

BOARD OF SUPERVISORS

Terrell Swofford, 1st District
Kevin Goss, 2nd District
Sharon Thrall, Chair 3rd District
Lori Simpson, Vice Chair 4th District
Jeff Engel, 5th District

**AGENDA FOR REGULAR MEETING OF OCTOBER 18, 2016 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

9:00 – 10:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION

www.countyofplumas.com

AGENDA

The Board of Supervisors welcomes you to its meetings which are regularly held on the first three Tuesdays of each month, and your interest is encouraged and appreciated.

Any item without a specified time on the agenda may be taken up at any time and in any order. Any member of the public may contact the Clerk of the Board before the meeting to request that any item be addressed as early in the day as possible, and the Board will attempt to accommodate such requests.

Any person desiring to address the Board shall first secure permission of the presiding officer. For noticed public hearings, speaker cards are provided so that individuals can bring to the attention of the presiding officer their desire to speak on a particular agenda item.

Any public comments made during a regular Board meeting will be recorded. The Clerk will not interpret any public comments for inclusion in the written public record. Members of the public may submit their comments in writing to be included in the public record.

CONSENT AGENDA: These matters include routine financial and administrative actions. All items on the consent calendar will be voted on at some time during the meeting under "Consent Agenda." If you wish to have an item removed from the Consent Agenda, you may do so by addressing the Chairperson.



REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the Clerk of the Board at (530) 283-6170. Notification 72 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility. Auxiliary aids and services are available for people with disabilities.

STANDING ORDERS

10:00 A.M. **CALL TO ORDER/ROLL CALL**

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an urgency item by the Board of Supervisors. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of 3 minutes.

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

Brief announcements by, or brief reports on their activities by County Department Heads

ACTION AGENDA

1. CONSENT AGENDA

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

A) CLERK-RECORDER

Authorize the Auditor/Controller to process a refund of \$495 to Cal-Sierra Title Company due to typographical error on deed recorded September 13, 2016

B) BOARD OF SUPERVISORS

- 1) Ratify letter to the Department of Transportation (Caltrans) for encroachment permit (Greenville High School: Annual Homecoming Parade, October 21, 2016 at 11:30 a.m., Greenville, California)
- 2) Authorize Chair to sign Claim Form in AT&T Repair Billing Class Action Litigation in the amount of \$13.15

C) FACILITY SERVICES

Approve and authorize the Chair to sign Amendment No. 3 to Lease Agreement between County of Plumas and Plumas Unified School District for use of county building located at 1446 East Main St., Quincy; approved as to form by County Counsel

D) PUBLIC HEALTH AGENCY

Approve and authorize the Director of Public Health to sign Equipment Lease Agreement between the County of Plumas and Wells Fargo Financial Leasing, Inc., for copy machines; and approve a Service Agreement between County of Plumas and Scott Tanner Business Equipment for printer services; approved as to form by County Counsel

SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS

The Board of Supervisors sits as the Governing Board for various special districts in Plumas County including Dixie Valley Community Services District; Walker Ranch Community Services District; Beckwourth County Service Area; Plumas County Flood Control and Water Conservation District; Quincy Lighting District; Crescent Mills Lighting District; County Service Area #12.

Convene as the Walker Ranch Community Services District Governing Board

2. WALKER RANCH CSD – Robert Perreault

Approve payment of \$2,334.28 to North State Electric & Pump for emergency repairs; discussion and possible action

Adjourn as the Walker Ranch Community Services District Governing Board and reconvene as the Board of Supervisors

3. DEPARTMENTAL MATTERS

A) PUBLIC WORKS/ENGINEERING – Robert Perreault

- 1) Authorize the Department of Public Works to recruit and fill vacant 1.0 FTE Public Works Maintenance Worker I/II position, Beckwourth Road Maintenance District; discussion and possible action
- 2) Authorize the Auditor/Controller to pay an invoice without a contract of \$1,124.40 to California Surveying & Drafting for emergency copier/scanner repair; discussion and possible action

B) HUMAN RESOURCES – Nancy Selvage

- 1) Adopt **RESOLUTION** to Amend the Position Allocation for Budget Year 2016-2017, 20490-Planning Department (adding 1.0 FTE Assistant Planner position). **Roll call vote**
- 2) Adopt **RESOLUTION** to Amend the Position Allocation for Budget Year 2016-2017, 20426-Building Department (adding 1.0 FTE Building Inspector I position). **Roll call vote**

Behavioral Health Department:

- 3) Adopt **RESOLUTION** to amend the Plumas County Classifications & Wage Ranges for the Reorganization of the Behavioral Health Department. **Roll call vote**
- 4) Give 30 day notice terminating the Existing Employment Agreement for the Position of Alcohol & Other Drugs Administrator; discussion and possible action
- 5) Adopt **RESOLUTION** approving the new Position Allocation for the Behavioral Health Department Consistent with the Reorganization. **Roll call vote**
- 6) Authorize the Human Resources Department to recruit and fill allocated, vacant and funded newly approved positions for the Behavioral Health Department: 1.0 FTE Deputy Director; 1.0 FTE Behavioral Health Administrative Services Officer; 1.0 FTE Behavioral Health Unit Supervisor; 1.0 FTE Behavioral Health Alcohol & Other Drugs Program Administrator; 1.0 FTE Behavioral Health Quality Improvement/Compliance Manager; 15.0 FTE Behavioral Health Case Management Series; 6.0 FTE Behavioral Health Site Coordinator; 2.0 FTE Support Services Coordinator and Techs; discussion and possible action

C) PROBATION – Erin Metcalf

Adopt **RESOLUTION** to amend the Position Allocation for Budget Year 2016-2017, 20409 Probation Department (adding 1.0 FTE Probation Assistant). **Roll call vote**

4. BOARD OF SUPERVISORS

- A. Discussion and possible direction to staff regarding amending "Administrative and Budgetary Controls" to allow filling of vacant, funded and allocated county positions be placed on the consent agenda for approval by the Board; Supervisor Engel
- B. Correspondence
- C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

NOON RECESS

1:00 P.M. AFTERNOON SESSION

5. PUBLIC WORKS – Robert Perreault

Solid Waste Division:

- A. Approve and authorize the Chair to sign Letter of Understand between the County of Plumas and Sierra Pacific Industries, Inc. pertaining to disposal of woody Green Waste at the Sierra Pacific Industries Plant in Quincy; discussion and possible action
- B. Introduce and waive first reading of an **ORDINANCE**, Replacing Chapter 10 of Title 6 of the Plumas County Code "Solid Waste Control", Articles 1 – 4 Inclusive. **Roll call vote**
- C. Consider extension to the effective date of termination of the Solid Waste Franchise Contracts with InterMountain Disposal Inc., and Feather River Disposal from October 31, 2016 to December 31, 2016; discussion and possible action
- D. Approve and authorize the Chair to sign Solid Waste Franchise Contract between County of Plumas and InterMountain Disposal, Inc. as presented; discussion and possible action
- E. Approve and authorize the Chair to sign Solid Waste Franchise Contract between County of Plumas and Feather River Disposal, Inc. as presented; discussion and possible action

6. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee performance evaluation – Fair Manager
- B. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code §54956.9 (Workers Compensation Case No. TIBQ-550462)
- C. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- D. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, November 01, 2016, Board of Supervisors Room 308, Courthouse, Quincy, California.

PLUMAS COUNTY CLERK~RECORDER

Recorder Division (530) 283-6218
Elections Division (530) 283-6256



520 Main Street, Room 102, Courthouse
Quincy, CA 95971 Fax: (530) 283-6155

DATE: September 30, 2016

TO: Honorable Board of Supervisors, Plumas County *Kathy Williams*

FROM: Kathy Williams, Plumas County Clerk-Recorder *Kathy Williams*

SUBJECT: Refund of \$495.00 to Cal Sierra Title Company

Kathy Williams
Clerk – Recorder
Registrar of Voters
kathywilliams@countyofplumas.com

Melinda Rother
Assistant
melindarother@countyofplumas.com

IT IS REQUESTED THAT THE BOARD:

Authorize the Plumas County Auditor to prepare a warrant for a refund of \$495.00 payable to Cal Sierra Title Company, due to a typographical error made at their plant on document No. 2016-5252, recorded on September 13, 2016, with regards to the amount of Documentary Transfer Tax due. The refund is to be issued from Department #20460, Account 40100 for \$495.00.

BACKGROUND:

On September 13, 2016, staff from Cal Sierra Title Company of Quincy presented a deed for recording in the office of the County Clerk-Recorder. Upon examination, the document met the recording requirements; the fee for the service was paid along with the amount of the Documentary Transfer Tax stated on the face of the deed. A Preliminary Change of Ownership Report (PCOR) was also presented at the time and placed in a file for staff from the County Assessor's office to pick up.

All documents purporting a change in ownership require a PCOR to be presented at the time of recordation pursuant to County ordinance. PCOR's are the Assessors forms and we simply collect them on behalf of the Assessor. Information contained on PCOR's is not available to the public and once presented to our department and turned over to the staff of the Assessors' department cannot be viewed by staff in our department. Chuck Leonhardt, Plumas County Assessor has verified that the amount of the Documentary Transfer Tax disclosed on document 2016-5252 is not consistent with the amount disclosed on the PCOR for that land title transaction and is in fact \$495.00 in excess. The amount stated was \$550.00 instead of the correct amount of \$55.00. The calculation for Documentary Transfer Tax is .55 per \$500 of valuation (R&T 11911).



295 Main Street - Quincy, CA 95971 (530) 283-0700 – Fax (530) 283-1438
david.windle@calsierratitlecompany.com

September 30, 2016

Kathy Williams
Plumas County Recorder
Plumas County Courthouse
Quincy, CA 95971

Re: Misstated Transfer Tax on Grant Deed

Dear Ms. Williams:

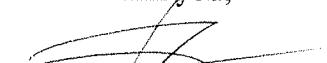
We are requesting a refund of \$495.00 in overpaid transfer tax on the deed recorded on September 13, 2016 as Inst No. 2016-5252.

There was a typographical error on the face of the deed showing \$550.00 instead of \$55.00. The sales price was \$50,000.00 which can be verified with the PCOR which was filed with the deed.

Thank you for your consideration.

If you have any questions or need anything further, feel free to contact me.

Thank you,


David O. Windle
President

PLUMAS COUNTY ASSESSOR

1 Crescent Street, • Quincy, CA 95971 • (530) 283-6380 • Fax (530) 283-6195



CHARLES W. LEONHARDT
ASSESSOR

September 30, 2016

Kathy Williams
Plumas County Clerk Recorder
520 Main Street
Quincy, Ca.
95971

Subject: Document #2016-5252/Plumas County APN 102-062-016

Dear Kathy,

In accordance with your request, I have made an investigation into the matter of the Documentary Transfer Tax paid on the above referenced deed. As a result of my investigation, I am in agreement that a refund should be made to Cal Sierra Title Company in the amount of \$495.00.

Please feel free to contact me in the event you have further questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles W. Leonhardt".

Charles W. Leonhardt, Assessor

BOARD OF SUPERVISORS

TERRY SWOFFORD, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHERRIE THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JEFF ENGEL, DISTRICT 5



October 6, 2016

Department of Transportation (Caltrans)
Attn: Permits Engineer
1000 Center Street
Redding, CA 96001

Attention: Permits Engineer

Subject: Encroachment Permit Request
GREENVILLE HIGH SCHOOL

Annual Homecoming Parade, October 21, 2016 at 11:30 A.M., Greenville,
California

This letter acknowledges that the Plumas County Board of Supervisors has been notified of the above captioned event. The Board of Supervisors has no objection to issuance of an event permit by Caltrans.

Sincerely,

Sharon Thrall, Chair

Cc: Plumas County Director of Public Works

9-27-16

Plumas County Board of Supervisors
Quincy, CA 95971

Dear Supervisors,

This is a request from Greenville High School for a letter from you acknowledging you have been informed of our homecoming parade and rally to be held Friday Oct. the 21st. This event will require an encroachment permit from Caltrans and Plumas County Road Dept.

The annual parade will start at approx. 11:30 am and end at approx. 1:00 pm. We will assemble in front of the school on Grand Street. Floats will enter onto Highway 89 from the GHS parking lot to get onto Grand Street. This is a quick right/right turn. We will then proceed onto Bush Street and turn left on Main Street. Once all floats have reached Main and Hwy 89 they will park and the school will proceed to hold their homecoming activities mainly in front of Hunter's Hardware store. The reverse will happen when the parade comes back to the school.

We will need to block the street at the cross walk of Main and Highway 89, at the left turn from Bush onto Main and at Pine St. for traffic control.

Thank you.

Sincerely,



Judy Dolphin
ASB Teacher
Greenville High School
117 Grand Street
Greenville, CA
284-7197 ext. 2213/ Fax 284-6710

AT&T Repair Billing Litigation
c/o Analytics
P.O. Box 2002
Chanhassen, MN 55317-2002

DO NOT DISCARD
THIS FORM CAN BE
REDEEMED FOR CASH

IB2

HTT00030DE5D5 - Claim Number 1035830



Plumas County Of
Board of Supervisors
520 Main St RM 104
Quincy, CA 95971-9366



P1

If you have a new address to which your payment should
be mailed, please provide the new address here:

Name:

Address:

City, State, and Zip Code:

CLAIM FORM

AT&T Repair Billing Litigation

As described in the accompanying notice, you are eligible for a cash payment under the settlement of this case. The approximate amount of your payment is \$13.15. The final amount could change depending upon the terms of the Court's Final Judgment and Order and the costs associated with notice and administering the settlement.

To claim your payment, please sign in the space below attesting that you are the class member identified on this form. Then mail the signed claim form to:

AT&T Repair Billing Litigation
c/o Analytics
P.O. Box 2002
Chanhassen, MN 55317-2002

Your claim must be post-marked no later than **December 1, 2016**. Late claims will be rejected.

Class Member's Signature

Date Signed

You **may** receive more than one Notice and Claim Form relating to this Settlement. To ensure that you receive all the payments to which you are entitled, please sign and return each Claim Form that you receive.

If you wish to have the option of receiving future communications by email in addition to or in lieu of by U.S. mail, please provide your email address here:

Email Address



1c

DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645
(530) 283-6299 FAX: (530) 283-6103

Dony Sawchuk
Director

Board Date: October 18, 2016

To: The Honorable Board of Supervisors

From: Dony Sawchuk, Director

Subject: **Approve Lease Agreement Amendment No. 3 with Plumas Unified School District for the use of the "Old Probation Building."**

Background

Plumas Unified School District began leasing the "Old Probation Building" at 1446 East Main on April 16, 2014. PUSD desires to continue leasing this building for an additional two years with a new lease termination date of June 30, 2018. Amendment No. 3 removes the provision from both parties for early termination of the term. (See attached request from Superintendent Oestreich)

Recommendation

Approve Lease Agreement Amendment No. 3 with Plumas Unified School District for the use of the "Old Probation Building."

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.



Plumas County Office of Education

Plumas Unified School District

1446 East Main Street, Quincy, California 95971

Telephone: (530) 283-6500 ~ FAX: (530) 283-6530

Website: www.pcoe.k12.ca.us

Terry R. Oestreich, Superintendent of Schools and Director of Human Resources

Laura S. Blesse
Director Pupil
Services/SELPA

Lisa M. Cavin
Associate Superintendent,
Business Services

Kristy M. Warren
Assistant Superintendent,
Instructional Services

Laurie J. Pendray
Deputy Superintendent,
Business Services

Ken L. Pierson
Director Transportation,
Maintenance & Operations

September 20, 2016

Plumas County Board of Supervisors
520 Main Street, Suite 309
Quincy, CA 95971

Dear Board of Supervisors,

90.

The Governing Board of Plumas Unified School District has asked us to inquire into the possibility of extending our lease of the facility at 1446 East Main Street through June 30, 2018, with the 90 day termination clause removed through the same time period.

The reason behind our request is that the Plumas Charter School has requested that PUSD extend their lease of a portion of the Pioneer site through June 30, 2018, which will enable them to look into other options for housing their Quincy learning center operations.

Our Governing Board has shared that if our central services staff could be secure in our current location, they would be able to consider the Plumas Charter School request for an extension of their lease.

Thank you for your consideration.

Sincerely,

Terry R. Oestreich
Superintendent

Governing Board of Trustees

Bret Cook, Clerk

Leslie Edlund, President

Traci Holt

Dwight Pierson

Christopher Russell

Our mission is to collectively inspire every child in every classroom every day.

We ensure an exemplary education with diverse opportunities and we accept no limits on the learning potential of any child.



Plumas County Public Health Agency

10

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
---	---	---	---

Date: October 11, 2016

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Item for October 18, 2016

Item Description/Recommendation: Approve an Equipment Lease Agreement between the County of Plumas and Wells Fargo Financial Leasing, Inc., for copy machines; and approve a Service Agreement between County of Plumas and Scott Tanner Business Equipment for printer services, and authorize the Director of Public Health to sign as the Boards designee.

History/Background: Plumas County Public Health Agency has had agreements with Wells Fargo Financial Leasing Inc., and Scott Tanner Business Equipment for the past five years for copy machines and printer services.

Now it is time to renew the 60 month lease agreements between the County of Plumas and Wells Fargo Financial Leasing, Inc., and Scott Tanner Business Equipment for copy machines and printer services.

Please contact me should you have any questions or need additional information. A copy of the Agreement, which was approved by County Counsel, is on file with the Clerk of the Board for your review.

Thank You.

WALKER RANCH COMMUNITY SERVICES DISTRICT
c/o PLUMAS COUNTY ENGINEERING DEPARTMENT
555 Main Street • Quincy, CA 95971 • (530) 283-6209 • Fax (530) 283-6134
Robert A. Perreault, Jr., P.E. *County Engineer and Manager, WRCSD*

1

AGENDA REQUEST

For the October 11, 2016 Meeting of the Plumas County Board of Supervisors

October 3, 2016

To: Honorable Governing Board

From: Robert Perreault, Manager, WRCSD



Subject: Payment of Emergency Repairs Invoice of North State Electric in the amount of \$2,334.28. Discussion and possible action.

Background:

On September 6, 2016, the air compressor on the pressure tank at the Walker Ranch CSD's pump house failed. The two booster pumps were cycling on and off every 15 seconds. The CSD Operator was concerned of pump failure, so he contacted North State Electric and Pump to purchase an air compressor. North State located a pump in Fresno and had it sent overnight delivery to them. On Wednesday, September 7th, North State installed the new air compressor

Due to the nature of this emergency, the Operator only received a verbal approval from Engineering staff to move forward with the repairs.

North State Electric and Pump invoiced WRCSD in the amount of \$2,334.28. The work performed by North State was deemed to be acceptable to the WRCSD Operator.

Recommendation:

The Walker Ranch CSD Manager respectfully recommends that the Governing Board authorizes the WRCSD Manager to pay the invoice in the amount of \$2,334.28 without a services agreement.

