation are received from Mental Health supervisory staff. This class is distinguished from Senior Behavioral Health Clinician in that the latter takes responsibility for program oversight functions delegated by the program supervisor.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Provides direct and indirect behavioral health services in outpatient clinics, home settings and with diverse community agencies and groups; may function as the lead of a multi-disciplinary team for handling of scheduled and unscheduled clients;
2. Performs initial client assessments and develops and carries out treatment plans for a wide range of assigned child and adult clients, including case management, care coordination, and rehabilitative services for the chronically mentally ill;
3. Provides individual, group, and family therapy and crisis intervention to those experiencing life crisis and serious mental disorders;
4. Accepts "on-duty" assignments for emergency screening and follow-up on unscheduled clients; evaluates and signs commitments for clients requiring hospitalization; provides evaluation and referral for court defendants;
5. Attends case conferences to review client cases and resolve difficult therapeutic problems, participates in staff/intern training;

6. Conducts behavioral health workshops for schools, other agencies, and the public; consults with and serves as a liaison with community agencies and other mental health programs and services to evaluate community mental health needs and services; performs community outreach to identify mental disorders;
7. Maintains detailed client records and documentation on client visits; prepares a variety of reports for City Mental Health Management review;
8. Provides supervision and chart auditing for student interns and unlicensed staff; provides consultation and direction on difficult mental health cases and handles the more difficult client assignments;
9. Maintains current knowledge of mental health topics and issues and recommends improved practices and procedures;
10. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles, practices, and methods of community mental health treatment including interviewing, assessment, individual, marriage, child, family, and group counseling and crisis intervention;
2. Adult and child psychology, including development and psychopathology; characteristics and types of mental disorders;
3. Applicable city, state, and federal guidelines, and laws affecting mental health treatment services and reporting procedures;
4. Community mental health resources and services, and other health, financial, social, recreational, cultural, housing, and legal advocacy services;
5. Basic leadership and training principles.

Ability to:

1. Provide program direction for graduate students and unlicensed clinical staff;
2. Provide direction and work review to assigned clinicians; participating in intake and crisis teams;
3. Assess client mental health status, develop effective treatment plans and make appropriate referrals;

4. Provide on-going psychotherapy for individuals, groups, and families;
5. Coordinate treatment with other community agencies and services;
6. Perform crisis intervention as necessary;
7. Provide case management and rehabilitative services to the chronically mentally ill;
8. Prepare complete and detailed documentation of client visits and other required reports;
9. Conduct behavioral health educational programs and workshops;
10. Understand cultural background as it relates to treatment;
11. Establish and maintain effective working relationships with other clinicians, City staff, community health, or other referral agencies and the public.

MINIMUM QUALIFICATIONS

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

A master's degree from a recognized school of Social Work, Counseling, Psychiatric Nursing, or other Marriage and Family Therapy eligible discipline, or a doctorate degree in Psychology, with field placement in a medical, psychiatric, or community mental health setting.

AND

Two (2) years experience in an out-patient clinic, hospital, child guidance clinic, mental health program, or family agency which included regular psychiatric consultation.

AND

LICENSE

Must possess a License as a Clinical Social Worker, Marriage and Family Therapist, or Psychologist, as provided for by California state law.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside of Berkeley to meet program needs and to fulfill the job responsibilities. When driving on City business, incumbents must have a valid California driver's license as well as a satisfactory driving record.

Behavioral Health Clinician II	
Classification Code	2479
Classification Established	4/2014
FLSA Status	Non-Exempt
Admin Leave/Overtime	Overtime

Representation Unit	G1
Probationary Period	6 Months
Workers' Comp Code	8810

City of Berkeley
Class No. 2479
April 2014

Senior Behavioral Health Clinician

DEFINITION

Under general supervision, provides lead direction and handles complex or difficult behavioral health client cases; has ongoing responsibility for major management and/or organizational responsibilities within the program.

