



THE COUNTY OF SUTTER

Invites Applications for QUALITY ASSURANCE OFFICER

FINAL FILING DATE:
OPEN UNTIL FILLED
Apply Immediately!

\$7,123 - \$8,726/Monthly
\$85,477 - \$104,717/Annually

THE POSITION: *Under general direction, performs a variety of professional management activities in the planning, development, implementation, administration, coordination, operation and oversight of the Mental Health Plan, the Mental Health Services Act, applicable Drug and Alcohol regulations, the Quality Management and Compliance functions for the Health and Human Services Department. This position is responsible for quality review and compliance in accordance with County policies and State performance contracts and Federal rules and regulations, and performs related work as assigned. This position may supervise professional, paraprofessional, and clerical staff. Management receives 13 days of paid Administrative Leave per year in addition to the other paid time off indicated on the back of this flier. Any of unused Administrative Leave may be converted as taxable compensation or may be converted to a deferred compensation plan. This position also receives county-paid term life insurance of \$150,000. **The eligible list established from this recruitment may be used to fill any future opening(s) in this class for up to nine months.***

JOB DUTIES: Develop, coordinate and manage quality management and regulatory compliance functions; oversee utilization review, medication monitoring, confidentiality of records and peer review in accordance with federal, state, and local government requirements; oversee electronic health record clinical documentation implementation, ongoing charting requirements and quality processes; supervise, direct, train and evaluate assigned staff, to include assigning work, handling employee concerns and problems, counseling, disciplining and completing employee performance appraisals; monitor performance agreements and contracts with providers as assigned; develop and prepare complex recommendations, reports, projections and studies; initiate, develop and revise written policies and procedures for the quality management and compliance programs; plan and oversee regular and periodic audits and internal reviews of operations; prepare department, federal, state, and funding agency reports; provide authorization of treatment for Medi-Cal recipients to public and private care providers; act as liaison with State Department of Health Care Services and regional quality management contractors; provide focused review as it relates to mental health and substance abuse activities; work closely with Branch managers in developing program policies which meet federal, state, and local government requirements; and attend relevant state and regional meetings.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

Knowledge of: Principles and practices of quality assurance in mental health, drug and alcohol and psychiatric inpatient services; working knowledge of standards for MediCal/Medicare documentation; counseling and psychotherapy practices; the relationship between physical and mental illnesses; the impact of mental illness on personality, social and family dynamics; the use of milieu treatment-team approach; substance abuse treatment models and programs; the principles and practices of management associated with the administration of a county mental health plan, supervision and employee development; budget and report preparation; public relations, working knowledge of community needs and available community resources as they relate to the position; applicable laws/regulations; basic mathematics; standard office equipment; basic computer applications and techniques as they relate to performance of duties.

Ability to: Plan, organize, direct and assist in the formulation of policies for the assigned programs; direct, control and evaluate a group of subordinate employees and maintain consistency with program objectives and standards; initiate, plan, organize, evaluate and coordinate work assignments with a minimum of direction and control; define problem areas and supervise the collection, interpretation and evaluation of data related to program assignments; define and select alternatives; rationalize and project consequences of decisions and/or recommendations; establish and maintain effective interpersonal relations with clients, the general public and personnel at all organizational levels; work with community based organizations involved in the care and treatment of behavioral health patients; instruct, persuade, negotiate and motivate individuals with diverse backgrounds and interests; apply case work skills effectively; interpret complex regulations, laws and guidelines; prepare concise, logical oral and written reports and explain policies, procedures and/or recommendations on a wide variety of programs and management issues; communicate effectively both orally and in writing; prepare and maintain accurate records; respond to emergency situations in a calm and controlled manner; effectively assess and manage high risk situations with clients and personnel; operate standard office equipment; use personal computer, related hardware and software applications in performance of duties.

Education and Experience: Education and experience that would demonstrate the possession of the above knowledge and abilities is qualifying. A typical way to meet such qualifications is: Graduation from an accredited college or university with a Ph.D. in Clinical Psychology or related field and two years of post-graduate clinical experience; or, graduation from an accredited college or university with a Masters Degree in social work, counseling, psychology, psychiatric nursing or a related field and three years of post-graduate clinical or psychiatric social work experience; or, graduation from an accredited college or university with a bachelor degree required for a Registered Nurse and three years of experience in behavioral health; or, any combination of education and experience that provides equivalent knowledge, skills and abilities.

Special Requirements: *Essential duties require the following physical skills and work requirements:* Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; ability to think and act quickly in emergencies; effectively deal with personal danger; requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to see; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, data entry or use of other office equipment or supplies; ability to operate a motor vehicle.

License: Current CA license as a Clinical Psychologist; or Licensed Clinical Social Worker (LCSW) or equivalent; or Registered Nurse; or Licensed Marriage and Family Therapist (LMFT) or equivalent, or Licensed Professional Clinical Counselor (LPCC) or equivalent. Must possess and maintain a valid California Driver's license.

The recruitment process for this position includes completing an application, participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

NOTE: Sutter County utilizes E-Verify to confirm the eligibility of employees to work in the United States.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Rev. Date 09-19-18



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

www.CalOpps.org

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ www.suttercounty.org

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail hr@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

Salary: New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

<u>PERS Miscellaneous Retirement (NON-Safety)</u>				<u>PERS SAFETY Retirement (Law, Fire, Probation Officers)</u>	
Tier 1 Classic PERS Members	Hired @ Sutter County Up to 11-15-2011	2.7 @ 55	8% EE Share by EE	3 @ 50	9% EE Share by EE
Tier 2 Classic PERS Members	PERS Member from 11-16-11 to 12-31-2012	2 @ 60	7% EE Share by EE	2 @ 50	9% EE Share by EE
Tier 3 New PERS Members	PERS Member after 1-1-13 (PEPRA)	2 @ 62	6.25% EE Share by EE	2.7 @ 57	11.25% EE Share by EE
Note: The Tier formula eligibility above depends on PERS Rules and AB340, PEPRA Law. The County also participates in Social Security.					

Medical, Dental, Vision and Life Insurance: The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

Health Care Spending Account: Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

Dependent Care Spending Account: Designated pretax contribution used to pay for eligible dependent day care expenses.

Paid Leave Days: Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

Disability Insurance: Sutter County participates in the State Disability Insurance Program.

Deferred Compensation: Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who enroll in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

Note: Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

E-Verify: This position requires new hire employment verification to be processed through the E-Verify program administered by the Department of Homeland Security, U.S. Citizenship and Immigration Services (DHSUSCIS)' in partnership with the Social Security Administration (SSA).

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.