Attachment:

Invoice A18474 from North State Electric and Pump

North State Electric & Pump
3282 Hwy. 32
Chico, CA 95973
Lic. 534959

INVOICE

DATE INVOICE #

9/14/2016 A18474

530-891-5545

BILL TO:

WALKER RANCH COMM. SER. DIST.
PLUMAS COUNTY ENG DEPT
555 MAIN STREET
QUINCY, CA 95971

		P.O. NUMBER	TERMS	PROJECT
Dave Durkin		Due on receipt		
QUANTITY	DESCRIPTION	RATE	AMOUNT	
6	BAILEY CREEK - SERVICE CALL REQUESTED BY DAVE DURKIN ELECTRICAL FIELD LABOR - FOUND BAD AIR-RITE; REPLACED - STARTED UP AND TESTED (PLUS TRAVEL TIME)	85.00	510.00	
1	AIR RITE MODEL D610 HP MAX PRESSURE 80 PSI MAX TANK SIZE 15000 GALLON Butte County Sales Tax	1,697.00 7.50%	1,697.00T 127.28	
<i>Thank you!</i>				
WE APPRECIATE YOUR BUSINESS! THANK YOU!			TOTAL	\$2,334.28

3A1

PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 – Facsimile (530) 283-6323
Robert A. Perreault, Jr., P.E., Director Joe Blackwell, Deputy Director



AGENDA REQUEST

For the October 11, 2016 meeting of the Plumas County Board of Supervisors

October 3, 2016

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works 

Subject: Authorization for the Department of Public Works/Road Department to fill the vacancy of one (1) FTE PW Maintenance Worker I/II position in the Beckwourth Road Maintenance District. Discussion and possible action.

Background:

Effective October 3, 2016, the Public Works Department promoted one Road Maintenance Worker to fill one (1) FTE PW Lead Maintenance Worker in the Quincy Maintenance District. As a result of the promotion, a Maintenance Worker I/II was transferred from the Graeagle Crew to the Quincy Crew. Furthermore, as a result of the transfer from Graeagle Crew to the Quincy Crew, a Maintenance Worker I/II was transferred from the Beckwourth Crew to the Graeagle Crew. Accordingly, there is now a vacancy for a Maintenance Worker I/II in the Beckwourth Maintenance District.

The Department is requesting to fill this position in the Beckwourth Crew.

This position is funded and allocated in the FY16/17 Public Works budget.

The appropriate Critical Staffing Questionnaire and Departmental Organizational Chart are attached.

Recommendation:

The Public Works Department respectfully recommends that the Board of Supervisors authorize the Department to fill the vacancy of one (1) FTE PW Maintenance Worker I/II in the Public Works/Road Department Beckwourth Maintenance District.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Public Works Maintenance Worker I/II Worker Position Beckwourth

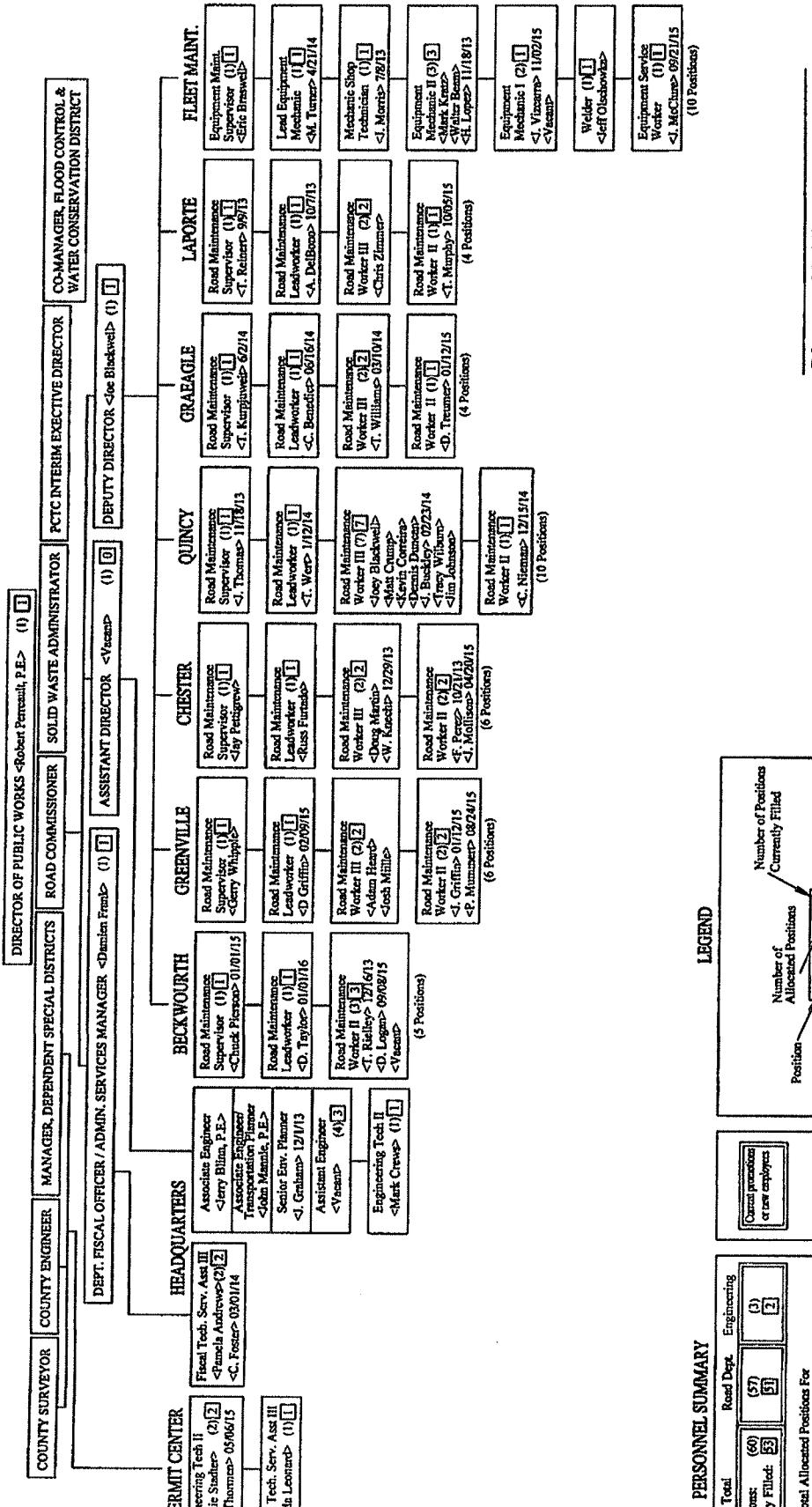
- Is there a legitimate business, statutory or financial justification to fill the position?
Maintenance Workers are the workforce for maintenance and construction work on county roads and bridges.
- Why is it critical that this position be filled at this time?
Maintenance Workers are subject to 24 hour “call out” for road related emergencies and snow removal.
- How long has the position been vacant?
Less than one week.
- Can the department use other wages until the next budget cycle?
The department’s wage and benefits portion of the 16/17 budget includes funds for this position.
- What are staffing levels at other counties for similar departments and/or positions?
No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.
- What core function will be impacted without filling the position prior to July 1? **N/A**
What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **None**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **None**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?
None
- Does the department have a reserve? **Yes** If yes, provide the activity of the department’s reserve account for the last three years?

13/14 \$0

14/15 (\$3,070,755)

15/16 (\$1,000,000)

PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS ORGANIZATION CHART



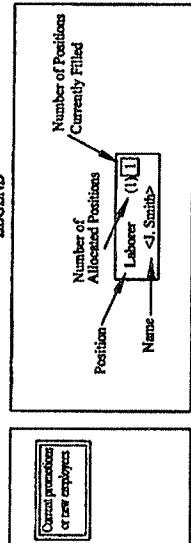
PERSONNEL SUMMARY

Total	Road Dep.	Engineering
Allocations: (60)	(57)	(3) [2]
Currently Filled: (53)	(51)	(1) [1]

Note: Total Allocated Positions For Combined Road Maint. Workers I-III (22)

Note: Total Allocated Positions For Combined Equipment Mechanics 1-4 / Welder (7)

LEGEND



Director of Public Works
Revision Date: December 03, 2015



ENGINEERING DEPARTMENT

555 Main Street • Quincy, CA 95971 • (530) 283-6209 • Fax (530) 283-6134

Robert A. Perreault Jr., Plumas County Engineer

AGENDA REQUEST

For the October 18, 2016 Meeting of the Plumas County Board of Supervisors

October 11, 2016

To: Honorable Governing Board

From: Robert Perreault, County Engineer

Subject: Payment of an Invoice from California Surveying & Drafting (CSDS) for Emergency Copier/Scanner Repair

A handwritten signature in black ink that reads "Robert A. Perreault Jr." It is written in a cursive style with a large, stylized "A" and "J".

Background:

The Engineering Department has been providing black and white copier and scanner services for the County as well as the general public on a fee per copy basis. The copy fee covers expenses for equipment, supplies and labor for this service. The existing copier/scanner has served its purpose for years, but has recently required costly maintenance. In order to pay the invoice for the repairs, the County Auditor is requesting a contract between CSDS and the Engineering Department. As it stands, the Engineering Department is requesting the Boards permission to purchase a new scanner/copier. A contract with CSDS would not be in the best interest of the County.

Recommendation:

Engineering Department staff respectfully requests the Board of Supervisors to authorize payment of the attached invoice from CSDS in the amount of \$ \$1,124.40 without a contract.

Attachment:
Invoice #63864/1

CALIFORNIA SURVEYING
& DRAFTING SUPPLY4733 AUBURN BLVD
SACRAMENTO, CA 95841
PHONE: (916) 344-0232**CG** CENTURY
GRAPHICS
a division of California Surveying & Drafting Supply

CUST NO:	JOB NO:	PURCHASE ORDER:	REFERENCE:	TERMS:	CLERK:	DATE / TIME:
10433	101	CINDA LEONARD	SERVICE WO# 4663	NET 30 DAYS	JESSICA	8/19/16 12:58

SOLD TO:
 PLUMAS, COUNTY OF*
 ENGINEERING DEPT
 1834 E MAIN ST
 QUINCY CA 95971
 530-283-6492

SHIP TO:
 PLUMAS, COUNTY OF - ENG DEPT
 555 MAIN ST
 FAX# 530-283-6134
 QUINCY CA 95971
 530-283-6492

DUE DATE: 9/18/16 TERMINAL: 575
 DEL. DATE: 8/18/16
 FORREST
 TAX: PU PLUMAS 7.5%

*** INVOICE *:63864 /1**

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/	PER	EXTENSION
1					Serial #:96040101476					
2					Vendor: KIP					
3					Model #:6000					
4					Contract #:N/A					
5					REF SERVICE WO# 4663					
6	1	1	EA	XKIPSUP3820104	WIRE, DRUM CHARGE 2000/6000	41.30	1	41.30	/EA	41.30
7	1	1	EA	XKIPDEVROL	DEVELOPER ROLLER CLEANED/REFURB	500.00	1	500.00	/EA	500.00 N
8	2	2	EA	LAB25	PLOTTER REPAIR LED	150.00	2	150.00	/EA	300.00 N
9	4	4	HR	LAB25T	TRAVEL TIME PER HOUR	70.00	4	70.00	/HR	280.00 N
10					METER: 312758					
11					COMPLETED 8.18.16					
12					TECHNICIAN: FORREST					

RECEIVED

AUG 26 2016

COUNTY ENGINEER
PLUMAS CO. CALIF

TAXABLE	41.30	SUBTOTAL	1121.30
NON-TAXABLE	1080.00		

** AMOUNT CHARGED TO STORE ACCOUNT **	1124.40	SUBTOTAL	1121.30
---------------------------------------	---------	----------	---------

TAX AMOUNT	3.10
TOTAL	1124.40



TOT WT: 0.00

X

Received By

All Accounts due and payable on receipt of this invoice. Delinquent in 30 days.

Accounts not paid in 30 days are subject to interest of 12% per annum, from date of invoice. Any discrepancies in price, item receipts or damages must be reported in writing and addressed to Julie Timpone within 30 days of invoice date. Returned goods Authorization (RGA) must accompany all returns and exchanges. All returns and exchanges must be made within 30 days of this invoice. All returns subject to a 25% restocking fee. No cancellations, refunds, or exchanges on special order items, software and extended warranties.

REMIT TO: 4733 AUBURN BLVD. SACRAMENTO, CA 95841



CALIFORNIA SURVEYING AND DRAFTING SUPPLY

1-800-334-2222 • 510-426-1444 • 1000 1/2 S. 12th Street • Fremont, CA 94536 • FAX: 510-426-1444

Service Report

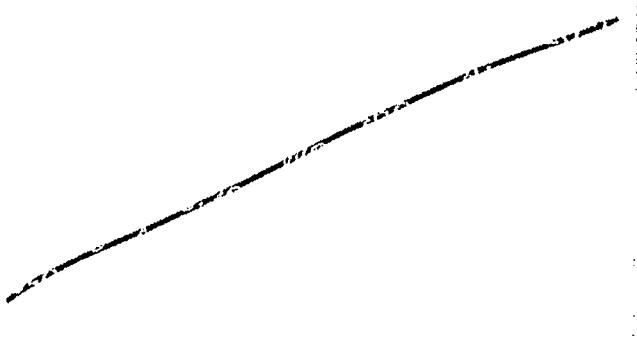
DATE: 8/18/2016

Cinda Leonard Plumas, County of - Engineering Dept 1834 E Main St Quincy, CA, 95971 <u>(530) 283-6492</u> Account Number: 10430	Work Order Number#: WO-00004663 Location Name: Plumas, County of / Eng Dept - Quincy Street: 555 Main St Quincy, CA, 95971
--	---

Component	KIP 6000 SN: 96040101476	Order Type	Field Service
Product	LED Printer	Billing Type	Net10
Work Symptom	Quality Issues	Resolution	Cleaned Drum;Performed Developer Rebuild;Performed PM;Replaced Listed Part(s)
Firmware		Meter Reading	312758
Quality issues			
I performed a full PM on the unit, replaced the dev roller, 1st charge corona and cleaned the drum. The unit is back up and printing with good copy quality. Note: The fuser roller will need to be replaced soon, the customer was informed.			

CSDS Part Number	Product Name	Line Qty	Line Price Per Unit	Total Line Price
XKIPSUP3820104	WIRE, DRUM CHARGE 2000/6000	1	41.3	41.3
MISC	MISCELLANOUS PART	1	500	500
			Total	541.300

CSDS Part Number	Line Qty	Work Description	Line Price Per Unit	Total Line Price
LAB25T	4		70	280
LAB25	2		150	300
			Total	580.000

Total Billable Amount (+ applicable sales tax)		1121.3
Customer Signature: 		Technician: Forrest
I am signing off that work has been completed to my satisfaction		

TERMS AND CONDITIONS

SERVICE WARRANTY

CSDS will warranty any service work performed for a period of thirty (30) days after completion date of repair. This warranty applies only to the actual work performed by CSDS. Service problems not related to the original problem are not covered. Warranty credit is limited to the amount of the original repair cost. CSDS reserves the right to credit the original repair in full and re-estimate the revised repair.

PARTIAL REPAIRS

CSDS will do partial repair work by request only. CSDS will accept no responsibility for the machine functionality or operation following a partial repair. The thirty (30) day warranty will only apply to the "specific work" performed by CSDS.

IN-HOUSE REPAIR PICK-UP

Equipment brought in to CSDS for repair and not picked up and paid for within thirty (30) days of completion of work are subject to sale to cover the cost of repair and storage.

PROOF OF WARRANTY

Proof of warranty coverage is the responsibility of the customer. Warranty status is determined by the presence of a receipt copy of the Work Order, provided by the customer. Onsite service, for which there is no receipt copy of the Work Order, will be billed as non-warranty until receipt of a copy of the Work Order is received.



DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

(530) 283-6444 FAX (530) 283-6160

Email: nancyselvage@countyofplumas.com

DATE: September 30, 2016

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF OCTOBER 11TH, 2016.

RE: APPROVE RESOLUTIONS TO AMEND THE POSITION ALLOCATION FOR BUDGET YEAR 2016/2017 FOR THE DEPARTMENTS OF 20490 AND 20426

IT IS RECOMMENDED THAT THE BOARD:

Approve Resolutions to amend the Position Allocation for Budget Year 2016/2017 in order to bring existing Position Allocation up to date with recommended changes.

BACKGROUND AND DISCUSSIONS:

The Board of Supervisors passed Resolution No. 16-8187, adopting the final Budget for Plumas County for Fiscal Year 2016-2017. As discussed during this Board meeting, the Planning and Building Department were approved for an additional positon in each department. Unfortunately, these two positons were last minute additions to the budget and were not included in the Position Allocation for Fiscal Year 2016-2017.

In order to maintain the required Position Allocation for Budget Year 2016/2017, I am recommending passing the attached Resolutions for both Planning Department 20490 and Building Department 20426.

Recommended changes to Planning Department 20490 and Building Department 20426:

<u>Planning 20490</u>	<u>FTE FROM</u>	<u>TO</u>
Senior Planner, or	1.0	1.0
Associate Planner, or		
Assistant Planner	0.0	1.0

3.B.3-6

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

(530) 283-6444 FAX (530) 283-6160

Email: nancyselvage@countyofplumas.com



DATE: **October 11, 2016**

TO: **The Honorable Board of Supervisors**

FROM: **Nancy Selvage, Human Resources Director**

SUBJECT: **AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF OCTOBER 18th, 2016.
RE: APPROVE RESOLUTION TO AMEND THE JOB CLASSIFICATIONS & WAGE RANGES FOR THE RE-ORGANIZATION OF THE BEHAVIORAL HEALTH DEPARTMENT**

IT IS RECOMMENDED THAT THE BOARD:

The Board of Supervisors approves the resolution to update the County's classification plan to include revised job descriptions with the recommended salary adjustments to the Behavioral Health Departments re-organization. Further recommend November 6th as the implementation date for the new approved positions for the Behavioral Health Department giving time for the necessary recruitment.

BACKGROUND AND DISCUSSIONS:

Previously in 2015, Plumas County entered into a contract with Kemper Consulting Group to conduct an analysis of the County's Mental Health Department and provide recommendations to reorganize the department to be in line with state mandates and regulations. The department needed a reboot to bring the department up to date with professional trends for a Behavioral Health Department model. Recently Plumas County hired the new Behavioral Health Director who was designated by the Plumas County Board of Supervisors with finalizing the re-organization of his department.

Bob Brunson reviewed the final proposal for merging to reorganize the former Mental Health Department and Alcohol & Other Drugs Department (AOD) into one Behavioral Health Department. Mr. Brunson's recommendations include considerations made by the Kemper Consultants proposed. Great thought and effort has gone into the new Behavioral Health organizational chart, position

descriptions, and wage scales to bring the department up to parity with comparable counties, and wage increases making Plumas County competitive in attracting qualified applicants in the hiring process.