CLASS CHARACTERISTICS

This is a lead level position in the Behavioral Health Clinician series. Incumbents provide experienced clinical consultation to clinical staff as well as have ongoing responsibility for management functions delegated by the program supervisor. The work may include program planning and development and requires considerable technical knowledge and independent judgment. Assignments may include responsibility for service areas such as community outreach for all City Mental Health Programs. This class is distinguished from the Mental Health Program Supervisor in that the latter has full supervisory responsibility for large mental health programs and mental health staff.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Provides direct and indirect behavioral health services in outpatient clinics, home settings and with diverse community agencies and groups; functions as a leader of a multi-disciplinary team for handling of scheduled and unscheduled clients;
2. Performs an initial client assessment and develops and carries out treatment plans for a wide range of assigned child and adult clients, including case management, care coordination, and rehabilitative services for the chronically mentally ill;

DEFINITION

Under general supervision, provides lead direction and handles complex or difficult behavioral health client cases; has ongoing responsibility for major management and/or organizational responsibilities within the program.

CLASS CHARACTERISTICS

This is a lead level position in the Behavioral Health Clinician series. Incumbents provide experienced clinical consultation to clinical staff as well as have ongoing responsibility for management functions delegated by the program supervisor. The work

may include program planning and development and requires considerable technical knowledge and independent judgment. Assignments may include responsibility for service areas such as community outreach for all City Mental Health Programs. This class is distinguished from the Mental Health Program Supervisor in that the latter has full supervisory responsibility for large mental health programs and mental health staff.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Provides direct and indirect behavioral health services in outpatient clinics, home settings and with diverse community agencies and groups; functions as a leader of a multi-disciplinary team for handling of scheduled and unscheduled clients;
2. Performs an initial client assessment and develops and carries out treatment plans for a wide range of assigned child and adult clients, including case management, care coordination, and rehabilitative services for the chronically mentally ill;
3. Provides individual, group and family therapy and crisis intervention to those experiencing life crisis and serious mental disorders;
4. Accepts periodic "on-duty" assignments for emergency screening and follow-up of unscheduled clients; evaluates and signs commitments for clients requiring hospitalization; provides evaluation and referral for court defendants;
5. Attends case conferences to review client cases and resolve difficult therapeutic problems; participates and conducts staff/intern training;
6. Conducts behavioral health workshops for schools, other agencies and the public; consults with and serves as a liaison with community agencies and other mental health programs and services to evaluate community mental health needs and services;
7. Maintains detailed client records and documentation on client visits; prepares a variety of reports for City management review;
8. Provides supervision and charting audit for student interns and staff; provides consultation and direction on difficult mental health cases and handles the more difficult client assignments;
9. Maintains current knowledge of mental health topics and issues and recommends improved practices and procedures;
10. Leads quality assurance and peer review functions;

11. Organizes and administers specific functions of the program;
12. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles, practices and methods of community mental health treatment including interviewing, assessment, individual, marriage, child, family and group counseling and crisis intervention;
2. Adult and child psychology including development and psychopathology; characteristics and types of mental disorders;
3. Applicable city, state and federal guidelines and laws affecting mental health treatment services and reporting procedures;
4. Community mental health resources and services and other health, financial, social, recreational, cultural, housing and legal advocacy services;
5. Basic supervisory principles and practices;
6. Organizational and administrative principles and practices.

Ability to:

1. Assume organizing responsibility for specific functions within the program;
2. Provide supervision, train and assign work to graduate students and clinical staff;
3. Provide lead direction and work review to clinicians participating in intake and crisis teams;
4. Assess client mental health status, develop effective treatment plans and make appropriate referrals;
5. Provide on-going psychotherapy for individuals, groups and families;
6. Coordinate treatment with other community agencies and services;
7. Perform crisis intervention;

8. Provide case management services to the chronically mentally ill;
9. Prepare complete and detailed documentation of client visits and other required reports;
10. Conduct behavioral health educational programs and workshops;
11. Understand cultural background as it relates to treatment;
12. Establish and maintain effective working relationships with other clinicians, city staff, community health or other referral agencies and the public.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

A master's degree from a recognized school of Social Work, Counseling, Psychiatric Nursing, or other Marriage and Family Therapy eligible discipline, or a doctorate in Psychology, with field placement in a medical, psychiatric, or community mental health setting.

