



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

*\*See inside for details*

# Behavioral Health Plan Services Manager (Manager III)

Stanislaus County Behavioral Health and Recovery Services

**\$87,131-\$130,686 Annually**

Apply by December 9, 2024



Take Your Place.

## ABOUT THE DEPARTMENT

Behavioral Health and Recovery Services is committed to behavioral health principles that are responsive to both mental health services and substance use disorders. Our scope of services includes, but is not limited to, inpatient and outpatient psychiatric services, substance use disorder services, behavioral education and prevention; public guardian functions and advocacy. We offer these services throughout Stanislaus County at Behavioral Health and Recovery Services managed sites and partner with community agencies, as well as other County departments.

## THE POSITION

The Behavioral Health Plan Services Manager will support organized planning and implementation of new mandates and will assist BHRS Mental Health and DMC-ODS Plans in meeting requirements and ensure implementation of new requirements aligns with Department of Health Care Services CalAIM expectations for integrated delivery of Plan services and ensures that beneficiaries receive necessary behavioral health services in an easy to navigate integrated manner. This individual will be responsible for monitoring regulatory changes and policies, formulating recommendations for planning and implementation of requirements and communication of determinations made on behalf of the Plans to the Behavioral Health Plan provider networks. Reporting to the Senior Leader Manager IV, this individual will oversee Behavioral Health Plan compliance with regulations and Department of Health Care Services contracts, monitoring of Behavioral Health Plan data and outcomes, and monitoring and support for integrated behavioral health programs.

## THE IDEAL CANDIDATE

The ideal candidate is an individual with experience working alongside individuals with severe mental health and substance use disorders, co-occurring disorders and understanding the system in which we provide services by considering the population we serve, and how to interact with clients. This person should have experience with project planning, implementation and administrative oversight of behavioral health services. The incumbent should have the level of expertise and professionalism that leads and focuses on improving quality of services and eliminating inequities and barriers to care for marginalized cultural and ethnic communities.



# THE TYPICAL TASKS

- Assist high-level Department managers in the planning, management, and implementation of the Behavioral Health Plan contract;
- Keep current on changes in Federal, State and local laws, regulations, rules and guidelines;
- Assign and review the work of others;
- Develop integrated program monitoring mechanisms in alignment with MH and DMC-ODS Plan Intergovernmental Agreements and/or integrated contract, funding requirements, and in coordination with Behavioral Health Services Act management;
- Generate reports for Behavioral Health Plan Administrator review as indicated, including collection, interpretation, and evaluation of data specific to the implementation of Mental Health and DMC-ODS Plan mandates and communication of potential beneficiary impacts indicated by data;
- Develop a database to meet MH & DMC-ODS Plan requirements for data monitoring and reporting, including, but not limited to Intergovernmental Agreement, HEDIS, funding, BHSA, and other mandates in coordination with internal Information Technology partners;
- Monitoring and ongoing re-prioritization of multiple projects tasks to meet critical deadlines;
- Understand organizational and legal implications of various actions;
- Analyze administrative problems accurately, identify solutions, make logical decisions and practical recommendations and put into practice effective changes, not limited to monitoring, notifying, and tracking of Department of Health Care Services posted policies and guidance, including All Plan Letters (APL) and Behavioral Health Information Notices (BHINs) for changes;
- Interact professionally with various levels of employees, public and private agencies, employers, and the general public;
- Support Behavioral Health Plan managers with monitoring and tracking State/Federal policies and guidance, identify areas to address and formulate planning and implementation of All Plan Letter (APL), Behavioral Health Information Notices (BHIN), CalAIM and other regulatory changes within BHRS via partnership with relevant parties and elicitation of processes from content experts, including communication of determinations made on behalf of the plans to ensure timely response to mandates;
- Coordinate with BHRS Project Manager for implementation of larger projects;
- Ensure planning aligns with Department and County visions, policy & procedures, plan governmental agreements, and State/Federal regulations and statutes and be attentive to beneficiary feedback, concerns and experience;
- Ability to research rules/regulations to support multiple concurrent DMC-ODS and Mental Health Plan projects' implementation;
- Interpret, apply and explain policies and procedures, laws rules and regulations, to Mental Health and DMC-ODS Plan providers, BHRS training, and external partners to support Behavioral Health Plan education/training needs and alignment of implementation projects/planning, policy, and procedure with relevant mandates;
- Preparation of complex correspondence, statements and reports and other data as required, including communication to Plan management, governing bodies, and internal/external partners in a professional, clear, concise manner; and
- Communicate clearly and concisely both orally and in writing with Plan management and internal/external partners.