Merging of Departments – Mental Health & AOD

The basic concepts on merging the two departments of Mental Health and AOD are largely due to most of the clients who are diagnosed with a mental illness have used drugs or alcohol. Some because they like the general population have developed a pattern of use or abuse. Many others have attempted to treat their mental illness, or at least their symptoms, with drugs or alcohol. It is also common that most clients who are referred to for substance use disorders, also have a co-occurring, diagnosable mental illness. Many begin using drugs or alcohol as a result of depression, anxiety, or to treat the symptoms of trauma. Eventually, their lives become unmanageable due to loss of jobs, family problems, health problems, and any number of other issues that result in them having a diagnosable mental illness.

As a result of having two separate departments' becomes an added burden for both clients and professionals. Having one Behavioral Health Department with staff fully trained in the diagnosis and treatment of both mental health substance abuse disorders, simplifies the process for our clients and necessitates an expertise by all staff in both areas. All therapists, by virtue of being registered or licensed in California, having received training in substance use disorders, simplifies the process for our clients and necessitates an expertise by all staff in both areas. In addition, all substance use disorder counselors, in addition to being trained in substance use disorder counselors, are trained in substance use assessment and treatment, and also are training in basic counseling techniques. Plans are in place to ensure that all Behavioral Health staff will meet a professional level of competency in both areas.

Behavioral Health Organizational Chart:

The new Behavioral Health Department has been organized into categories of specialties starting with the **Behavioral Health Director** at the top of the hierarchy. Next level of authority and expertise includes the **Psychiatrist/Medical Director** (part time or contracted positon), **Deputy Director**, and **Behavioral Health Quality Improvement / Compliance Director**.

There are a few changes in position names, some added positions, and in one area a whole class was eliminated. Beginning at the top of the organization chart the **Director** position has been filled with a Licensed Clinician with over 20 years of management experience. We have added the **Deputy Director** position. This is in an effort to provide sufficient clinical and management assistance to the Director as well as to ensure that there is viable succession plan so that the department will never have a period without a capable administrator.

Exhibit A

Behavioral Health Organization Chart of Units & List of Classifications

Quality Assurance & Compliance – Unit

The **Behavioral Health Quality Improvement / Compliance Manager** will be responsible for a department unit overseeing and assuring that all services are provided in a competent manner according to Evidenced Based Practices leading to documented improved outcomes for our clients. This means all staffs are being trained to demonstrate proper assessment skills, formulate accurate diagnosis, and develop appropriate treatment plans, address medical necessity, and all practices are document by timely and succinct chart notes. This will be critical to ensure that all billable charges are captured to increase the amount of revenue the County receives from the state. This is a big responsibility and will require support, therefore we have added the position of **Behavioral Health Quality Assurance Coordinator**. This is a therapist with skills in this area who can assist the QA Manager with the intake process, utilization review, chart audits, remedial training and therapist support. We also are adding a Behavioral Health Case Management Specialist to the QA Director's unit to support the Case Management Specialist as well as to support the coordinator with the intake function. Due to the fact that there should be no waiting list and that all referrals should be seen and assessed immediately, the Quality Assurance Coordinator and the Quality Assurance Case Management Specialist will do all assessments of all new clients that are referred. These positions will more than pay for themselves in two very important ways. First of all, these positions will be responsible for assuring that all clients are seen, assessed, diagnosed and that a treatment plan is done immediately in order to begin treatment and billing. They will also monitor all case notes prepared by all therapists to ensure proper compliance with Medi-Cal standards is followed. This will prevent disallowances and increase the department's revenue production significantly.

The Behavioral Health Quality Improvement / Compliance Manager will also supervise the new **Behavioral Health Systems Analyst**. This position was formerly an Information Systems Technician. However this position has expanded exponentially to include not just the servicing of all hardware but also working directly with our software provider in modifying programs to meet the need of billing Medi-Cal and to find ways to assist staff in meeting deadlines in a timely manner. This position will also develop methods for accurate reports to monitor timely writing of case notes and assessing productivity. This will become a much more important function as we move forward. The current position of the Information Systems Technician position will be reclassified to the Behavioral Health Systems Analyst. We will also be adding the position of a **Behavioral Health Clinical Records Specialist**. This position assists the QA Manager in managing HIPAA compliance of all records, scanning written records into the electronic medical records system, shredding of all confidential information and assisting staff with work flow issues.

Under this QA & Compliance Unit there is the opportunity for “**Crisis Team**” comprised of BH Therapist and Case Management Specialist. These positions are considered to be our on-call responders assisting with a variety of situations that would require their expertise to assist with a variety of populations. They may be called out to 5150 call, crisis situation, or their expertise needed to assist with local law enforcement arrest. There are times when the community may face a crisis which could affect the community at large. Having a Crisis Team prepared and ready to provide assistance will be an important aspect to the Behavioral Health re-organization.

Exhibit B

Classifications & Wage Surveys for Quality Improvement / Compliance Manager Unit:

- Behavioral Health Quality Improvement Compliance Manager – Range 3500
- Behavioral Health Quality Assurance Coordinator – Range 2600
- Behavioral Health Case Management Specialist – Range 2150
- Behavioral Health Systems Analyst – Range 2500
- Behavioral Health Clinical Records Specialist – Range 1700

Behavioral Health Administrative Services Officer - Unit

On the Administrative side, we are requesting the reclassification of one of the Department Fiscal Officer position to the **Behavioral Health Administrative Services Officer**. In a department of this size, with many different funding streams, large number of contracts, a plethora of reporting requirements, audits and the need to understand the funding as well as the clinical implications, there is a need for a new position, which reflects the many responsibilities and which a salary commensurate with those responsibilities. One look at the job description will justify the increase.

In collaboration with PCIRC, a local non-profit, Plumas County Behavioral Health will have three (3) full time regional Resource Centers. In an effort to ensure that Behavioral Health has a presence and to help ensure sustainability, we are planning on providing three (3) full time **Behavioral Health Site Coordinators**, one in the Chester, Greenville and Portola Resource Centers. In addition, we are including the Drop in Center and Annex position in this classification. To supervise these five (5) sites and employees, we are asking for a **Behavioral Health Supervising Site Coordinator**. These positions are very important to the smooth operation and coordination of the sites as well as ensuring that all county and non-profit employees and service providers have adequate space when needed. It is important for these support staff to be county employees so as to be able to interact with our mutual clients as well as to have access to our electronic medical records. In addition, these staff will be the primary contact of the public in each of the geographical areas. They must be able to manage an often difficult population as well as to be prepared for any emergency. They must be able to handle crisis situations and know who and when to call for support. The Supervising Site Coordinator is being reclassified from an office supervisor position. Two of the five site coordinators are being reclassified from clerical positions. We are asking for three new positions.

We are requesting a new **Behavioral Health Support Services Coordinator** position be created. This person would supervise two full-time **Behavioral Health Support Services** positions and extra help and peer support staff. In the past these employees were simply called drivers, but their responsibilities have included much more. In addition to ensuring proper maintenance, cleaning and scheduling of all cars, the supervisor also directs other employees. Of more importance, they also have been involved in transporting seriously mentally ill clients to the hospital, and to sit with clients waiting for transportation to outlying hospitals

when they are held on a 5150. They also do a number of duties as assigned that effectively support the therapists and clients we serve.

Exhibit C

Classifications & Wage Surveys for Behavioral Health Administrative Services Officer - Unit:

- Behavioral Health Administrative Services Officer - Range 3200
- Behavioral Health Department Fiscal Officer – existing classification
- Behavioral Health Administrative Assistant II – Range 1465
- Behavioral Health Supervisor Site Coordinator – Range 2228
- Behavioral Health Site Coordinator – Range 1805
- Behavioral Health Support Services Coordinator – Range 1615
- Behavioral Health Support Services Technician I / II – Range 1429 / 1530

Psychiatrist/Medical Director – Unit

We are looking to reclassify the supervising nurse position to a **Behavioral Health Unit Supervisor of Nursing** in line with the management position of a Behavioral Health Unit Supervisors. This position will report to the Behavioral Health Psychiatrist or the Deputy Director if no Psychiatrist is employed. We are also asking for a **Psychiatrist** positon to fill when possible. We are requesting to budget for a full time position if an appropriate candidate is found. This cost would be greatly offset due to no longer needing to pay for Tele-Psychiatric services. In addition, within a very short time the department would be able to recoup expenses from Medi-Cal billing submitted by the psychiatrist.

Exhibit D

Classifications & Wage Surveys for Behavioral Health Unit Supervisor of Nursing – Unit:

- Psychiatric Medical Director – BOS Contract
- Behavioral Health Unit Supervisor – Nursing – Range 3200
- Behavioral Health Nursing Series - existing classifications
 - LVN I / II
 - RN I / II
 - Nurse Practitioner

Behavioral Health Units: Adult, Children, and Criminal Justice

Of primary concern is the realignment of the AOD and Mental Health clinical staff into a cohesive and unified department. As stated before, but bears repeating, all mental health staff have been trained and are certified to treat clients with mental health issues as well as substance use disorders. In order to ensure a basic level of expertise, we will be providing training to ensure core competency. This increases the versatility and responsiveness of all staff justifying an increase in salary.

The Mental Health Case Managers and Substance Use Disorder Specialists have a very similar education and experience requirement. This staffs are basically equal in training and job expectations. In an effort to simplify this organizational chart and to show that all Behavioral Health staff will have competency in treating co-occurring disorders, the case manager positions have been combined with substance use disorder specialist positions in a new series called **Behavioral Health Case Management Specialist**.

The AOD or substance use disorder counselors can function in the mental health world as case managers and the mental health case managers will have a core competency in substance use disorder treatment. We are working with Feather River College to make a substance use disorder program available to behavioral health staff. The recommended salary would be increased to both reflect the education and competency in both realms but also make the positions competitive with other counties and agencies. The beginning requirement for a former case manager was two years of experience in the field. The beginning requirement for a substance use disorder specialist was to be registered with the state. Meeting either of these requirements will qualify a person for the **Behavioral Health Case Management Specialist I**. Likewise the **Behavioral Health Case Management Specialist II** can qualify by gaining two years of experience as a BHCMSI, or by getting an AA degree in a related field or by getting a substance use disorder certification. Finally, the **Behavioral Health Case Management Specialist Senior** will have received a Bachelor's degree in a related field, have at least 4 years of experience, have a SUDS certification and demonstrate advanced competency.

The **Behavioral Health Therapist I** is an entry level therapist that has graduated with a Master's degree in Social Work or Counseling and is registered as an intern with the California Board of Behavioral Sciences. These therapists are capable of treating all clients and are accumulating hours toward full licensure. They require clinical supervision by a Licensed Marriage and Family Therapist or Licensed Clinical Social Worker who has taken clinical supervision training. They must

have at least one hour a week of individual supervision and another hour or a two hour supervision group for every 10 clients they see. They will be supervised by a Behavioral Health Unit Supervisor, or the Deputy Director. We will not designate them as “interns” as most people do not understand that term as it applies to this clinical work. They are more like medical interns, who practicing physicians under the tutelage of a seasoned professional. Most people think of interns as untrained volunteer staff.

The Behavioral Health Therapist II in the general series is a fully licensed Marriage and Family Therapist, a Licensed Clinical Social Worker or Licensed Professional Clinical Counselor. A Behavioral Health Therapist I will be advanced to a Behavioral Health Therapist II upon passing the final licensing exam. It is expected that all therapists in the “I” category will be working toward full licensure and will be given 5 years to do so.

Final step in the series is the **Behavioral Health Therapist Senior**, formerly called a Mental Health Therapist III. This position is seen as an experienced clinician that has been licensed at least two years and has demonstrated expertise in both clinical skills as well as documentation standards. A senior will be assigned the most difficult clients and may be asked to assist the Behavioral Health Unit Supervisor in providing clinical supervision to a Behavioral Health Therapist I. In addition a senior may be a lead therapist for a particular clinical population or in a specific outlying geographical area.

Finally, the former Chief positions have been reclassified to accurately represent the expectations as **Behavioral Health Unit Supervisor**. This is a purely supervisorial role supervising the therapists and case management specialists in a specific unit. It requires strong clinical knowledge and skill combined with excellent understanding of documentation and the ability to translate this skill and ability to those supervised. The Unit Supervisor will have a working knowledge of all cases and clients being treated by the therapists and case management specialist being supervised. In addition to ensuring appropriate evidenced based treatment modalities are being used effectively, the supervisor will ensure, through the review and approval process that all notes are written to Medi-Cal standard and are approved in a timely manner. In addition, they will act as subject experts and take a lead role in a specific area, **Criminal Justice Unit, Adult Unit or Children Unit**.

As a result they will be the primary clinical liaison between the department and other entities, including, but not limited to courts, other departments, non-profits,

school system and private medical practitioners to ensure collaboration when providing treatment to shared consumers.

Exhibit E

Classifications & Wage Surveys for Behavioral Health Units , Criminal Justice, Adult & Children:

Adult Unit:

- Behavioral Health Unit Supervisor - Range 3200
- Behavioral Health Therapist I – Range 2431
- Behavioral Health Therapist II – Range 2679
- Behavioral Health Therapist Senior – Range 2960
- Behavioral Health Therapist DIC I / II – Range 2431 / 2679
- Behavioral Health Case Management Specialist I – Range 1950
- Behavioral Health Case Management Specialist II – Range 2150
- Behavioral Health Case Management Specialist - Senior – Range 2350

Children Unit:

- Behavioral Health Unit Supervisor - Range 3200
- Behavioral Health Therapist I – Range 2431
- Behavioral Health Therapist II – Range 2679
- Behavioral Health Therapist Senior – Range 2960
- Behavioral Health Therapist DIC I / II – Range 2431 / 2679
- Behavioral Health Case Management Specialist I – Range 1950
- Behavioral Health Case Management Specialist II – Range 2150
- Behavioral Health Case Management Specialist - Senior – Range 2350

Criminal Justice Unit:

- Behavioral Health Unit Supervisor - Range 3200
- Behavioral Health Therapist I – Range 2431
- Behavioral Health Therapist II – Range 2679
- Behavioral Health Therapist Senior – Range 2960
- Behavioral Health Therapist DIC I / II – Range 2431 / 2679
- Behavioral Health Case Management Specialist I – Range 1950
- Behavioral Health Case Management Specialist II – Range 2150
- Behavioral Health Case Management Specialist - Senior – Range 2350

Community Programs

Past recommendations included adding the position of Community Programs Chief and elimination of the **MHSA Coordinator** positon. This may have seemed reasonable in past analysis, but we have found that the MHSA Coordinator is more than a full time position due to the innumerable demands both in dealing with the public, understanding state regulations and; managing several huge and diverse budgets requirements / community grants. The success of the Behavioral Health Department includes collaboration with any number of governmental agencies, educational, and community based organizations. These include but are not limited to the Health Department, Probation Department, Superior Court, Sheriff Department, District Attorney, Public Defender, County Office of Education, Community College, local hospitals, PCIRC, Plumas Rural Services, churches, service organizations, and many specific interest groups. The MHSA Coordinator position would ensure that the collaborative efforts remain a primary focus.

Behavioral Health Alcohol and Drug Program Administrator will be responsible for the administration of the Plumas County Alcohol and Drug program reporting functions provided to Plumas County residents under the overall direction of the Behavioral Health Director. This new position will establish and maintain assigned unit policies and goals with the general policies and goals of the Plumas County Alcohol and Drug Programs, Services Policies, and Procedures. Under this new Behavioral Health model, the SUDS positons are now transitioning into the Behavioral Health Case Management Specialist series and will be supervised by their Unit Supervisor under the Criminal Justice, Adult or Children Unit, whichever is applicable.

Exhibit F

Classifications & Wage Surveys for Community Programs :

- Behavioral Health Alcohol and Drug Program Administrator – Range 3500
- MHSA Coordinator – Existing classification – Range 2776
- Behavioral Health Administrative Assistant I / II – Updated classification 1328/1465

Sierra House & Drop In Center (DIC)

Sierra House in Quincy is a residential care facility with 14 licensed beds, compared to the state average of 15. Behavioral Health Department is responsible for the administration of the **Sierra House Board and Care Facility**, and the adjoining **Drop In Center (DIC)** and outpatient care services that are provided at these sites. Plumas County is one of two California counties that own and operates a Board and Care facility for mentally ill adults that require daily supervision. Inyo County's Health & Human Services are also State Licensed board and care and facilitate the Progress House, located in Bishop. When contacted, it was discovered that the employees who work at this Board and Care Facility were demoted to lower positions a couple years ago and are in labor negotiations at this time. To make similar comparison to the Sierra House Board and Care Facility is not feasible but the two positions listed at this facility are listed on the attached wage comparison.

Currently, these facilities are under renovation to ensure needed repairs are made to the facility and the construction remodel meets the need of the clients served at these two facilities. The project schedule estimates completion of the renovation by January of 2018. The **Behavioral Health Continuing Care Coordinator** Position oversees and coordinates mental health counseling and treatment for the seriously mentally ill adults and their families. This position is also responsible for developing, reviewing, and evaluating mental health continuing care programs and services. This position is a Board and Care site administrator as designated through the California State Licensing Board.

The **Behavioral Health Continuing Care Coordinator** position title has not changed but the positions supervised have been updated to reflect more accurately the duties and responsibilities to be performed. The Behavioral Health Continuing Care Coordinator supervised the classifications within this Unit.

Exhibit G

Classifications & Wage Surveys for Sierra House Board & Care Facility and Drop In Center :

- **Behavioral Health Continuing Care Coordinator – Range 3200**
- **Sierra House Residential Care facility Supervisor – Range 2000**
- **Lead Residential Care Facility Attendant - 1800**
- **Behavioral Health Site Coordinator for the DIC - 1600**

- **DIC Behavioral Health Case Management Specialist I/II/ Senior – Range 1950 / 2150 / 2350**

The Behavioral Health Department's re-organization and updating classifications has been a work in progress for over a year. We have met our obligation of meet and confer with Operating Engineers Union Local #3 and are asking the Board to also approve the updated Appendix A for both Mid Management and General Units Memorandum of Understandings.

Many new program tracking and billing aspects have been considered and are incorporated into the classification updates. By incorporating the new case note required for a 72 hour time lines for billing requirements, procedures to ensure there are no waiting list for clients to seek services, and the integration of two departments into one cohesive delivery of services, are necessary enhancements to ensure the delivery of services and revenue opportunities for the model Behavioral Health Department are realized.

Exhibits outlined and attached and include the Behavioral Health Department's Organizational Chart, the Units as defined in the narrative with their respective job descriptions, and wage surveys to update the County's classifications.

It is my recommendation to approve the resolutions for the re-classifications of the new and updated job descriptions as well as the relevant wage ranges.

