



MHSA/COMPLIANCE MANAGER

DEFINITION: Under the direction of the HHS Deputy Director of Behavioral Health, provide planning, administration, management oversight and supervision of education and training services as outlined in the Mental Health Services Act (MHSA) also known as Proposition 63. This position is also responsible for ensuring compliance of all related programs, including specialty mental health and substance use disorder programming.

ESSENTIAL JOB DUTIES:

Position is responsible for MHSA administrative functions, including stakeholder and community engagement, plan development, evaluation, and reporting requirements for the training, education and services provided through MHSA and Mental Health Block Grant (MHBG) programs. Ensures local MHSA funding provides a comprehensive approach to the development of community based mental health services and addresses a broad continuum of community services and supports, prevention and early intervention, and technology and innovation, as well as workforce education and training that will effectively support all the continuum of community mental health services. Position is responsible for coordinating service delivery, providing supervision and guidance to assigned staff, as well as ensuring contract oversight and compliance by contracted providers. Works with and assists fiscal staff in planning, budgeting, and accounting of the ongoing fiscal operations of the residential care facility and wellness centers; works with fiscal staff on MHSA annual and three year budgets.

Position implements regulatory compliance programming for the Behavioral Health division and covers all direct and contractual service providers; in coordination with the Program Integrity and Quality Assurance (PIQA) division, examines issues, implements solutions and supports investigation of consumer complaints and regulatory compliance issues. Provides support to the Behavioral Health Division in developing and implementing corrective actions where appropriate; assists with development of strategies to address service delivery issues; manages information storage and retrieval; performs risk assessments, and coordinates with PIQA to monitor internal and contracted service providers to ensure regulatory compliance. Provides support in the development, implementation and/or updating of all Compliance related policies and procedures, and manuals. Responsible for other duties as assigned.

EMPLOYMENT STANDARDS

Qualifications:

PATH I: Two (2) years of experience in a county system performing duties comparable to the Administrative Analyst class **AND** A Bachelor's Degree majoring in Psychology, Social Service-related, Public Administration or Business Administration from an accredited college or university; **OR**

PATH II: Three (3) years of experience performing a broad range of professional, analytical and/or administrative duties in the areas of general administration, personnel, fiscal, staff development, or program analysis work **AND** A Bachelor's Degree majoring in Psychology, Social Service-related, Public Administration or Business Administration from an accredited college or university; **OR**

PATH III: Five (5) years of experience performing a broad range of professional, analytical and/or administrative duties in the areas of general administration, personnel, fiscal, staff development, or program analysis work with at least three (3) years providing services within a Behavioral Health setting.

Knowledge of: advanced principles and practices of leadership, motivation, team building, and conflict resolution are desired, as well as standard and accepted organizational and management practices and prevention strategies as applied to the development, analysis, and evaluation of programs, policies, and operational needs.

Ability to: On a continuous basis, receive and understand budget and technical reports; interpret and evaluate staff reports; know laws, regulations, and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules; and explain and interpret policy. Interpret and apply County policies, procedures, rules, and regulations in an effective manner. Communicate clearly and concisely, both orally and in writing using appropriate language and grammar. Supervise train and evaluate assigned personnel. Work with various cultural and ethnic groups in a tactful and effective manner.

Special requirements: Must be available to work flexible hours. Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles. Must have ability to sit, stand, walk, reach above shoulder level, twist lift and carry up to 25 pounds climb and descend stairs.