# WORKING KNOWLEDGE

Candidates who are applying for the Substance Use Disorder System of Care Manager III position at the Behavioral Health and Recovery Services should be familiar with the following:

- California Code of Regulations, Title 9;
- California Code of Regulations, Title 22;
- Medi-Cal Billing Manual including, but not limited to, allowable HCPC/CPT codes for various treatment modalities and provider types;
- Fraud, Waste, and Abuse Statutes;
- Code of Federal Regulations, Title 42, Part 2, SUD Confidentiality Requirements;
- Code of Federal Regulations, Title 45, HIPAA standards;
- Knowledge of regulatory BHINs that govern the delivery of SMHS/DMC-ODS services;
- Working knowledge of SUDs and SUD criteria as defined in the Diagnostic and Statistical Manual of Mental Disorders (DSM) V;
- 21 Code of Federal Regulations (Drug Enforcement Agency) for Narcotic Treatment programs; and
- Health & Safety Code Chapter 7.1, Part 2, Division 10.5 commencing with Section 11832

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

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



# MINIMUM QUALIFICATIONS

## SKILLS/ABILITIES

- Plan, organize and direct the work of staff;
- Organizational skills;
- Develop and facilitate training programs;
- Coordinate and conduct internal audits and risk assessments;
- Conduct research and organize information;
- Understand, interpret and apply laws, rules and regulations as they relate to assigned area of responsibilities;
- Analyze situations accurately and adopt an effective course of action;
- Use a TQM process in all aspects of program planning and implementation;
- Communicate effectively, orally and in writing, in order to present findings and recommendations to individuals and large groups;
- Establish and implement goals and objectives;
- Assist in developing and writing policies and procedures;
- Prepare reports and other documentation in a clear, succinct and effective manner;
- Be innovative and flexible in managing program operations and problem solving; and
- Bilingual skills are highly desirable.

## KNOWLEDGE

- Principles and practices of supervision and management;
- Regulatory/compliance matters;
- Modern office practices and procedures, including business correspondence;
- Risk assessments;
- Basic statistical methods used for management analysis;
- Departmental organization and operations;
- Multicultural skills, knowledge and experience;
- Equal Employment Opportunity (EEO) principles;
- Use of cultural competency principles on organizational and service delivery levels;
- Departmental reports;
- Computer applications (i.e. Excel, Word, Access and mainframe systems);
- Substance Use Disorder program regulations, licensing, and other standards;
- Administration of Drug Medi-Cal services;
- SUD Prevention and Education requirements, strategies, and standards;
- Specialty Mental Health program regulations, licensing, and other standards;
- Administration of Specialty Mental Health services; and
- Medi-Cal requirements, including familiarity with Compliance standards.



## EDUCATION & EXPERIENCE

### Pattern I

- Licensure as a Clinical Psychologist, Clinical Social Worker (LCSW), Marriage Family Therapist (LMFT), Professional Clinical Counselor (LPCC), or Registered Nurse; AND
- Possess at least one (1) year of experience comparable to a Clinical or Administrative Manager II in a large public or private human services organization; AND
- Possess at least three (3) years of experience providing direct services in a behavioral health setting.

### Pattern II

- Master's degree in Healthcare Administration, Behavioral Health, or related social services; AND
- Possess at least one (1) year of experience comparable to a Clinical or Administrative Manager II in a large public or private human services organization; AND
- Possess at least three (3) years of experience providing direct services in a behavioral health setting.

For all patterns progressively responsible experience in a related area may be substituted for the required education on a year-for-year basis.

## DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, application screening may focus on the following desirable qualification.

- Certification as a Substance Use Disorder Counselor

Proof of education is 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 or make other arrangements before the final filing deadline will result in disqualification.



**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?*



**STANISLAUS  
COUNTY HUMAN  
RELATIONS**

Take Your Place.



**clubwellness**  
myclubwellness.org

# 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:

**\$87,131-\$130,686 Annually**

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees 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
- Accrual of 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](http://stanjobs.org) for more information.

### **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 DATE DECEMBER 9, 2024**

### **Oral Examinations are tentatively scheduled for the week of December 16th or 30th, 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.