Exhibits

Exhibit A

Behavioral Health Organization Chart & List of Classifications by Unit

Exhibit B

Classifications & Wage Surveys for Quality Improvement / Compliance Manager Unit:

- Behavioral Health Quality Improvement Compliance Manager – Range 3500
- Behavioral Health Quality Assurance Coordinator – Range 2600
- Behavioral Health Case Management Specialist – Range 2150
- Behavioral Health Systems Analyst – Range 2500
- Behavioral Health Clinical Records Specialist – Range 1700

Exhibit C

Classifications & Wage Surveys for Behavioral Health Administrative Services Officer - Unit:

- Behavioral Health Administrative Services Officer - Range 3200
- *Behavioral Health Department Fiscal Officer – existing classification*
- Behavioral Health Administrative Assistant II – Range 1465
- Behavioral Health Supervisor Site Coordinator – Range 2228
- Behavioral Health Site Coordinator – Range 1805
- Behavioral Health Support Services Coordinator – Range 1615
- Behavioral Health Support Services Technician I / II – Range 1429 / 1530

Exhibit D

Classifications & Wage Surveys for Behavioral Health Unit Supervisor of Nursing – Unit:

- Psychiatric Medical Director – BOS Contract
- Behavioral Health Unit Supervisor – Nursing – Range 3200
- *Behavioral Health Nursing Series - existing classifications*
 - *LVN I / II*
 - *RN I / II*
 - *Nurse Practitioner*

Exhibit E

Classifications & Wage Surveys for Behavioral Health Units , Criminal Justice, Adult & Children:

Adult Unit:

- Behavioral Health Unit Supervisor - Range 3200
- Behavioral Health Therapist I – Range 2431
- Behavioral Health Therapist II – Range 2679
- Behavioral Health Therapist Senior – Range 2960
- Behavioral Health Therapist DIC I / II – Range 2431 / 2679
- Behavioral Health Case Management Specialist I – Range 1950
- Behavioral Health Case Management Specialist II – Range 2150
- Behavioral Health Case Management Specialist - Senior – Range 2350

Children Unit:

- Behavioral Health Unit Supervisor - Range 3200
- Behavioral Health Therapist I – Range 2431
- Behavioral Health Therapist II – Range 2679
- Behavioral Health Therapist Senior – Range 2960
- Behavioral Health Therapist DIC I / II – Range 2431 / 2679
- Behavioral Health Case Management Specialist I – Range 1950
- Behavioral Health Case Management Specialist II – Range 2150
- Behavioral Health Case Management Specialist - Senior – Range 2350

Criminal Justice Unit:

- Behavioral Health Unit Supervisor - Range 3200
- Behavioral Health Therapist I – Range 2431
- Behavioral Health Therapist II – Range 2679
- Behavioral Health Therapist Senior – Range 2960
- Behavioral Health Therapist DIC I / II – Range 2431 / 2679
- Behavioral Health Case Management Specialist I – Range 1950
- Behavioral Health Case Management Specialist II – Range 2150
- Behavioral Health Case Management Specialist - Senior – Range 2350

Exhibit F

Classifications & Wage Surveys for Community Programs :

- Behavioral Health Alcohol and Drug Program Administrator – Range 3500
- MHSA Coordinator – Existing classification – Range 2776
- Behavioral Health Administrative Assistant I / II – Updated classification 1328/1465

Exhibit G

Classifications & Wage Surveys for Sierra House Board & Care Facility and Drop In Center :

- Behavioral Health Continuing Care Coordinator – Range 3200
- Sierra House Residential Care Facility Supervisor – Range 2000
- Lead Residential Care Facility Attendant - 1800
- Behavioral Health Site Coordinator for the DIC - 1600
- DIC Behavioral Health Case Management Specialist I/II/ Senior – Range 1950 / 2150 / 2350

RESOLUTION NO. _____

**RESOLUTION TO AMEND PLUMAS COUNTY'S CLASIFICATIONS & WAGE RANGES
FOR THE RE-ORGANIZATION OF THE BEHAVIORAL HEALTH DEPARTMENT**

WHEREAS, Plumas County Personnel Rule 5 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

WHEREAS, during the fiscal year needs may arise to amend the Classification Plan; and

WHEREAS, the Behavioral Health Director requested the Human Resources Director to assist in revising changes to the position classifications and salary ranges as outlined:

- Behavioral Health Quality Improvement Compliance Manager – Range 3500
- Behavioral Health Quality Assurance Coordinator – Range 2600
- Behavioral Health Case Management Specialist – Range 2150
- Behavioral Health Systems Analyst – Range 2500
- Behavioral Health Clinical Records Specialist – Range 1700

- Behavioral Health Administrative Services Officer - Range 3200
- Behavioral Health Administrative Assistant II – Range 1465
- Behavioral Health Supervisor Site Coordinator – Range 2228
- Behavioral Health Site Coordinator – Range 1805
- Behavioral Health Support Services Coordinator – Range 1615
- Behavioral Health Support Services Technician I / II – Range 1429 / 1530

- Behavioral Health Unit Supervisor – Nursing – Range 3200

- Behavioral Health Unit Supervisor - Range 3200
- Behavioral Health Therapist I – Range 2431
- Behavioral Health Therapist II – Range 2679
- Behavioral Health Therapist Senior – Range 2960
- Behavioral Health Therapist DIC I / II – Range 2431 / 2679
- Behavioral Health Case Management Specialist I – Range 1950
- Behavioral Health Case Management Specialist II – Range 2150
- Behavioral Health Case Management Specialist - Senior – Range 2350

- Behavioral Health Alcohol and Drug Program Administrator – Range 3500

- Behavioral Health Continuing Care Coordinator – Range 3200
- Sierra House Residential Care Facility Supervisor – Range 2000
- Lead Residential Care Facility Attendant - 1800
- Behavioral Health Site Coordinator for the DIC - 1600
- DIC Behavioral Health Case Management Specialist I/II/ Senior – Range 1950 / 2150 / 2350

RESOLUTION NO. 2016- _____

**RESOLUTION TO AMEND THE POSITION ALLOCATION FOR BUDGET
YEAR 2016/2017, FUNDS 70569, 70570, 70571, 70573, 70574, 70575, 70576, 70577, 70578,
70579, 70630, 70580 BEHAVIORAL HEALTH DEPARTMENT**

WHEREAS, the Board of Supervisors, through adoption of the budget allocates positions for the various county departments each fiscal year; and

WHEREAS, there are changes needed for the budgeted position allocations for the 2016/2017 Position Allocation for the Behavioral Health Department; and

WHEREAS, the Human Resources Director is now requesting approval of this resolution to correct the 2016/2017 Position Allocation; and

WHEREAS, it is necessary to update the Position Allocation for Budget Year 2016/2017 to list the correct positions classified for each of the County's Departments; and

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

Approve this Resolution to amend the Position Allocation for Budget Year 2016/2017 to reflect the following:

CLASSIFICATION	FTE
Director of Behavioral Health	1.000
Behavioral Health Deputy Director	1.000
BH Unit Supervisor - ADULT	1.000
BH Therapist Senior	1.000
BH Therapist II, or	2.000
BH Therapist I	0.000
DIC Therapist I or II	1.000
BH Case Management Specialist Senior, or	5.000
BH Case Management Specialist II, or	0.000
BH Case Management Specialist I	0.000
BH Unit Supervisor - CHILDREN	1.000
BH Therapist Senior	1.000
BH Therapist II, or	3.000
BH Therapist I	0.000
BH Case Management Specialist Senior, or	5.000
BH Case Management Specialist II, or	0.000
BH Case Management Specialist I	0.000
BH Unit Supervisor - Criminal Justice	1.000
BH Therapist - Senior	1.000
BH Therapist II, or	3.000
BH Therapist I	0.000
BH Case Management Specialist Senior	1.000

<u>CLASSIFICATION</u>	<u>FTE</u>
BH Case Management Specialist Senior, or	4.000
BH Case Management Specialist II, or	0.000
BH Case Management Specialist I	0.000
Psychiatrist / Medical Director	1.000
BH Unit Supervisor - Nursing	1.000
BH LVN I, or	1.000
BH LVN II, or	0.000
BH Registered Nurse I, or	0.000
BH Registered Nurse II, or	0.000
Nurse Practitioner	0.000
DIC LVN I / II or	1.000
DIC RN I / II	0.000
BH Administrative Services Officer	1.000
BH Dept Fiscal Officer	1.000
BH Administrative Assistance I, or	1.000
BH Administrative Assistance II	0.000
BH Supervising Site Coordinator	1.000
BH Site Coordinator - Quincy	1.000
BH Site Coordinator - DIC	1.000
BH Site Coordinator - Chester	1.000
BH Site Coordinator - Gr'ville	1.000
BH Site Coordinator -Portola	1.000
BH Support Services Coordinator	1.000
BH Support Services	2.000
BH Quality Improvement Compliance Manager	1.000
BH Quality Assurance Coordinator	1.000
BH Case Management Specialist I, or	1.000
BH Case Management Specialist II	0.000
BH Systems Analyst	1.000
BH Clinical Records Specialist	1.000
Crisis Team BH Therapist Senior	1.000
Crisis Team BH Therapist II	1.000
Crisis Team BH Therapist I	1.000
Crisis Case Management Specialist Senior, or	1.000
Crisis Case Management Specialist II, or	0.000
Crisis Case Management Specialist I, or	0.000
BH AOD Administrator	1.000
MHSA Coordinator	1.000
BH Administrative Assistant	1.000
Continuing Care Coordinator	1.000
Sierra House Residential Care Facility Supervisor	1.000
Lead Residential Care Facility Attendant	2.000
Residential Care Facility Attendant	4.000
BH Case Management Specialist Senior, or	2.000

Overview of Behavioral Health Re-Organization - List of Classifications

Exhibit B

Unit: QA & Compliance

Exhibit A

Exhibit C

Unit: Admin Unit

Exhibit D

Unit: Nursing

Exhibit E

(positions are universal to adult / children / criminal justice)

Position Title	Job Description Status	Wage Range	# of Positions	OE3
BH Deputy Director - At Will	New	4500		
BH Unit Supervisor - Adult	Updated	3200		M
BH Therapist Senior	Updated	2960		G
BH Therapist I / II	Updated	2450/2680		G
BH Therapist I / II - DIC	Updated	2450/2680		G
BH Case Management Specialist Senior	Updated	2350		G
BH Case Management Specialist I	Updated	1950		G
BH Case Management Specialist II	Updated	2150		G

ເມືອງນັກຄົມ (ນັກຄົມ) / ໂກງານນັກຄົມ (ນັກຄົມ) / ໂກງານນັກຄົມ (ນັກຄົມ)

Unit: Behavioral Health - Children

Position Title	Job Description Status	Wage Range	# of Positions	OE3
BH Unit Supervisor - Children		3200		M
BH Therapist Senior		2960		G
BH Therapist I / II		2450/2680		G
BH Therapist I / II - DIC		2450/2680		G
BH Case Management Specialist Senior		2350		G
BH Case Management Specialist I		1950		G
BH Case Management Specialist II		2150		G

(positions are universal to adult / children / criminal justice)				
Unit: Behavioral Health - Criminal Justice				
Position Title	Job Description Status	Wage Range	# of Positions	OE3
BH Unit Supervisor - Criminal Justice		3200		M
BH Therapist Senior		2960		G
BH Therapist I / II		2450/2680		G
BH Therapist I / II - DIC		2450/2680		G
BH Case Management Specialist Senior		2350		G
BH Case Management Specialist I		1950		G
BH Case Management Specialist II		2150		G

Exhibit F

Unit: Community Programs

Position Title	Job Description Status	Wage Range	# of Positions	OE3
BH AOD Program Administrator	new	3500		M
MHSA Coordinator	no changes	2776		G
BH Administrative Assistant I / II	Updated	1328 / 1465		G

Exhibit G

Unit: Sierra House & DIC

Position Title	Job Description Status	Wage Range	# of Positions	OE3
Continuing Care Coordinator (SH & DIC)	No Changes	3200		
Sierra House Residential Care Facility Supervisor	Updated	2000		M
Lead Residential Care Facility Attendant	Updated	1800		G
Residential Care Facility Attendant	Updated	1600		G
BH Case Management Specialist I / II / III		1950 / 2150 / 2350		G

BEHAVIORAL HEALTH QUALITY IMPROVEMENT / COMPLIANCE MANAGER**DEFINITION**

Under the direction of the Behavioral Health Manager, directs, manages, supervises, and coordinates the Quality Improvement activities and operations within the Behavioral Health Department; ensures that County business and provider practices are compliant with Federal, State and local regulations and requirements; identifies and assesses areas of compliance risk and prepares recommendations that reduce the risks; coordinates assigned activities with department divisions, other county departments, and outside agencies; serves as a member and integral part of the Department's Senior Management Team; and provides highly responsible and complex administrative support to the Behavioral Health Director.

DISTINGUISHING CHARACTERISTICS

The incumbent shall have overall management responsibility for Department's Quality Improvement activities, which may include management of multiple work groups of significant depth and complexity. Responsibilities include development of the Department's goals and objectives and design and implementation of supporting programs, processes, policies, and/or procedures to successfully achieve those goals and objectives.

This position is responsible for all aspects of quality improvement, including department-wide compliance assignments as determined by the Behavioral Health Director. This position shall develop policies and procedures for compliance programs; ensure employee awareness of the compliance programs; develop compliance-related reporting mechanisms; and prepare compliance risk assessment analysis for departments.

The position shall act as Chair of Behavioral Health Compliance Committee, composed of key departmental managers and charged with evaluating and addressing department-wide quality and compliance needs. The Chair shall ensure the Committee is provided with sufficient and timely information to enable them to monitor regulatory requirements; evaluate new and existing policies for adequacy to address the objectives of quality improvement practices; determine the appropriate strategy to promote quality within the department programs; identify areas of potential violation; recommend internal fiscal system controls; and monitor internal and external audits and investigations.

REPORTS TO

Behavioral Health Director or Behavioral Health Deputy Director

BEHAVIORAL HEALTH QUALITY IMPROVEMENT / COMPLIANCE MANAGER - 2

CLASSIFICATIONS DIRECTLY SUPERVISED

Behavioral Utilization / Quality Assurance Coordinator, Behavioral Health Systems Analyst, Crisis Team, and other classifications as determined by Behavioral Health Director.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assume management responsibility for assigned services and activities of the Quality Improvement program including regulatory compliance systems and functions.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for Quality Improvement programs; recommend and administer policies and procedures for the operation of a Quality Improvement program that implements Federal, State, and local regulations including compliance with Medicare and Medicaid requirements, appropriate HIPAA requirements, and the Office of Inspector General's seven compliance program components.
- Monitor and review departmental policies and procedures to ensure regulatory changes in all Federal and State programs are integrated and implemented; and, conduct periodic assessments to evaluate effectiveness and operationalization of procedures and programs.
- Monitor and review the Quality Assurance and Utilization Review procedures and its program for compliance with Federal and State requirements; and, integrate recommendations to past compliance problems into a quality assurance program.
- In collaboration with Community Programs Manager, develop a system, including written policies and procedures, for monitoring contracting service providers to ensure compliance with applicable State and Federal regulations.
- Develop procedures to assure adherence to State and Federal regulations and requirements for all grants; participate in the countywide grant compliance review team.
- Develop and annually update a written Code of Conduct for Behavioral Health; obtain and incorporate employee input; conduct employee training that will ensure the Code of Conduct is implemented.

BEHAVIORAL HEALTH QUALITY IMPROVEMENT / COMPLIANCE MANAGER - 3

Example of Duties continued:

- Develop, conduct, and participate in training and education programs for Department employees relevant to a broad spectrum of compliance, privacy, and quality assurance issues; establish and maintain a system for tracking completion of training.
- In collaboration with Community Programs Manager, develop a training program for contracting providers on regulations, policies, and procedures, Code of Conduct, documentation, billing, and other compliance requirements.
- Serve as the liaison for the Quality Improvement Division with department units, other county departments, and outside agencies; and, negotiate and resolve sensitive and/or controversial issues.
- Maintain a current working knowledge of Federal and State regulations and policies as they affect the Department through routine review of various Centers for Medicare & Medicaid Services (CMS) manuals, Federal Register notices, and various other resources.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, and copiers.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; continuous contact with staff and the public.

BEHAVIORAL HEALTH QUALITY IMPROVEMENT / COMPLIANCE MANAGER - 4

DESIREABLE QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of behavioral health quality management programs.
- Principles and practices of program development and administration.
- Pertinent Federal, State, and local laws, codes, and regulations including Medicare, Medi-Cal, CMS, HIPAA and Sarbanes Oxley regulations and other federal, state and local compliance regulations.
- Malcom Baldrige National Quality Program Health Care Criteria for Performance Excellence.
- Principles and practices used in healthcare management, government compliance, legal services, internal audits, risk management, regulatory affairs, human resource, or health care consulting.
- Health care and social service programs provided by the department.
- Auditing and agency assessment functions.
- Process improvement, performance measurement, and quality management tools.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Lead and direct management of a comprehensive Behavioral Health Quality Improvement program for Behavioral Health Department administered and contracted services.
- Develop and administer clearly defined Quality Improvement program goals, objectives, and procedures.
- Create systems and processes to implement Quality Improvement programs and ensure regulatory compliance issues are identified at the earliest time and resolved in a timely manner.
- Establish and maintain cooperative working relationships within the Behavioral Health Department and with external organizations and individuals.
- Demonstrate personal diplomacy particularly in difficult or stressful situations.
- Communicate clearly and concisely, both orally and in writing.
- Prepare clear and concise written reports of quality improvement assessment findings.
- Oversee, direct, train and coordinate the work of subordinate staff.

BEHAVIORAL HEALTH QUALITY IMPROVEMENT / COMPLIANCE MANAGER - 5

TRAINING AND EXPERIENCE

Required qualifications for this position:

Experience:

Six years of increasingly responsible professional level experience in a compliance, organizational development, human resources, quality assurance, quality control, or fiscal program including four years of administrative and supervisory responsibility.

Education:

A Bachelor's degree from an accredited college or university with major course work in public administration, organizational development, business administration, health administration or a related field. An advanced degree is desirable, including but not limited to graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree.

License or Certificate:

Possession of, and ability to maintain, a Healthcare Compliance Certificate from the Health Care Compliance Certification Board within six months of appointment.

SPECIAL REQUIREMENTS

Must possess a valid California Driver's license at the time of appointment. The valid California Driver's license must be maintained throughout employment with Plumas County.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

BEHAVIORAL HEALTH QUALITY ASSURANCE COORDINATOR

DEFINITION

Under general direction of the Behavioral Health Quality Improvement / Compliance Director, to assist with intake, utilization review, chart audits, remedial training and therapist support. This position will support the Behavioral Health programs with coordinating and implementation of quality management functions, including utilization review, quality assurance and continuous quality improvement and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification responsible for supporting the quality assurance division for overseeing the quality of care for the clientele of the Behavioral Health Department. As a fully licensed Senior Behavioral Health Therapist position within the Behavioral Health Department, the incumbent will be responsible for all assessments of new clients that are referred to the Behavioral Health Department. This position is responsible for assuring that all clients are seen, assessed, diagnosed and that a treatment plan is done immediately in order to begin treatment and billing. This position will also monitor all case notes prepared by all therapists to ensure proper compliance with Medic-Cal standards. The incumbent will provide mental health and drug/alcohol services to emotionally disturbed children, adults and families. Incumbent may provide supervision and provision of crisis intervention services, which include 24/7 on call ability.

