



THE COUNTY OF STANISLAUS

Behavioral Health and Recovery Services



Stanislaus County
now offers an employee
bonus worth up to
**\$10,000 or 21
additional days of
leave time!***

**See inside for details*

MEDICAL RECORDS MANAGER (MANAGER I/II)

\$66,560-\$111,696 Annually

Please apply by July 2, 2024

THE IDEAL CANDIDATE

The Behavioral Health & Recovery Department Office is looking for a charismatic member of the team that is integral to managing the Department's medical records program, coordinating with other departments and external agencies as needed. The candidate should possess strong organizational skills, attention to detail, and a deep understanding of medical records management and security protocols. They should be well versed in federal regulations, ensuring strict adherence to patient privacy, security, and confidentiality. A proactive approach to security management, coupled with comprehensive knowledge of HIPAA requirements and 42 CFR Part 2 regulations will be essential in maintaining the integrity and security of patient records. The ideal candidate will also demonstrate strong leadership skills, a commitment to continuous improvement, and the ability to foster a culture of compliance within the organization.

Interested in learning more about
the Behavioral Health and
Recovery Services Department?

*Scan the QR code or visit
<https://www.stancounty.com/bhrs/>*



THE POSITION

Under general administrative direction, the Medical Records Manager develops, manages, coordinates and monitors the medical records program activities for the Behavioral Health & Recovery Services Department; ensures compliance with Federal, State and County regulations; and performs related duties as required.

TYPICAL TASKS

- Oversees Medical Records Team;
- Participate in out of county activities related to Medical Records such as meetings, trainings, and annual conferences;
- Assist with testing and training electronic health record updates and new releases;
- Assist with implementation through the electronic health record or other necessary platform;
- Run reports to monitor security protocols in electronic health record;
- Responsible for security and confidentiality awareness, including staff training in collaboration with the privacy officer;
- Work alongside IT security and compliance to organize business strategies and requirements;
- Address issues related to business continuity and incident response;
- Assists with conducting risk assessments and audits;
- Responsible for investigating data breaches and implementation measures to mitigate any future developments;
- Provide administrative support for clinical operations by maintaining medical records for clients;
- Supports Medical Records team with reorganization of new processes;
- Works closely with County Counsel to assist with support in legal matters pertaining to confidentiality, security, and compliance;
- Assist with complaint review and analysis;
- Develop and update department policies related to BHRS Record Management and Security;
- Collaborate with Training Department to develop, train, and support staff and contractors in the department documentation content and HIPAA security standards to ensure compliance;
- Strategically build and maintain relationships with community partners across the county, and participate in a wide range of community collaborative and capacity building efforts, and provide education to reduce stigma;
- Participate as a positive contributing member within a collaborative team, utilizing conflict resolution techniques;
- A strong commitment to and demonstrated skills in provision of culturally competent services to diverse populations, consistently utilizing multicultural skills, knowledge and experience;
- Selects and develops staff; plans, reviews and evaluates work; arranges for training;
- Initiates and recommends disciplinary and other personnel actions;
- Maintains accurate records and files for audit purposes; and
- Other duties as assigned



KNOWLEDGE

- Applicable resources, laws, regulations, rules, policies and procedures;
 - Legislative processes of Federal, State and County governments;
 - Principles and practices of business and public administration;
 - Principles and practices of work planning, data collection and analysis, project management and research methodology;
 - Procedures, practices, and legislation governing the maintenance, storage, dissemination, and safeguarding of health care and human services information;
 - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects;
 - Knowledge of principals and practices for Project Management and techniques of assessing workflow output;
 - Interviewing and investigative techniques;
 - Health care concepts and issues; and
 - Effective techniques for speaking before groups and preparing public presentations.
- Ability to pay attention to detail and complete tasks accurately;
 - Active Learning – Understanding the implication of new information for both current and future problem-solving and decision-making;
 - Active Listening – Giving full attention to what others are saying, taking time to understand the points, asking questions as appropriate without interruptions;
 - Building Partnerships – Engaging and building partnerships within the County system and local communities;
 - Communicate Effectively - Demonstrate excellent oral and written communication skills;
 - Complex Problem Solving - Recognize and resolve problems of a sensitive and/or political nature; negotiate mutually satisfactory solutions and implement recommendations;
 - Coordination – Adjusting actions in relation to other's actions;
 - Critical Thinking – Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems;