AND

Three (3) years experience in an out-patient clinic, hospital, child guidance clinic, mental health program or family agency which included regular psychiatric consultation.

AND

LICENSE

Must possess a License as a Clinical Social Worker, Marriage and Family Therapist, or Psychologist, as provided for by California state law.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside of Berkeley to meet program needs and to fulfill the job responsibilities. When driving on City business, incumbents must have a valid California driver's license as well as a satisfactory driving record.

Senior Behavioral Health Clinician	
Classification Code	2480
Classification Established	2014
FLSA Status	Non-Exempt
Admin Leave/Overtime	Overtime

Representation Unit	G1
Probationary Period	6 Months
Workers' Comp Code	8810

RESOLUTION NO. ##,### N.S.

CLASSIFICATION SERIES: BEHAVIORAL HEALTH CLINICIAN I/II/SENIOR

WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, the Director of Health, Housing and Community Services recommended that the classification series of Behavioral Health Clinician I/II/Senior be established to provide a variety of community behavioral health services to clients and to the community in an outpatient setting, at different levels; and

WHEREAS, the Personnel Board recommended on March 3, 2014 to establish the classification of Behavioral Health Clinician I, eligible for the overtime provisions of the Fair Labor Standards Act (FLSA), in Representation Unit G1 (Health, Welfare, and Social Service Occupations), with a monthly salary range of \$5,795- \$6,037- \$6,285- \$6,537- \$6,797, effective April 30, 2014; and

WHEREAS, the Personnel Board recommended on March 3, 2014 to establish the classification of Behavioral Health Clinician II, eligible for the overtime provisions of the Fair Labor Standards Act (FLSA), in Representation Unit G1 (Health, Welfare, and Social Service Occupations), with a monthly salary range of \$6,382- \$6,637- \$6,899- \$7,174- \$7,454, effective April 30, 2014; and

WHEREAS, the Personnel Board recommended on March 3, 2014 to establish the classification of Senior Behavioral Health Clinician, eligible for the overtime provisions of the Fair Labor Standards Act (FLSA), in Representation Unit G1(Health, Welfare, and Social Service Occupations), with a monthly salary range of \$6,966- \$7,247- \$7,515- \$7,814- \$8,132, effective April 30, 2014; and

WHEREAS, the Personnel Board recommended on March 3, 2014 to abolish the classification series' of Mental Health Clinician I/II/Senior, and Psychiatric Social Worker I/II/Senior.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 66,298-N.S., Classification and Salary Resolution for Service Employees International Union Local 1021 (Community Services & PTRLA Chapter) is amended to establish the Behavioral Health Clinician I/II/Senior series, with salary ranges as shown in Exhibit A, effective April 30, 2014.

BE IT FURTHER RESOLVED by the Council of the City of Berkeley that Resolution No. 66,298-N.S., Classification and Salary Resolution for Service Employees International Union Local 1021 (Community Services & PTRLA Chapter) is amended to abolish the classifications of Mental Health Clinician I (Job Code 2445), Mental Health Clinician II (Job Code 2452), Senior Mental Health Clinician (Job Code 2453), Psychiatric Social Worker I (Job Code 2446), Psychiatric Social Worker II (Job Code 2441), and Senior Psychiatric Social Worker (Job Code 2413), effective May 31, 2014.

Salary Schedule

Job Code	Unit	Class Title	FLSA	A	B	Steps C	D	E	Effective Date
2478	G1	Behavioral Health Clinician I	E	\$5,795	\$6,037	\$6,285	\$6,537	\$6,797	4/30/2014
2479	G1	Behavioral Health Clinician II	E	\$6,382	\$6,637	\$6,899	\$7,174	\$7,454	4/30/2014
2480	G1	Senior Behavioral Health Clinician	E	\$6,966	\$7,247	\$7,515	\$7,814	\$8,132	4/30/2014