REPORTS TO

Behavioral Health Quality Improvement / Compliance Manager, Behavioral Health Director, or Deputy Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Behavioral Health Clinical Records Specialist on as needed basis.

BEHAVIORAL HEALTH QUALITY ASSURANCE COORDINATOR - 2

EXAMPLES OF DUTIES

- Performs intake assessments and evaluation of individuals with mental health and alcohol and drug problems; and individuals with co-occurring disorders.
- Provides intakes referrals for appropriate mental health and alcohol and substance abuse treatment models in collaboration with individuals served.
- This position is designated department representative for working with regulators, auditors, quality program representatives, County HIPAA Officer, and with peers in state NorQIC and regional groups.
- Work with the Behavioral Health Quality Improvement / Compliance Director in development of protocols, policies and procedures.
- Assist with the development of and completion of staff trainings related to quality service; such trainings would include at a minimum, DMH and federal laws and regulations, HIPAA, Integrity Compliance and Cultural Competency.
- Monitor and seek resolution of Client grievances, unless conflict of interest due to intake process.
- Provide feedback to staff on operational procedures of clinical services.
- Participate in Mental Health Advisory Commission as needed.
- Responsible for scheduling and holding meetings, facilitate the agenda, record minutes and maintain archive of records for the following projects Quality Assurance Community Meetings, Doctor Quality Assurance meetings, Project Improvement Programs (PIPs), Memorandum of Understanding (MOU) with community partners and services provision at those sites, lists of hospital contracts, client survey process, peer review process, Cultural Competency Activities.
- Maintain operations and the quality of service in compliance with regulations by reviewing all relevant regulations, policies and procedures and make recommendations for need of revisions to Behavioral Health Quality Improvement / Compliance Director.
- Collection and assessment of data for monitoring quality services and to obtain goals in areas identified for improvement, such as length of waitlists for appointments (clinicians and doctors), change of provider, access to services issues (monitor barriers-after hours, crisis services, geographic, manpower, cultural, availability of services as an alternative to emergency hospitalization, etc.).
- Assure staffs are qualified, trained appropriately, track staff licensures and certifications.
- To serve as the Compliance Officer for a number of programs of quality review, such as the HIPAA Departmental Compliance Officer, the compliance Program Officer; ensure the maintenance of client records and regulatory documents to ensure a plan for quality service is in place and that staff is following those plans.
- Conduct peer chart reviews of clients; monitor client charts for compliance to Regulations and case note records are documented with in mandated time lines to ensure accurate billing compliance.
- Assist the Behavioral Health Quality Improvement / Compliance Director in revising required plans as needed, such as the annual work plan, the DMH contract, the cultural competency plan.

BEHAVIORAL HEALTH QUALITY ASSURANCE COORDINATOR - 3

Example of Duties continued:

- Perform clinical on-call and clinician of the day duties.
- To remain current with the practice and licensing and the direct provisions of quality clinical service.
- Authorized to serve as the reviewer and approver to authorization for client services out of county.
- Ensure that individuals in placement have access to mental health services.
- Ensure follow-up care after discharge from inpatient facilities.
- Maintains an awareness of mental health and alcohol and drug counseling methodologies.
- Provides crisis intervention and assessment for individuals with primary mental health diagnosis, primary alcohol and substance abuse diagnosis; and individuals with co-occurring disorders.
- Prepares case histories and maintains up to date patient records including session notes documented within the 72 hours requirement.
- Makes referrals to, and receive referrals from appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Participates in mental health and alcohol and drug education program, conferences and community programs.
- Attends training conferences relevant to current mental health alcohol and drug and co-occurring disorders.
- Performs community outreach and education assignments.
- Participates in the emergency "on-call" system on a rotating basis.
- Operates a personal computer and effectively utilizes an electronic health records system.
- Conducts recovery activities, case management, and completes related work as required.
- Understands State and Federal laws regarding privacy, confidentiality and security.
- Provide supervision to assigned staff.
- Participates in, and/or actively provides behavioral health education programs, conferences and community programs.
- Actively participates in collaboration with community groups and agencies.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

BEHAVIORAL HEALTH QUALITY ASSURANCE COORDINATOR – 4

TYPICAL WORKING CONDITIONS

Work is usually performed in an office or community environment; continuous contact with staff and the public. Crisis intervention services may require working in a hospital setting or County jail. This position requires routine driving throughout the county and occasional driving outside the county to various sites.

DESIRABLE QUALIFICATIONS

KNOWLEDGE OF

- State, Federal, and local laws, regulations, and requirements for the provision of mental health services and programs.
- Principles of community organization, community based programs and agency coordination.
- Principles and practices of public relations
- Modern office procedures, including preparation of charts, agendas, modern office procedures, including preparation of minutes, mailing lists, and desktop publishing.
- Principles and methods of financial record keeping and reporting.
- Current practices and techniques in psychotherapeutic treatment.
- The scope and activities of public and private agencies in the mental health field.
- Quality Assurance practices and standards.
- Problem solving skills.

ABILITY TO

- Analyze case information and reach sound diagnostic and treatment decisions.
- Maintain composure and awareness during crisis interventions.
- Prepare clear, relevant and accurate reports.
- Develop and disperse and present educational and training information.
- Develop and present public presentations.
- Enforce Quality Assurance Standards.
- Interpret and apply complex mental health program rules, regulations and policies.
- Effectively represent the Mental Health Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.
- Communicate effectively orally and in writing.
- Follow oral and written instructions,
- Prepare, maintain, organize, and analyze a variety of information and data.
- Maintain confidentiality of information as warranted.
- Survey and/or interview a variety of people.

BEHAVIORAL HEALTH QUALITY ASSURANCE COORDINATOR – 5

TRAINING AND EXPERIENCE

Required qualifications for this position:

- Possession of a Master's Degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field, received from an accredited institution.
- Possession of a license as an Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC), issued by the California State Board of Behavioral Science Examiners or other qualified license as per regulation associated with the recovery of Federal and State for the Quality assurance activities.
- Two (2) years of post-licensure experience preferred in a mental or behavior health setting, to include experience in a Community Mental or Behavior Health Clinic and supervision of staff.

SPECIAL REQUIREMENTS

Possession of certification to serve as a supervisor of interns and to continually maintain any ongoing requirements imposed by the applicable licensing board to keep the supervisor certification active and in good standing, preferred.

Possession of a valid California Alcohol and Other Drug Counselor Certification from an organization accredited by the National Commission for Certifying Agencies (NCCA) to register and certify Alcohol and Other Drug (AOD) Counselors in California, preferred.

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

BEHAVIORAL HEALTH SYSTEMS ANALYST

DEFINITION

Under general supervision, the Health Information Systems Analyst efficiently uses health information technology (HIT) to support patient-centered care delivery; ensures electronic health record (EHR) implementation and optimization; utilizes quality improvement methodology, including workflow assessment and workflow redesign; ensures the efficient operation and integrity of automated information systems; analyzes, investigates and resolves computer-related problems; provides training and instruction on programs and procedures; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single level classification. Incumbents perform basic computerized information system helpdesk duties, implement EHR, ICD10 and EHR reporting modules for quality improvement and billing. This position requires excellent troubleshooting and decision-making skills, self-motivation and the use of sound judgment and discretion at all times. Incumbents may perform computer development, installation and maintenance work, with a high degree of independence.

REPORTS TO

Behavioral Health Quality Improvement / Compliance Manager

CLASSIFICATIONS DIRECTLY SUPERVISED

None

BEHAVIORAL HEALTH SYSTEMS ANALYST – 2

EXAMPLES OF DUTIES:

- Acts as a consultant to health information technology (HIT) practices to assist in restructuring clinical and business workflows to optimize the implementation of HIT in these offices.
- Coordinates task-related efforts by creating, joining and/or leading supporting partnerships and facilitating ongoing discussions and initiatives with the appropriate stakeholders on comparable HIT restructuring and/or improvement efforts.
- Coordinates and shares information and resources (data, communications, hardware and software), avoiding duplication of efforts and resources, minimizing inconsistencies, reducing burden on the participants, and developing and deploying strategies that are cost effective and improve HIT utilization and efficiencies, cultural competencies and other related measures.
- Acts as a resource person for users by answering questions and resolving problems related to the use, application, and operation of automated information systems.
- Diagnoses problems to determine if the cause is due to the system, software, hardware or other source, and corrects them. Refers more difficult problems to appropriate personnel or vendors.
- Researches regulations, procedures and/or technical reference materials as necessary.
- Meets with staff regarding systems usage, improvements, modifications, maintenance, and operations needed for an efficient computer system.
- Recommends necessary hardware and software changes, and perform systems upgrades.
- Works with computer support personnel in identifying problems with the system, programs, PC's or printers.
- Documents and tracks system problems, and writes the reports on issues.
- Writes, or assists in writing and revising, procedures, instructional materials and staff development tools for system-related training.
- Performs related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 40 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

BEHAVIORAL HEALTH SYSTEMS ANALYST – 3

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; exposure to electrical energy and dust; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Computer terminals.
- Microcomputer hardware and software.
- Desktop and network operating systems.
- Electronic health records software and systems.
- Regulations and procedures related to specific automated information systems utilized by assigned department.
- Work methods and techniques employed by department staff including documentation and reporting requirements.
- Terminology relating to computer software, hardware, and peripheral equipment.
- HIPAA and CFR 42 requirements for health information technology

Ability to:

- Evaluate and interpret automated information systems from a user perspective.
- Analyze departmental data system needs and requirements.
- Identify goals and objectives, and problems; examine alternatives; and, develop conclusions and recommendations.
- Implement solutions.
- Prepare clear and concise reports, documentation and other written materials.
- Read and comprehend written material on a wide variety of technical subjects.
- Coordinate with HER vendor and navigate related software systems.
- Perform routine installations of computer equipment and related peripherals, install common software, and troubleshoot common failures.
- Identify, evaluate and research operational problems, make recommendations for change.
- Organize, prioritize, schedule, and coordinate workflow to meet production deadlines.
- Establish and maintain effective working relationships with all persons contacted during the course of work.
- Maintain confidentiality of information.
- Communicate clearly and concisely, both orally and in writing.

BEHAVIORAL HEALTH SYSTEMS ANALYST – 4

TRAINING AND EXPERIENCE

Two (2) years previous training and/or work experience with health information systems, clinical office workflow, HIT project management, computer hardware, software, and computerized information systems.

A Bachelor's Degree in MIS, computer science, engineering, or a healthcare discipline from an accredited four-year college or university.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

BEHAVIORAL HEALTH CLINICAL RECORDS SPECIALIST

DEFINITION

Under the direction of the Behavioral Health Quality Improvement / Compliance Manager, performs medical record processing activities including, interpreting code and abstract medical records according to diagnostic categories, medical and related health care services rendered, and related client information; reviews charts for adherence to quality standards; bills and processes claims for reimbursement by programs; assists the supervisor with administrative tasks; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized single position classification, which coordinates the record management functions for the Behavioral Health Department. Incumbents learn and perform a variety of duties including, but not limited to the following; routine billing, coding, and performing related technical medical records work. This is a highly confidential position of responsibility that must adhere to HIPAA compliance and regulations.

REPORTS TO

Behavioral Health Quality Improvement / Compliance Manager, Behavioral Health Quality Assurance Coordinator, or Deputy Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

BEHAVIORAL HEALTH CLINICAL RECORDS SPECIALIST – 2

EXAMPLES OF DUTIES

- Identifies records to be reviewed by medical or quality assurance staff for documentation issues or any discrepancies related to service reporting.
- Prepares and maintains a variety of reports and records.
- Responds to inquiries from other Units regarding diagnostic and procedure codes as they apply to billing issues and reimbursement.
- Gathers, compiles, and analyzes billing and statistical analysis.
- Prepares, bills, claims, and transmits on a timely basis.
- Accurately assigns diagnostic and procedure codes to records, using current coding references in order to obtain maximum allowable reimbursement for each client encounter.
- Completes abstracts of client cases, summarizing a variety of data related to client information, status, services and related information.
- Reviews and evaluates medical records for quality, timeliness and completeness of others' charting, and general and special issues.
- May provide medical record information when authorized by patient, legal representatives or requested by subpoena.
- Reviews and analyzes transmits them in a timely manner to the appropriate intermediary. Ensure accuracy and compliance with billing, coding and follow-up requirements and identify overpayments and lack of documentation issues.
- Reviews and follows up on denial codes transmitted to providers for potential reimbursement on claims.
- Provides information to payers and insures that the County receives reimbursement.
- Provides effective system user training, support and assistance.
- May assist with utilization review activities.
- Performs related work as required.

BEHAVIORAL HEALTH CLINICAL RECORDS SPECIALIST – 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 40 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; some variations in temperature and humidity; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern office methods, procedures, and equipment and business writing.
- Practices and terminology used in clerical, accounting, and in a medical setting.
- Computerized patient information systems.
- Methods, practices, principles, theory, and terminology used in bookkeeping, financial books of account and statistical recordkeeping.
- County policies, rules and regulations.
- Records information management, including management principles, practices and techniques.

Ability to:

- Interpret medical records to assign codes and prepare abstracts.
- Understand medical and/or behavioral health terminology, diagnostic descriptions and procedures.
- Evaluate the quality, completeness and accuracy of medical records.
- Maintain records and compile statistics.
- Prepare reports and other written communications regarding medical records.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

BEHAVIORAL HEALTH CLINICAL RECORDS SPECIALIST – 4

TRAINING AND EXPERIENCE

Qualifications needed for this position:

Equivalent to a two year degree in medical records management or related field

AND

Six (6) months of work experience in medical transcription and Electronic Health Records and Billings systems.

OR

Three (3) years of work experience in medical transcription and Electronic Health Records and Billings Systems.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

BEHVIORAL HEALTH ADMINISTRATIVE SERVICES OFFICER

DEFINITION

Under general direction, plans, develops and manages multiple administrative and fiscal responsibilities within a county health services department, such as Public Health or Behavioral Health. Performs complex administrative, budgetary, systems, statistical and other management analyses in support of projects, activities and functions for specified departments. This position works closely with the Department Head in policy and procedure development and implementation; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single management level classification that has considerable latitude in exercising independent judgment and decision making in administrative, financial and program management support. Duties may vary, however the range of responsibilities are centered upon planning, management and evaluation of multiple programs, projects and/or activities. The position is specific to a large Behavioral Health Department funded by a multitude of complex funding streams including State Realignment, direct federal funding from agencies such as HRSA, SAMSHA, CDC, etc., a wide variety of California State categorical funding, local funding, and client based fee for service programs.

REPORTS TO

Behavioral Director or Deputy Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Behavioral Health Department Fiscal Officer I/II, Support Services Tech, Behavioral Health Site Coordinators. In addition this position may supervise subordinate supervisory and support personnel in other divisions of the department as directed by the Behavioral Health Director.

BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES OFFICER – 2

EXAMPLES OF DUTIES

- Plans, develops, coordinates, conducts and implements or directs implementation of a variety of fiscal and administrative programs, projects and/or activities within the Department, including directing and evaluating a wide variety of federal, state, and local funding streams.
- Plans, develops, coordinates, and provides administrative oversight to patient billing and collection revenue streams.
- Provides direction and supervision for subordinate supervisory, professional and/or support staff and provides for staff training and professional development.
- Assists with the staffing, and selection process of personnel.
- Conducts employee performance evaluations, counsels employees and participates in recommendation of corrective or disciplinary actions as appropriate.
- Directs purchasing, collection and/or external claim reimbursement activities.
- Assesses program/project scope and need, determines funding, staffing and other resource requirements.
- Assists with developing and administering departmental budgets and program/project budgets.
- Represents the Department at financial audits for state and federal awarded funds and others as applicable.
- Oversees the preparation or prepares purchasing documents/contracts facilitating purchasing procedures for the Department.
- Identifies obstacles, evaluates alternative courses of action and makes recommendations which may include such areas as organizational structure, staffing, facilities, equipment, cost analysis, fiscal reporting, productivity or policy or procedure modifications.
- Serves as a technical expert on administrative, programmatic, financial and related issues and strategies; assists in developing goals, objectives and work standards for the Department.
- Coordinates activities and serves as liaison with other County departments and/or other agencies.
- Participates in developing and administers program/project budgets.
- Performs program/project recordkeeping.
- Interprets and applies a variety of complex policies, rules and regulations; provides information to employees, other departments and outside organizations which may require tact and judgment.
- Performs specialized department management, administrative support, fiscal administrator and staff support assignments.
- Confers with representatives of other governmental agencies, boards and commissions, vendors, public and others.

BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES OFFICER – 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of various office equipment.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment. Occasionally works outside; some exposure to variations in temperature and humidity; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- County policies, rules and regulations.
- Departmental functions, activities, operations, rules, policies and procedures.
- Pertinent State and Federal regulations and procedures of Accounting Standards.
- Policies and Procedures for County health services related Departments.
- Supervisory principles and practices, including work planning, direction, evaluation, training and discipline.
- Accounting principles and practices.
- Budget development and control.
- Grant development and administration.
- Computer applications, particularly as related to statistical analysis and recordkeeping.
- Applicable laws and regulations related to specified publicly funded health services programs and activities.

Ability to:

- Plan, organize, develop, and implement a variety of programs, projects and/or activities related to County health services departments.
- Developing, implementing and administering complex County administrative and financial programs and meeting critical deadlines.
- Evaluate the effectiveness of programs and services, and make necessary changes and improvements.
- Analyze administrative, budgetary, operational and organizational problems, evaluate alternatives and reach sound conclusions.
- Assign, schedule, supervise, and evaluate staff; including review of work assigned to subordinate supervisory professional and support staff and training staff in work procedures.

BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES OFFICER – 4

Ability to - continued:

- Interpret, explain and apply regulations and policies related to various County programs and activities.
- Effectively represent the County and the Department in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Preparing clear and concise reports, correspondence and other written materials.
- Maintain accurate records and files.
- Exercising sound independent judgment within established guidelines.
- Use of computer and appropriate software for fiscal and administrative functions.
- Procure, develop and administer grant funding programs. Prepare and maintain grant funding records and reports.

TRAINING AND EXPERIENCE

Required qualifications for this position:

Four (4) years of experience as the Department Fiscal Officer II in a health services related department such as Public Health or Behavioral Health,

OR

Equivalent completion of courses required for a major in Business Administration at an accredited four (4) year college or university; a minimum of two (2) years experience in a position equivalent to Plumas County Department Fiscal Officer II; and one (1) year in a supervisory position.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment. Exception to this requirement may be considered on a case by case basis.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

BEHAVIORAL HEALTH DEPARTMENT FISCAL OFFICER I**DEFINITION**

Under direction, to be responsible for the development, maintenance, and tracking of a Department's fiscal information and data; to perform a variety of administrative, staff, and office management duties for an assigned department; to assign, schedule, coordinate, supervise, and evaluate the work of assigned staff; to perform a variety of difficult, complex, and specialized information gathering, information preparation, and public relations assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialist classification for the positions which have primary responsibility for the development and maintenance of Behavioral Health Department's fiscal records and information;

Responsibilities also include supervising, overseeing, and performing a variety of administrative, staff, and office management functions. Incumbents report directly to the Behavioral Health Administrative Services Officer. Successful performance of responsibilities requires detailed and specialized knowledge and understanding of the operations and policies of the Behavioral Health Department.