SKILLS/ABILITIES

- Public Speaking - Effectively represent BHRS in meetings with groups and individuals, including making effective oral presentations.
 - Strategic Planning – Establish goals and objectives, participate in strategic planning and outcome measurement;
 - Team Building and Outreach - Establish and maintain effective working relationships with co-workers, clients, customers, and representatives of other agencies or departments;
 - Time Management - Demonstrate strong time management and organization skills to accommodate multiple deadlines.
- Judgement and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one;
 - Learning Strategies – Selecting and utilizing training methods and procedures appropriate for situations when learning and teaching new information;
 - Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best candidates for employment;
 - Plan, organize, and manage the activities of employees; and
 - Prepare clear, concise, and accurate reports, correspondence, policies, procedures, and other written materials.

EDUCATION & EXPERIENCE

Manager I

- Graduation from an accredited four-year college or university with a major in business administration, psychology or computer science; AND
- A minimum of one (1) year of supervisory experience in a large public or private organization performing duties such as managing patient records, data entry and management, quality control, data analysis and collaboration.

Manager II

- Graduation from an accredited four-year college or university with a major in business administration, psychology or computer science; AND
- A minimum of three (3) years of experience in a large public or private organization with at least two (2) years of which must have been in a supervisory capacity performing duties such as managing patient records, data entry and management, quality control, data analysis and collaboration; OR
- One (1) year of management level experience in a large public or private organization performing duties such as managing patient records, data entry and management, quality control, data analysis and collaboration.

Progressively responsible work experience in a related field may be substituted for the education requirements, on a year for year basis.

Proof of education will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209) 525-7339 to make other arrangements before 5 pm on the final filing date. Failure to submit proof will result in disqualification.

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening may focus on the following desirable qualifications. Please list any of these qualifications you may have within the “Duties” section of the online application.

- Security Compliance Specialist Certification; AND
- HIPAA Professional Certification; AND
- 6 months or more experience with Stanislaus County BHRS department and knowledge of the department structure (programs, management, coordinators, staff, etc.)

We recognize your time is valuable, please only apply if you meet the following required qualifications.





**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000** or 21 additional days of leave time!*

*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000-\$10,000 OVER THREE ANNUAL INSTALLMENTS

YOU CHOOSE: One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



Cash Payout

Redo that kitchen or paydown debt.

It's all yours.



Leave Time

Take a little extra time off and enjoy yourself.

You've earned it.



Deferred Compensation

Reduce some taxable income and receive it later.

Why not?

Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



Option 1 BONUS CASH PAYMENT

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Option 2 BONUS LEAVE TIME

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



Option 3 BONUS DEFERRED COMPENSATION CONTRIBUTION

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

Eligibility for Employee Choice Bonus Plan



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2025, are eligible to receive future payments in accordance with their new hire date.



COMPENSATION & BENEFITS

Approximate Annual Base Salary:
\$66,560-\$111,696 Annually

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County Managers including:

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- County paid Deferred Compensation at 1.5% of base salary
- 2 weeks annual vacation upon entering County service
- 32 additional vacation hours annually
- 56 hours administrative/management leave per year (does not carry over)
- 96 hours of sick leave annually
- 12 paid holidays annually
- \$900 annual Professional Development reimbursement
- Car allowance upon Department Head approval
- Moving allowance recruited from out-of-County
- Disability protection
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

Details available upon request

RECRUITMENT INCENTIVES:

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit stanjobs.org for details.

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization—from Accounting to Public Safety to IT.

Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered "at-will" and is designated Management for labor relations purposes.

The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

APPLICATION PROCEDURES/FINAL FILING DATE: APPLY BY JULY 2, 2024

Oral Examinations are tentatively scheduled for the week of July 15, 2024

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.