REPORTS TO

Behavioral Health Administrative Services Officer, Deputy Director, or Behavioral Health Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Behavioral Health Administrative Assistant, other fiscal support staff as needed.

DEPARTMENT FISCAL OFFICER I – 2

EXAMPLES OF DUTIES

- Serves as primary fiscal and staff support person.
- Assists with the development, maintenance, and tracking of the Department's budget.
- Develops, analyzes, maintains and tracks a variety of fiscal and budget control journals, documents, and reports.
- Keeps other Department management aware of the budget status, expenditure levels, and the need to adjust expenditures for specific programs and operating areas.
- Has responsibility for the development, control, and maintenance of specials grants and special grant funding.
- Develops reports and information for grant funding agencies.
- Coordinates Department fiscal data and recordkeeping with the Auditor/Controller and other fiscal control agencies, such as the state and federal government.
- Performs a wide variety of specialized office management, administrative support, and staff support assignments.
- May coordinate Department personnel activities.
- May assist with long term planning and establishing of Department goals.
- Hires, trains, supervises, and evaluates assigned staff.
- Establishes work schedules and priorities.
- Performs public information and relations assignments, receiving office visitors and telephone calls, providing comprehensive information about policies, programs, functions, and procedures.
- Establishes and updates information retrieval systems.
- Oversees the preparation or prepares purchasing documents, facilitating purchasing procedures for the Department.
- Gathers, organizes, and summarizes a variety of data and information.
- Performs special projects and prepares reports.
- Operates computers, maintaining and updating files and databases.
- Generates computer reports.
- Operates office equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephone, calculators, copies, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; contact with staff and the public.

DEPARTMENT FISCAL OFFICER I – 3

DESIRABLE QUALIFICATIONS

KNOWLEDGE OF

- County policies, rules, and regulations.
- Operations, rules, policies, and procedures of the Department.
- Accounting principles and practices.
- Budget development and control.
- Public and community relations.
- Grant development and administration.
- Administrative analysis.
- Office management methods and procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Purchasing methods and procedures.
- Account and statistical recordkeeping.
- Personal computers and software applications related to fiscal and administrative support work.
- Principles of supervision, training, and staff evaluation.

ABILITY TO

- Perform a wide variety of complex and specialized fiscal administration and support work for the Behavioral Health Department.
- Supervise, train, and evaluate the work of assigned staff.
- Interpret, explain, and apply a variety of County and Department policies, rules and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Exercise significant responsibility in the development, maintenance, and control of the Department.
- Prepare and maintain grant funding records and reports.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software for fiscal and administrative functions.
- Effectively represent the County and the Department or unit in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

DEPARTMENT FISCAL OFFICER I – 4

TRAINING AND EXPERIENCE

Qualifications needed for this position:

At least four (4) years of responsible experience performing a variety of administrative, fiscal, and analytical work, including substantial experience in a public contact position, preferably including at least one (1) year in a supervisory position.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and obtain a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency

BEHAVIORAL HEALTH ADMINISTRATIVE ASSISTANT I/II

DEFINITION

Under general supervision, to perform a full range of clerical duties in a clinical business office and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

Behavioral Health Administrative Assistant I: This is an entry level class and the incumbent learns to perform a variety of clerical functions in the Behavioral Health Department relating to billing, admissions and patient representative work. Assist the public or other County staff with specialized Department procedures; to learn and provide a variety of information about Department policies and procedures; to perform a variety of technical and office support assignments; and to do related work as required. Incumbents in this class are expected to have substantial general office support and public assistance experience and be capable of quickly learning a specialized and technical support area. When sufficient knowledge has been demonstrated and experience requirements are met they may expect promotion to Behavioral Health Administrative Assistant II.

Behavioral Health Administrative Assistant II: This is an advanced level class in the administrative series Incumbents perform a variety of specialized and confidential administrative, secretarial and clerical work requiring to perform multiple business office clerical functions in the Behavioral Health Department relating to billing, admissions and patient representative work. Processing financial claims to various vendors and hospitals. Assist the public or other County staff with specialized Department procedures; Provide a variety of information about Department policies and procedures; to perform a variety of technical and office support assignments; and to do related support work as required.

REPORTS TO

Behavioral Health Fiscal Officer and Department Administrative Services Officer.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

BEHAVIORAL HEALTH CLINIC ADMINISTRATIVE ASSISTANT – 2

EXAMPLES OF DUTIES:

- Serves as an office receptionist greeting visitors and answering the telephone.
- Providing information and referring calls and visitors to appropriate staff.
- Interview patients to obtain financial, social, and medical information for admission and billing purposes.
- Reviews, evaluates, verifies, and enters admission documents and information into the electronic health record system (EHR).
- Evaluates medical and billing documents to determine charges, accuracy, completeness, and conformance with applicable rules and regulations.
- Tabulates and balances charges; investigates and resolves errors; obtains missing billing information from other medical records and/or patients.
- Determines insurance carrier for billing; figures proration of liability between patient, insurance carrier, Medi-Cal, Medicare, or Short-Doyle.
- Keeps a variety of financial, accounting, and statistical records.
- Answers routine questions from patients and insurance companies.
- Reviewing and determining file scanning classification. Scanning documentation into EHR.
- Database and records management.
- Performs related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 40 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; some variations in temperature and humidity; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern office methods, procedures, and equipment and business writing.
- Basic interviewing techniques.
- Practices and terminology used in clerical, accounting, and in a medical setting.

BEHAVIORAL HEALTH CLINIC ADMINISTRATIVE ASSISTANT – 3

Ability to:

- Make arithmetical computations of moderate difficulty.
- Ability to elicit information from patients related to admissions and billing.
- Learn computerized and manual private and program (Med-iCal and Medicare) regulations and insurance billing procedures.
- Interpret rules and regulations for patients and others.
- Ability to perform responsible, confidential, clerical work with speed and accuracy.
- Ability to monitor and control patient records to ensure required confidentiality, following HIPAA regulations.
- Use standard medical office equipment including electronic health record system.
- Ability to analyze situations accurately and adopt effective courses of action in emergencies.
- Deal effectively and tactfully with the public, staff, and other community members.
- Ability to learn new laws, regulations, and procedures pertaining to mental health, substance use case records and reports.
- Work cooperatively with other departments and outside agencies.
- Work independently in the absence of supervision.

TRAINING AND EXPERIENCE

Behavioral Health Administrative Assistant I:

- Equivalent to completion of the twelfth grade.
- At least two (2) years of responsible experience performing a variety of administrative and office work, including substantial experience in public contact. Education or work experience performing admissions, billing, and/or duties related to billing and collections work is highly desirable.
- Other combinations of education and experience may be considered.

Behavioral Health Administrative Assistant II:

- At least one (1) year of responsible experience performing a variety of administrative and office support work at a level equivalent to Behavioral Health Administrative Assistant I with Plumas County. At least one (1) year of experience performing admissions, billing, and/or duties related to billing and collections work.
- Special training and education in the business administration related fields is highly desirable.
- Other combinations of education and experience may be considered.

BEHAVIORAL HEALTH SITE COORDINATOR

DEFINITION

Under general direction to coordinate all Behavioral Health, PCIRC and other agency services delivered from a Regional Resource Center, Behavioral Health Office Site or Drop in Center including administrative support functions and as the primary face of Behavioral Health to the public; to perform a variety of office and administrative support assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The Behavioral Health Site Coordinator acts as administrative support and operations coordinator, assuring compliance with various state and federal laws and billing requirements in order to maximize the allowable revenues for the Behavioral Health Department and interact with outside vendors, agencies, and internal professional staff to accomplish that goal. Acts as the "face" of the agency to clients and the general public in Plumas County's outlying areas.

REPORTS TO

Behavioral Health Supervising Site Coordinator, or Behavioral Health Administrative Services Officer

CLASSIFICATIONS DIRECTLY SUPERVISED

Behavioral Health Administrative Assistant I/II and other specialized office support classifications as required.

EXAMPLES OF DUTIES:

- Recommends, develops, and assists with the implementation of office and administrative support goals and objectives.
- Helps plan, organize, and direct the Behavioral Health Department's office and administrative support functions.
- Provides coordination and support for clinical employees in the regional office.
- Assists staff in problem solving.
- Establishes office schedules and assists staff.
- Assists with purchasing and inventory of office supplies and equipment.
- Coordinates staff meetings for logistical and administrative issues as to site.
- Performs related duties as assigned.

BEHAVIORAL HEALTH SITE COORDINATOR – 2

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 40 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; some variations in temperature and humidity; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern office methods, procedures, and equipment and business writing.
- Practices and terminology used in clerical, accounting, and in a medical setting.
- Computerized patient information systems.
- Methods, practices, principles, theory, and terminology used in bookkeeping, financial books of account and statistical recordkeeping.

Ability to:

- Plan and organize the logistics of the Behavioral Health site and clerical staff.
- Interpret department rules and regulations for patients, staff and others.
- Read and interpret patient charts.
- Use standard medical office equipment including electronic health record system.
- Apply basic bookkeeping principles.
- Assist with budget development and expenditure control.
- Perform a variety of complex office and administrative support assignments with minimal guidance or supervision.
- Ability to analyze situations accurately and adopt effective courses of action in emergencies.
- Deal effectively and tactfully with the public, staff, and other community members.
- Ability to learn new laws, regulations, and procedures pertaining to mental health and substance use case records and reports.
- Work cooperatively with other departments and outside agencies.

BEHAVIORAL HEALTH SITE COORDINATOR – 3

TRAINING AND EXPERIENCE

Minimum qualifications needed for this position:

One (1) year of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting

AND

One (1) year of experience in a supervisory capacity.

SPECIAL REQUIREMENTS

Must possess a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

BEHAVIORAL HEALTH SUPPORT SERVICES COORDINATOR

DEFINITION

Under general direction to train and coordinate the Behavioral Health Support Services I and II classifications in the transport of clients to and from designated locations within the County as well as outside the Plumas County area. The Coordinator position will also be responsible to transport clients to and from designated locations within the County, as well as outside the Plumas County area and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single classification to perform first line supervision of the Behavioral Health Supportive Services Tech I and II classifications. Incumbent is responsible for the training and scheduling of Drivers in the transportation of Mental Health/AODS clients to and from appointments, treatment programs, and out of area psychiatric hospitals. Due to transportation needs of clients, this classification will also be required to transport clients. The Coordinator will also be responsible for the Behavioral Health fleet of vehicles. This responsibility includes maintenance and service tracking on each vehicle and maintaining those records, assessing vehicles' operational issues, and providing the department with the estimated costs. Once approved, assuring repairs are made in a timely manner.

This classification will also provide client assistance as needed in a supportive services capacity. The supportive services will be coordinated with the case management specialist to provide in-home support to clients as needed. Such supportive services could include assistance with relocation, residential visits, shopping, or other identified client needs.

REPORTS TO

Behavioral Health Deputy Director, Administrative Services Officer, or Behavioral Health Fiscal Officer.

CLASSIFICATIONS DIRECTLY SUPERVISED

Behavioral Health Supportive Services Tech I and II, permanent and extra help.

BEHAVIORAL HEALTH SUPPORT SERVICES COORDINATOR – 2

EXAMPLES OF DUTIES

- Provides first level supervision of Behavioral Health Supportive Services Tech I and II.
- Provides training in the safe transportation of Mental Health/AODS clients.
- Develops Driver schedules for the four main areas of Plumas County as well as transport to outside area psychiatric hospitals.
- Due to various transportation needs of the department's clients, will also be scheduling temporary drivers to assist in covering the needs of the department.
- Maintaining vehicle maintenance and service records on all department vehicles.
- Assessing vehicle issues and bringing them forward in a timely manner.
- Assisting in vehicle purchases including researching various models, pricing, and providing recommendations to the department and purchasing.
- Evaluate transportation functions and bring forth recommendations to enhance the efficiency of this area to the department.
- Operates and drives a motor vehicle to transport clients to and from day treatment programs, scheduled appointments, selected hospitals, and treatment facilities.
- Follows time and transportation schedules to ensure clients are able to meet their scheduled appointments.
- May pick up and deliver paperwork, equipment, materials and supplies at various locations as assigned.
- Checks the gas, oil and tires of assigned vehicle regularly to ensure safety and good mechanical condition.
- Records any vehicle maintenance issues and determine the action needed to resolve such issues.
- May use assigned vehicle to move clients' belongings from one location to another as directed.
- Submits accurate records and reports in timely manner as required.
- Assists with clerical/office tasks as required, including but not limited to answering the telephone, opening and closing buildings, maintaining office cleanliness, etc.
- May assist with program preparation and implementation as requested.
- Maintain records, logs and ability to accurately follow regulations and guidelines.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; climb, bend, stoop, twist, crouch and kneel to conduct vehicle inspections; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication. Lift up to 50 pounds.

BEHAVIORAL HEALTH SUPPORT SERVICES COORDINATOR – 3

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment, vehicle, and outdoor environments; sometimes work is in varying weather conditions; continuous contact with the public, clients and staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic knowledge of problems and emotions of Mental Health patients.
- Safe transport methods and procedures.
- Basic knowledge of admitting procedures for facilities.
- Knowledge of safe driving transport practices.
- Provisions of the California Motor Vehicle Code applicable to the operation of vehicles.
- Basic preventive maintenance and requirements of automotive equipment.
- Procedures and tracking of maintenance and service of vehicles to insure the safety of vehicles.
- Training techniques of safe transport methods and procedures.
- Supervisor skills.
- First Aid and CPR.

Ability to:

- Supervise and train staff as assigned.
- Maintain department vehicles to ensure safe operations.
- Track department vehicles to ensure routine maintenance is completed and all operational needs of vehicles are addressed.
- Maintain and update accurate records and travel logs.
- Drive and operate a vehicle safely and efficiently.
- Maintain responsibility for the safe transport of clients.
- Maintain composure in stressful situations.
- Ability to interact with clients in a professional and friendly manner.
- Ability to communicate clearly with a variety of clients, staff and agencies.
- Ability to read, write and communicate effectively.
- Establish and maintain cooperative working relationships.

BEHAVIORAL HEALTH SUPPORT SERVICES COORDINATOR – 4

Training and Experience:

Required qualifications for this position:

Education - High school diploma or equivalent.

One (1) year of any combination of training and experience which would provide the required knowledge and abilities to successfully perform the job duties as described in this job description.

General knowledge of automotive maintenance and repair is mandatory.

Experience working with Mental Health/AODS clients is desirable.

Special Requirements:

Must have a valid Class "C" California Driver's License issued by the Department of Motor Vehicles with a good driving record and must have DOJ (Department of Justice) fingerprint clearance. The Class "C" License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

BEHAVIORAL HEALTH SUPPORTIVE SERVICES TECH I / II

DEFINITION

Under general supervision to be responsible for the safe operation of a light vehicle in accordance with County Policies and all other applicable state and federal guidelines; to transport clients to and from designated locations within the County as well as outside the Plumas County area; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized class for the Behavioral Health Department. Incumbents are responsible for the transportation of Behavioral Health clients to and from appointments, treatment programs, and out of area psychiatric hospitals. Due to transportation needs of clients, work schedules may vary. Other assignments are generally limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by the Director or Deputy Director of Behavioral Health or his/her designee.

Behavioral Health Supportive Services Tech II: This is the experienced level in the Behavioral Health Driver series. In addition to the responsibilities of transportation of Behavioral Health clients to and from appointments, treatment programs, and psychiatric hospitals, the Behavioral Health Driver / Supportive Services II is responsible to assist in the monitoring and maintaining the Behavioral Health vehicles. This includes maintaining the service and maintenance records of the department's fleet of vehicles.

REPORTS TO

Behavioral Health Supportive Services Coordinator or Behavioral Health Administrative Services Officer

CLASSIFICATIONS DIRECTLY SUPERVISED

None

BEHAVIORAL HEALTH SUPPORTIVE SERVICES TECH I & II – 2

EXAMPLES OF DUTIES

- Operates and drives a motor vehicle to transport clients to and from day treatment programs, scheduled appointments, selected hospitals, treatment facilities.
- Follows time and transportation schedules to ensure clients are able to meet their scheduled appointments.
- May pick up and deliver paperwork, equipment, materials and supplies at various locations as assigned.
- Checks the gas, oil and tires of assigned vehicle regularly to ensure safety and good mechanical condition.
- Reports any vehicle maintenance issues to the Behavioral Supportive Services Coordinator.
- Clean, washes and polishes vehicles periodically as assigned.
- May use assigned vehicle to move client belongings from one location to another as directed.
- Submits accurate records and reports in timely manner as required.
- Assists with clerical/office tasks as required, including but not limited to answering the telephone, opening and closing buildings, maintaining office cleanliness, etc.
- May sit with hospitalized clients while waiting for confirmation of transporting to outlying hospitals while clients are held on a 5150.
- May assist with program preparation and implementation as requested.
- Maintain records, logs and ability to accurately follow regulations and guidelines.
- Assist clients with supportive services as identified and coordinated with Case Management Specialist or other Behavioral Health Department staff.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; climb, bend, stoop, twist, crouch and kneel to conduct vehicle inspections; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication. Lift up to 50 pounds

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment, vehicle, and outdoor environments; sometimes work is in varying weather conditions; continuous contact with the public, clients and staff.

BEHAVIORAL HEALTH SUPPORTIVE SERVICES TECH I & II – 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic knowledge of problems and emotions of Behavioral/Mental Health patients.
- Safe transport methods and procedures.
- Basic knowledge of admitting procedures for facilities.
- Knowledge of safe driving transport practices.
- Provisions of the California Motor Vehicle Code applicable to the operation of vehicles.
- Basic preventive maintenance and requirements of automotive equipment.
- First Aid.

BEHAVIORAL HEALTH DRIVER / SUPPORTIVE SERVICES TECH II - Additional Knowledge of:

- General preventive maintenance and requirements of automotive equipment.
- Procedures and tracking of department vehicles to insure the safety of these vehicles.
- Training techniques of safe transport methods and procedures.

Ability to:

- Drive and operate a vehicle safely and efficiently.
- Maintain responsibility for the safe transport of clients.
- Maintain composure in stressful situations.
- Ability to interact with clients in a professional and friendly manner.
- Ability to communicate clearly with a variety of clients, staff and agencies.
- Ability to read road maps.
- Maintain and update accurate records and travel logs.
- Ability to read, write and communicate effectively.
- Establish and maintain cooperative working relationships.
- Maintain a professional attitude at all times.
- Assist in the training of Behavioral Health Supportive Services Tech I.
- Track preventive maintenance of department vehicles and any other maintenance or repairs needed to ensure the safe operation of vehicles.

BEHAVIORAL HEALTH SUPPORTIVE SERVICES TECH I & II – 4

Training and Experience:

Qualifications needed for these positions:

Education - High school diploma or equivalent.

BEHAVIORAL HEALTH SUPPORTIVE SERVICES TECH I – One (1) year driver experience.

BEHAVIORAL HEALTH SUPPORTIVE SERVICES TECH II – Two (2) years driver experience with general knowledge of automobile maintenance.

Experience in working with Behavioral Health clients is desirable.

Special Requirements:

Must have a valid Class "C" California Driver's License issued by the Department of Motor Vehicles with a good driving record and must have DOJ (Department of Justice) fingerprint clearance. The Class "C" License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

BEHAVIORAL HEALTH UNIT SUPERVISOR - NURSING

DEFINITION

Under general direction of the Behavioral Health Director, to direct the activities of the County's Behavioral Health Nursing Program Division, including personnel management, program planning and evaluation. Plan, organize, schedule, assign and supervise the work of Mental Health nursing staff, and other mental health support staff to this division; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a licensed single-position class, which oversees and directs the functions and activities of the Behavioral Health nursing division. Responsibilities include planning, organizing, directing, directly providing and supervising other nursing staff in providing and meeting essential medical duties to clients of the Behavioral Health Department, Drop-In Center and Sierra House.

REPORTS TO

Psychiatrist/Medical Director, Behavioral Health Director or Deputy Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Psychiatric Nurse I/II, Psychiatric Technician, Physician Assistant, Registered Nurse I/II, Licensed Vocational Nurse I/II, and other staff as assigned.

BEHAVIORAL HEALTH UNIT SUPERVISOR - NURSING – 2

EXAMPLES OF DUTIES

- Plans, schedules, assigns, evaluates and directs the functions of the Behavioral Health Nursing Division.
- Administers the programs and the work of professional nursing staff and other behavioral health support staff.
- Provides direction and oversight of Behavioral Health nursing programs and activities to clients, including the provision of direct services to clients.
- Develop and implement short and long term goals, objectives, policies, procedures and work standards for the Behavioral Health nursing services function.
- Maintain standards of health nursing programs, including securing medical approval of nursing practices as necessary and assuring that services are provided according to County, State and department regulations and policies.
- Advises staff on the interpretation and application of agency policies and applicable State and Federal health laws and regulations.
- Develops programs and budgets for Behavioral Health Program needs.
- Develops information concerning community behavioral health needs, including the collection and interpretation of statistical data.
- Evaluates the effectiveness of current health policies and practices, and helps formulate new policies and practices.
- Performs program planning and development work, including MHSA programs.
- Assists with grant development, administration, and compliance.
- Schedules clinic sites, times, and staffing; reviews medical records for release to other agencies.
- Reviews the assignment and referral of clients to nursing staff.
- Prepares reports and correspondence relating to the nursing division.
- Acts as consultant to outside agencies.
- Represents the Department with other government agencies.
- Collaborates with Primary Care Practitioners and Substance Use Disorder Providers in an effort to utilize and implement integrated healthcare models.
- Facilitates all aspects of the delivery of Tele-Psychiatry and other telehealth services.
- Participates in quality improvement activities as directed.
- Understands and implements the principals of the Wellness and Recovery Model at various sites, including Wellness Centers and clinics and with Behavioral Health staff.
- Collaborates and works with other Behavioral Health Division Directors and other staff, consultants, and partners as assigned.
- Provides for methods to properly store, dispense, and manage medications and oversees other staff members in such matters.

BEHAVIORAL HEALTH UNIT SUPERVISOR - NURSING – 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; lift and move object weighing up to 25 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office, clinic environment or at Board and Care Facility; exposure to communicable disease; continuous contact with staff and public; provides services at various physical sites across the county as needed.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, methods, and procedures of general nursing and mental health nursing, including psychotropic medications and side effects.
- Community mental health problems and issues and their relationship to the development and operations of programs and services to meet these needs.
- Federal, State, and County laws and regulations applicable to health programs.
- Causes, means of transmission, and method of control of communicable diseases, including sexually transmitted diseases, AIDS and tuberculosis.
- The sociological and cultural problems involved with providing services in a mental health nursing program.
- Program planning and development.
- Principles, techniques, and practices of business and health administration.
- Budget development and expenditure control.
- Principles and techniques of effective employee supervision, training, and development.

Ability to:

- Plan, organize, supervise, and administer the functions and services of the Behavioral Health Nursing Program Division of the Plumas County Behavioral Health Department.
- Develop, organize, analyze, and interpret statistical data.
- Provide direction, supervision and training for staff.
- Develop and administer a budget and control expenditures.
- Review the work of staff and resolve problems.

BEHAVIORAL HEALTH UNIT SUPERVISOR - NURSING – 4

Ability to – continued:

- Be responsible for the development, maintenance, and preparation of health statistics, medical records, and reports.
- Direct the preparation and prepare clear, concise reports.
- Effectively represent the Behavioral Health Department in contacts with the public, community organizations, other government agencies, and other health care providers.
- Establish and maintain cooperative working relationships.
- Coordinate assigned activities with community organizations, other government agencies, and primary care providers.
- Use computers and Electronic Health Records systems and software.

TRAINING AND EXPERIENCE

Required qualifications for this position:

Five (5) years of professional experience in public or private health setting as a Registered Nurse; and two (2) years in an administrative or supervisory capacity.

A Bachelor of Science in Nursing, including completion of sufficient nursing and public health studies to obtain requisite licenses and certificates from the State of California, or an equivalent combination of education, experience, and licensure as a Registered Nurse.

Completion of a Master of Nursing Degree or a master's degree in a related health field from an accredited program is desirable.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid license as a Registered Nurse in California and remain active with all annual licensing requirements.

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

BEHAVIORAL HEALTH UNIT SUPERVISOR

DEFINITION

Under general direction to plan, organize, coordinate and administer a clinical Unit of the Behavioral Health Department; develop, interpret, implement and evaluate programmatic improvements, policies and procedures; provide administrative and clinical supervision for a clinical unit of the Behavioral Health Department, Adult Program unit, Criminal Justice Program Unit or children, Youth and Family Program Unit; provide mental health counseling and treatment for mentally and emotionally disturbed children, adults, and families; develop, review, and evaluate mental health programs; provide administrative support for the Behavioral Health Director and Assistant Director; and do related work as required

DISTINGUISHING CHARACTERISTICS

This class is for an administrative position in the Behavioral Health Department. It is responsible for supervising professional staff which provides Behavioral Health services. Reporting to either the Director or Deputy Director of Behavioral Health, incumbents in this class perform the full range of management functions through subordinate staff for one of the following Units of the Behavioral Health Department: Adult; Criminal Justice Services; or Children, Youth and Family Services. Responsibilities include developing and administering programs and providing administrative support for the Behavioral Health Director and Deputy Director. Incumbents are in a position of trust and confidence and are delegated authority and held accountable for the operation of the assigned Program Units. The incumbents use considerable independent judgment and discretion in staff supervision and delegated administration and management including the prioritization and coordination of mandates, goals and objectives. Any of the incumbents may act for the Department Director or Deputy Director in periods of absence, or as assigned.

REPORTS TO

Behavioral Health Director, Behavioral Health Deputy Director

CLASSIFICATIONS DIRECTLY SUPERVISED

Behavioral Health Therapist I, II, Senior and Behavioral Health Case Management Specialist I, II, and Senior.

BEHAVIORAL HEALTH UNIT SUPERVISOR - 2

EXAMPLES OF DUTIES

- Assigns, supervises, trains, evaluates, and assists with the selection of assigned Unit staff directly and through subordinate staff.
- Confers with staff to resolve complex cases.
- Assists with the assessment of program development needs and consults with others in developing therapeutic goals and objectives.
- Develops, administers, and evaluates programs.
- Integrates services with other mental health services, treatment, and provider agencies.
- Establishes work standards.
- Assure compliance with Quality Assurance requirements.
- Performs specialized treatment planning and diagnostic services for clients.
- Provides psychotherapy services including direct and indirect services.
- Performs intake assessments.
- Formulates treatment plans, participating as a member of a multi-disciplinary treatment team.
- Coordinates on-call emergency services.
- Provides crisis intervention.
- Prepares case histories and maintains patient records.
- Makes referrals to appropriate professionals or outside agencies.
- May develop, conduct, and coordinate training programs on diagnostic and treatment methods.
- May supervise interns in professional training including but not limited to approving case notes and treatment plans within the forty-eight (48) hour time line.
- Participates in mental health education programs, conferences and community programs.
- Attends training conferences relevant to current behavioral health problems.
- Provides administrative support for the Behavioral Health Director/ and Deputy Director
- May participate in the emergency "on-call" system on a rotating basis.
- Acts for the Behavioral Health Director or Deputy Director during periods of absence.
- Ensures compliance of the mandated seventy two (72) hour case note writing requirement, keeping client case files up to date in the system.
- Understand and oversee that supervised staff comply with productivity standards.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

BEHAVIORAL HEALTH UNIT SUPERVISOR- 3

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- The principles, methods, protocols, procedures, techniques, and trends for the assigned Unit functional and programmatic
- Therapeutic treatment methods and procedures in the mental health and/or behavioral health field.
- Principles and practices of supervision and program management.
- State, Federal, and local laws, regulations, and requirements for the provision of community behavioral health services and programs.
- Community, social, economic, and health related issues that call for the use of public and private county services.
- The scope and activities of public and private agencies in the mental/behavioral health field.
- Treatment research, development, and implementation.
- Quality Assurance practices and standards.
- Program development and administration.
- Crisis counseling principles, methods and techniques.
- Principles of supervision, training, and staff evaluation.

Ability to:

- Plan, schedule, coordinate, develop, and evaluate health services, programs and activities within an assigned clinical service Unit.
- Assign, supervise, and evaluate the work of subordinate staff.
- Perform skilled counseling and conduct individual and group therapy sessions.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Develop and maintain confidence and cooperation of emotionally disturbed patients and their families.
- Understand, interpret and apply procedures, laws, rules, regulations and policies as they relate to the assigned Unit. • Prepare clear, relevant and accurate reports.
- Ensure proper compliances with federal, state and local guidelines, policies, goals, rules and regulations.
- Enforce Quality Assurance standards.
- Direct the establishment and maintenance of a variety of records and reports pertaining to clinical and non-clinical services and personnel.
- Understand and appreciate differing views on the responsibility of the assigned Unit in the management of sensitive health issues.

BEHAVIORAL HEALTH UNIT SUPERVISOR - 4

Ability to - continued:

- Effectively represent the Behavioral Health Department in contacts with clients, the public, and other agencies.
- Establish and maintain effective working relationships with staff, other agencies, and the public.

TRAINING AND EXPERIENCE:

Required qualifications for this position:

Possession of a Master's Degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field, received from an accredited institution,

AND

Must be Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC), issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners.

AND

Three (3) years of post-licensure experience in a mental health or behavioral health setting. Experience in a Community Mental Health or Behavioral Health Clinic in a supervisory capacity preferred.

SPECIAL REQUIREMENTS:

Possession of certification to serve as a supervisor of interns and to continually maintain any ongoing requirements imposed by the applicable licensing board to keep the supervisor certification active and in good standing.

Possession of a valid California Alcohol and Other Drug Counselor Certification from an organization accredited by the National Commission for Certifying Agencies (NCCA) to register and certify Alcohol and Other Drug (AOD) Counselors in California, preferred

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

BEHAVIORAL HEALTH THERAPIST I

DEFINITION

Under supervision of a licensed clinical supervisor, to provide integrated mental health and alcohol and drug counseling and treatment to individuals with qualifying mental and/or alcohol and drug conditions; serve a population of individuals that may be involved with the criminal justice system, experienced incarceration or are at risk of incarceration; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is an intern position in the Behavioral Health Therapist series, for therapists who have a Master's Degree in Social Work or Counseling Psychology and are registered with the California Board of Behavioral Sciences. Candidate must be working on accumulating supervised hours toward becoming a Licensed Marriage Family Therapist, Licensed Clinical Social Worker or a Licensed Professional Clinical Counselor. Incumbents are assigned a full range of therapeutic support duties for assigned clients.

REPORTS TO

Behavioral Health Unit Supervisor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

BEHAVIORAL HEALTH THERAPIST I - 2

EXAMPLES OF DUTIES

- Performs intake assessments and evaluation of individuals with primary mental health, primary alcohol and drug problems and individuals with co-occurring disorders.
- Formulates treatment plans that integrate mental health and alcohol and substance abuse treatment models in collaboration with individuals served.
- Coordinates care with other providers including, case managers, primary care providers, probation and the courts.
- Completes reports that inform the Court and Probation of progress and treatment challenges.
- Maintains an awareness of mental health and alcohol and drug counseling methodologies.
- Provides crisis intervention and assessment for individuals with primary mental health diagnosis, primary alcohol and substance abuse diagnosis and individuals with co-occurring disorders.
- Prepares case histories and maintains patient records.
- Documents all services in a manner proscribed by the department in a timely manner, within 72 hours of the provision of service 91% of the time.
- Makes referrals to appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Participates in mental health and alcohol and drug education program, conferences and community programs.
- Attends training conferences relevant to current mental health and alcohol and drug and co-occurring disorders.
- Performs community outreach and education assignments.
- Participates in the emergency "on-call" system on a rotating basis.
- Operates a personal computer and effectively utilizes an electronic health records system.
- Conducts recovery activities, case management, and completes related work as required.
- Understands State and Federal laws regarding privacy, confidentiality and security.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

BEHAVIORAL HEALTH THERAPIST I - 3

TYPICAL WORKING CONDITIONS

Work is usually performed in an office or community environment; continuous contact with staff and the public. This position may require routine driving to locations throughout the county for the performance of work.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in behavioral health programs.
- Therapeutic treatment methods and procedures in the mental health and alcohol and drug field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health and alcohol and drug services and programs.
- Current practices and techniques in psychotherapeutic and recovery model treatments.
- The scope and activities of public and private agencies in the behavioral health field.
- Psychotropic medications, medications and substances associated with addiction and abuse.
- Quality Assurance practices and standards.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses and dependency.

Ability to:

- Perform a variety of mental health/behavioral health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of individuals with mental health and substance abuse/dependency and their families.
- Prepare clear, relevant and accurate reports.
- Interpret and apply complex mental health and alcohol and drug program rules, regulations and policies.
- Consistently document all assessments, treatment plans and service interventions in a manner that complies with all audit and regulatory requirements.
- Effectively represent the Mental Health Department in contacts with clients and the public.

BEHAVIORAL HEALTH THERAPIST I - 4

Ability to - continued

- Establish and maintain effective working relationships with staff, other agencies, and the public.

TRAINING AND EXPERIENCE

Required qualifications for this position:

Possession of a Master's Degree from an accredited graduate school or program in Social Work, Marriage Family Therapy, Psychology, or Counseling.

SPECIAL REQUIREMENTS

Prior to hiring, must be registered with the California Board of Behavioral Sciences, and possess an intern number for licensure as either a Licensed Clinical Social Worker (LCSW), a Licensed Marriage Family Therapist (LMFT), or Licensed Professional Clinical Counselor (LPPC) in the state of California as established by the Board of Behavioral Science Examiners. Must obtain licensure as an MFT, LCSW or LPCC in the state of California within five (5) years of the effective date of employment.

Employees failing to obtain licensure as required will be terminated or demoted to an appropriate lower position in which they meet the minimum requirements within the Behavioral Health Department, if one is available.

Registration with an organization accredited by the National Commission for Certifying Agencies (NCCA) to register and certify Alcohol and Other Drug (AOD) Counselors in California preferred. Requires possession of a valid State of California certification as an AOD Counselor within five years of date of hire. Plumas County Behavioral Health will support employees efforts by providing training or paying for education toward AOD certification.

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

BEHAVIORAL HEALTH THERAPIST II

DEFINITION

Under supervision of a Behavioral Health Unit Supervisor, to provide integrated mental health or alcohol and drug counseling and treatment to individuals with qualifying mental and/or alcohol and drug conditions; serve a population of individuals that may be involved with the criminal justice system, experienced incarceration or are at risk of incarceration; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a fully licensed position in the Behavioral Health Therapist series, candidate having obtained either a Marriage Family Therapist License or is a Licensed Clinical Social Worker through the California Board of Behavioral Science. Incumbents are assigned a full range of therapeutic support duties for assigned clients.

REPORTS TO

Behavioral Health Unit Supervisor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

BEHAVIORAL HEALTH THERAPIST II – 2

EXAMPLES OF DUTIES

- Performs intake assessments and evaluation of individuals with primary mental health, primary alcohol and drug problems and individuals with co-occurring disorders.
- Formulates treatment plans that integrate mental health and alcohol and substance abuse treatment models in collaboration with individuals served.
- Coordinates care with other providers including, case managers, primary care providers, probation and the courts.
- Completes reports that inform the Court and Probation of progress and treatment challenges.
- Maintains an awareness of mental health and alcohol and drug counseling methodologies.
- Provides crisis intervention and assessment for individuals with primary mental health diagnosis, primary alcohol and substance abuse diagnosis and individuals with co-occurring disorders.
- Prepares case histories and maintains patient records.
- Documents all services in a manner proscribed by the Department in a timely manner, within 72 hours of the provision of service 91% of the time.
- Makes referrals to appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Participates in mental health and alcohol and drug education program, conferences and community programs.
- Attends training conferences relevant to current mental health and alcohol and drug and co-occurring disorders.
- Performs community outreach and education assignments.
- Participates in the emergency “on-call” system on a rotating basis.
- Operates a personal computer and effectively utilizes an electronic health records system.
- Conducts recovery activities, case management, and completes related work as required.
- Understands State and Federal laws regarding privacy, confidentiality and security.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

BEHAVIORAL HEALTH THERAPIST II - 3

TYPICAL WORKING CONDITIONS

Work is usually performed in an office or community environment; continuous contact with staff and the public. This position requires routine driving throughout the county and occasional driving outside the county to various sites.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in behavioral health programs.
- Therapeutic treatment methods and procedures in the mental health and alcohol and drug field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health and alcohol and drug services and programs.
- Current practices and techniques in psychotherapeutic and recovery model treatments.
- The scope and activities of public and private agencies in the behavioral health field.
- Psychotropic medications, medications and substances associated with addiction and abuse.
- Quality Assurance practices and standards.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses and dependency.

Ability to:

- Perform a variety of mental health/behavioral health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of individuals with mental health and substance abuse/dependency and their families.
- Prepare clear, relevant and accurate reports.
- Interpret and apply complex mental health and alcohol and drug program rules, regulations and policies.
- Consistently document all assessments, treatment plans and service interventions in a manner that complies with all audit and regulatory requirements.
- Effectively represent the Mental Health Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.

BEHAVIORAL HEALTH THERAPIST II – 4

Training and Experience:

Qualifications required for this position:

Possession of a Master's Degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field from an accredited institution and two (2) years of post-master experience equivalent to a Behavioral Health Therapist I in Plumas County.

Special Requirements: Possession of a license, as a Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT), or Licensed Professional Clinical Counselor (LPCC) issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners. Must meet certification requirements of the Licensing and Certification Division of the State of California Department of Health Care Services. If not licensed this individual must complete AOD counselor certification within five (5) years from the date of registration per DHCS regulations.

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency

BEHAVIORAL HEALTH THERAPIST SENIOR

DEFINITION

Under general direction of the Behavioral Health Unit Supervisor, organize and assist with clinical supervision for assigned staff and Behavioral Health programs; to provide integrated mental health and alcohol and drug counseling and treatment to individuals with qualifying mental and alcohol and drug conditions. Assists with service development, and provides serves to higher acuity cases of a population of individuals that may be involved with the criminal justice system, experienced incarceration, or are at risk of incarceration; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is an advanced journey level Behavioral Health Therapist classification series. As a fully licensed Senior Behavioral Health Therapist position within the Behavioral Health Department, the incumbent will be responsible for assisting with the coordination and staff leadership of professional level staff, providing mental health and drug/alcohol counseling services. In addition, incumbent may be assigned to provide supervision of an Intern(s). Responsibilities may also include assisting in the development and administering programs and to supervise a satellite office. The incumbent will provide mental health and drug/alcohol services to emotionally disturbed children, adults and families. Incumbent will provide supervision and provision of crisis intervention services, which include 24/7 on call ability.

REPORTS TO

Behavioral Health Unit Supervisor or Deputy Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Clinical Supervision of Behavioral Health Therapist I, and other clinical and/or administrative staff as assigned.

BEHAVIORAL HEALTH THERAPIST SENIOR - 2

EXAMPLES OF DUTIES

- Performs intake assessments and evaluation of individuals with mental health and alcohol and drug problems; and individuals with co-occurring disorders.
- Formulates treatment plans that integrate mental health and alcohol and substance abuse treatment models in collaboration with individuals served.
- Coordinates care with other providers including, case managers, primary care providers, probation and the courts.
- Completes reports that inform the Court and Probation of progress and treatment challenges.
- Maintains an awareness of mental health and alcohol and drug counseling methodologies.
- Provides crisis intervention and assessment for individuals with primary mental health diagnosis, primary alcohol and substance abuse diagnosis; and individuals with co-occurring disorders.
- Prepares case histories and maintains up to date patient records including session notes documented within the 72 hours requirement.
- Makes referrals to, and receive referrals from appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Participates in mental health and alcohol and drug education program, conferences and community programs.
- Attends training conferences relevant to current mental health alcohol and drug and co-occurring disorders.
- Performs community outreach and education assignments.
- Participates in the emergency "on-call" system on a rotating basis.
- Operates a personal computer and effectively utilizes an electronic health records system.
- Conducts recovery activities, case management, and completes related work as required.
- Understands State and Federal laws regarding privacy, confidentiality and security.
- Provide supervision to assigned staff.
- May supervise interns (academic and/or licensure) in professional training, in individual and/or group settings.
- Participates in, and/or actively provides behavioral health education programs, conferences and community programs.
- Actively participates in collaboration with community groups and agencies.
- Participates in the planning and implementation of MHSA (Mental Health Services Act) programs.
- May provide management functions and oversight of branch offices.
- May serve as a "specialty resource" in a number of specialty Mental Health or Behavioral Health areas, included but not limited to: Crisis Intervention; Trauma;

BEHAVIORAL HEALTH THERAPIST SENIOR – 3

Examples of Duties - Continued:

Special Populations; identified state programs; Criminal Justice; Juvenile Justice; MHSA program components; etc.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office or community environment; continuous contact with staff and the public. Crisis intervention services may require working in a hospital setting or County jail. This position requires routine driving throughout the county and occasional driving outside the county to various sites.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in behavioral health programs.
- Therapeutic treatment methods and procedures in the mental health and alcohol and drug field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health and alcohol and drug services and programs.
- Current practices and techniques in psychotherapeutic and recovery model treatments.
- The scope and activities of public and private agencies in the behavioral health field.
- Psychotropic medications, medications and substances associated with addiction and abuse.
- Quality Assurance practices and standards, including proper documentation as to treatment plans, medical necessity, note writing within 72 hours of service.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses and dependency.

BEHAVIORAL HEALTH THERAPIST SENIOR – 4

Ability to:

- Perform a variety of mental health/behavioral health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling during individual and or group therapy sessions.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of individuals with mental health and substance abuse/dependency and their families.
- Prepare clear, relevant and accurate reports.
- Interpret and apply complex mental health and alcohol and drug program rules, regulations and policies.
- Consistently document all assessments, treatment plans and service interventions in a manner that complies with all audit and regulatory requirements.
- Effectively represent the Mental Health Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.
- May develop and present public presentations.
- May assist in enforcement of Quality Assurance standards.
- Assist in reviewing, implementing, and enforcing Quality Assurance standards.

TRAINING AND EXPERIENCE

Required qualifications for this position:

Possession of a Master's Degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field, received from an accredited graduate school or program;

AND

Must be Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC), issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners.

Two (2) years of post-licensure experience preferred in a mental or behavior health setting, to include experience in a Community Mental or Behavior Health Clinic and supervision of staff.

SPECIAL REQUIREMENTS

Possession of certification to serve as a supervisor of interns and to continually maintain any ongoing requirements imposed by the applicable licensing board to keep the supervisor certification active and in good standing, preferred.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST I

DEFINITION

Under direct clinical supervision of a licensed professional, provides case management services to individuals suffering from a mental illness, a comorbid substance use disorder, or children with complex needs and a varied range of problems, in various program settings; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and training level of the Behavioral Health Case Management Specialist series. It is distinguished from the Community Care Case Manager classification in that incumbents work under supervision of a licensed clinical professional, are responsible for charting and case notes in an electronic health record system. Incumbents also provide a range of services beyond assistance in daily living, basic counseling, and therapeutic activities, such as treatment plan adherence, evaluation, plan development, emergency intervention, placement services, assistance in daily living, access to health services, and client health and wellness advocacy.

REPORTS TO

Behavioral Health Unit Supervisor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST I – 2

EXAMPLES OF DUTIES

- Interviews clients, families and significant others to evaluate clients' strengths, needs, and resources.
- Conducts assessments to determine the level of social impairment due to physical and mental health problems, self-care potential, support network availability, adequacy of living arrangements, financial status, employment status, and potential training needs.
- Negotiates treatment objectives with the client or his/her legally authorized representative.
- Develops a written, comprehensive, individual service plan (ISP), which specifies the treatment, service activities, and assistance needed to accomplish negotiated objectives.
- Interviews the clients and others at the onset of a crisis to provide support and assistance in problem resolution, and to coordinate or arrange for the provision of other needed services.
- Assesses the adequacy and appropriateness of client living arrangements, and assists in securing alternative living arrangements when needed.
- Assists the client on a regular basis in developing or maintaining the skills needed to achieve the goals of the client's service plan, including the use of psychiatric, medical, and dental services, guidance in money management, and the use of educational, socialization, rehabilitation and other social services.
- Identifies, assesses and mobilizes resources to meet client's needs, including advocating and intervening for the client with social security, welfare and health departments, the justice system, etc.
- Participates in diagnostic and evaluative staff conferences for cooperative planning and treatment; consults with professional staff regarding specific clients.
- Attends appropriate staff and in-service meetings and training sessions.
- Prepares and maintains accurate reports and client case records.
- Provides personal assistance for clients in securing and maintaining housing, food, and clothing.
- Assists clients with the development of independent living skills.
- Performs crisis management services/referrals, focusing on finding appropriate alternatives to acute inpatient hospital care.
- Facilitates social skill development and socialization activities as determined by client needs, interest, and abilities.
- Develops prevocational and vocational service referrals to a variety of employment programs.
- Develops and evaluates therapeutic social and recreational activities for clients.
- Works with community service and other government agencies.
- Participates in planning, development, and evaluation sessions for clients.
- Travels extensively in the performance of services.
- May develop and conduct educational groups.
- Provides client transportation to and from program activities.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST I – 3

EXAMPLES OF DUTIES - Continued

- Provides client transportation to and from program activities.
- Performs a variety of support assignments.
- Participates in Quality Assurance (QA); Quality Improvement (QI); and Utilization Review (UR).
- Under the supervision of a licensed clinician, participates or assists with the following activities:
 - Intakes and Assessments
 - Treatment Planning
 - Chart Updates

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; some work is performed outside; extensive local travel; some exposure to communicable diseases; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic knowledge of principles, procedures, techniques, and trends of providing therapeutic and counseling services for behavioral health clients.
- Guidelines, procedures, laws, regulations, and requirements for securing basic life services for clients.
- Social aspects and characteristics of mental and emotional disturbances.
- Various activities useful in the treatment and rehabilitation of behavioral health clients.
- Recreational activities.
- Scope and availability of community resources and services, including other health and social service agencies.
- Computer Skills

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST I – 4

Ability to:

- Develop and maintain the confidence and cooperation of mentally and emotionally disturbed health or alcohol and drug clients, their families, and other significant care providers.
- Work with socially or economically disadvantaged individuals.
- Coordinate or perform a variety of behavioral health client facilitation and support services.
- Organize and coordinate activities with minimal supervision.
- Assist with the development and implementation of treatment plans.
- Maintain the confidentiality of client information.
- Prepare clear, relevant and accurate reports.
- Communicate effectively, both orally and in writing.
- Effectively represent the Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.
- Maintain electronic health records.

TRAINING AND EXPERIENCE

Qualifications needed for this position:

Two (2) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting.

Completion of educational training in Behavioral or Social Sciences is highly desirable. College level coursework is highly preferred.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST II

DEFINITION

Under direct clinical supervision of a licensed professional, provides case management services to individuals suffering from a mental illness, a comorbid substance use disorder, or children with complex needs and a varied range of problems, in various program settings; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the mid-level of the Behavioral Health Specialist series. It is distinguished from the Behavioral Health Specialist I classification in that incumbents have advanced work experience in a County Health and Human Services Department and/or education beyond that required of Behavioral Health Specialist I. Incumbents provide a range of services such as treatment plan adherence, evaluation, plan development, emergency intervention, placement services, assistance in daily living, access to health services, and client health and wellness advocacy.

REPORTS TO

Behavioral Health Unit Supervisor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST II – 2

EXAMPLES OF DUTIES

- Interviews clients, families and significant others to evaluate clients' strengths, needs, and resources.
- Conducts assessments to determine the level of social impairment due to physical and mental health problems, self-care potential, support network availability, adequacy of living arrangements, financial status, employment status, and potential training needs.
- Negotiates treatment objectives with the client or his/her legally authorized representative.
- Develops a written, comprehensive, individual service plan (ISP), which specifies the treatment, service activities, and assistance needed to accomplish negotiated objectives.
- Interviews the clients and others at the onset of a crisis to provide support and assistance in problem resolution, and to coordinate or arrange for the provision of other needed services.
- Assesses the adequacy and appropriateness of client living arrangements, and assists in securing alternative living arrangements when needed.
- Assists the client on a regular basis in developing or maintaining the skills needed to achieve the goals of the client's service plan, including the use of psychiatric, medical, and dental services, guidance in money management, and the use of educational, socialization, rehabilitation and other social services.
- Identifies, assesses and mobilizes resources to meet client's needs, including advocating and intervening for the client with social security, welfare and health departments, the justice system, etc.
- Participates in diagnostic and evaluative staff conferences for cooperative planning and treatment; consults with professional staff regarding specific clients.
- Attends appropriate staff and in-service meetings and training sessions.
- Prepares and maintains accurate reports and client case records.
- Provides personal assistance for clients in securing and maintaining housing, food, and clothing.
- Assists clients with the development of independent living skills.
- Performs services/referrals, focusing on finding appropriate alternatives to acute inpatient hospital care.
- Facilitates social skill development and socialization activities as determined by client needs, interest, and abilities.
- Develops prevocational and vocational service referrals to a variety of employment programs.
- Develops and evaluates therapeutic social and recreational activities for clients.
- Works with community service and other government agencies.
- Participates in planning, development, and evaluation sessions for clients.
- Travels extensively in the performance of services.
- May develop and conduct educational groups.
- Provides client transportation to and from program activities.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST II – 3

EXAMPLES OF DUTIES - CONTINUED

- Performs a variety of support assignments.
- Participates in Quality Assurance (QA); Quality Improvement (QI); and Utilization Review (UR).
- Under the supervision of a licensed clinician, participates or assists with the following activities:
 - Intakes and Assessments
 - Treatment Planning
 - Chart Updates

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; some work is performed outside; extensive local travel; some exposure to communicable diseases; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and techniques of case management interventions.
- Psychological and sociological aspects and characteristics of mentally and emotionally disturbed individuals.
- The needs, problems and attitudes of mentally or emotionally disturbed individuals; community resources and available rehabilitative services relevant to the needs of the client.
- Client's legal rights.
- Basic knowledge of principles, procedures, techniques, and trends of providing therapeutic and counseling services for behavioral health clients.
- Guidelines, procedures, laws, regulations, and requirements for securing basic support services for clients.
- Social aspects and characteristics of mental and emotional disturbances and substance use disorders.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST II – 4

Knowledge of - continued

- Various activities useful in the treatment and rehabilitation of behavioral health clients.
- Recreational activities.
- Scope and availability of community resources and services, including other health and social service agencies.
- Computer Skills

Ability to:

- Develop and maintain the confidence and cooperation of mentally and emotionally disturbed clients, their families and other significant care providers
- Analyze situations accurately, make decisions and take effective action
- Speak and write in a clear and accurate manner
- Work with socially or economically disadvantaged individuals.
- Coordinates or perform a variety of behavioral health client facilitation and support services.
- Organize and coordinate activities with minimal supervision.
- Assist with the development and implementation of treatment plans.
- Maintain the confidentiality of client information.
- Prepare clear, relevant and accurate reports.
- Communicate effectively, both orally and in writing.
- Effectively represent the Behavioral Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.
- Maintain electronic health records.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST II – 5

TRAINING AND EXPERIENCE

Qualifications needed for this position:

Four (4) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting, at least two (2) of which were at the level of Behavioral Health Case Management Specialist I;

OR

Associate's Degree or equivalent coursework in Social Work, Social Sciences, Psychology, Human Development or related field plus two (2) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting;

OR

Bachelor's degree in Social Work, Social Sciences, Psychology, Human Development or related field.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Drive's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST - SENIOR**DEFINITION**

Under direct clinical supervision of a licensed clinical professional, provides case management services to individuals suffering from a mental illness, a comorbid substance use disorder, or children with complex needs and a varied range of problems, with primary responsibilities as an outpatient substance abuse use counselor in various program settings; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the journey-level of the Behavioral Health Specialist series. It is distinguished from the Behavioral Health Specialist II classification in that incumbents are certified as an alcohol and other drug counselor with one of the State-approved certifying bodies in addition to having advanced work experience in a County Health and Human Services Department and/or education beyond that required of Behavioral Health Specialist II. Incumbents provide direct services to adults, children, individuals, families and groups, including working with the collaborative drug court team and participants. Services include assessments, crisis intervention, counseling, case management, referrals, treatment plan adherence, evaluation, plan development, placement services, assistance in daily living, access to health services, client health and wellness advocacy, and documentation in electronic health records.

REPORTS TO

Supervising Behavioral Health Specialist; Mental Health Clinical Specialist; Behavioral Health Clinical Specialist; Division Director – Behavioral Health.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST- SENIOR – 2

EXAMPLES OF DUTIES

- Participates in treatment team, staff, and professional meetings to discuss client treatment and progress.
- May provide drug and alcohol counseling and crisis intervention services to individuals, families, and groups; manages the more difficult cases as assigned, including dual and multi-diagnosed disorders (i.e. mental illness, HIV, or other acute/chronic medical conditions).
- Conducts group sessions dealing with drug/alcohol education and communication, parenting, life skills, relapse prevention, coping and relaxation skills.
- Provides information and referrals for appropriate services provided through other Health and Human Service Agency departments and other community agencies as needed.
- Provides pre-sentence evaluations and treatment recommendations for criminal justice agencies.
- Interviews clients, families and significant others to evaluate clients' strengths, needs, and resources.
- Conducts assessments to determine the level of social impairment due to physical and mental health problems, self-care potential, support network availability, adequacy of living arrangements, financial status, employment status, and potential training needs.
- Negotiates treatment objectives with the client or his/her legally authorized representative.
- Develops a written, comprehensive, individual service plan (ISP), which specifies the treatment, service activities, and assistance needed to accomplish negotiated objectives.
- Interviews the clients and others at the onset of a crisis to provide support and assistance in problem resolution, and to coordinate or arrange for the provision of other needed services.
- Assesses the adequacy and appropriateness of client living arrangements, and assists in securing alternative living arrangements when needed.
- Assists the client on a regular basis in developing or maintaining the skills needed to achieve the goals of the client's service plan, including the use of psychiatric, medical, and dental services, guidance in money management, and the use of educational, socialization, rehabilitation and other social services.
- Identifies, assesses and mobilizes resources to meet client's needs, including advocating and intervening for the client with social security, welfare and health departments, the justice system, etc.
- Participates in diagnostic and evaluative staff conferences for cooperative planning and treatment; consults with professional staff regarding specific clients.
- Attends appropriate staff and in-service meetings and training sessions.
- Prepares and maintains accurate reports and client case records.
- Provides personal assistance for clients in securing and maintaining housing, food, and clothing.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST- SENIOR – 3

- Assists clients with the development of independent living skills.

EXAMPLES OF DUTIES – CONTINUED

- Performs services/referrals, focusing on finding appropriate alternatives to acute inpatient hospital care.
- Facilitates social skill development and socialization activities as determined by client needs, interest, and abilities.
- Develops prevocational and vocational service referrals to a variety of employment programs.
- Develops and evaluates therapeutic social and recreational activities for clients.
- Works with community service and other government agencies.
- Participates in planning, development, and evaluation sessions for clients.
- Travels extensively in the performance of services.
- May develop and conduct educational groups.
- Provides client transportation to and from program activities
- Performs a variety of support assignments.
- Participates in Quality Assurance (QA); Quality Improvement (QI); and Utilization Review (UR).
- Compliance with all provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- Compliance with all relevant laws and regulations regarding confidentiality, including CFR 42.
- Exhibits counselor competency.
- Under the supervision of a licensed clinician, participates or assists with the following activities:
 - Substance abuse groups
 - Intakes and Assessments
 - Treatment Planning
 - Chart Updates

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; some work is performed outside; extensive local travel; some exposure to communicable diseases; continuous contact with staff and the public.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST- SENIOR – 4

DESIRABLE QUALIFICATIONS

Knowledge of:

- Policies, rules, laws and regulations of the Plumas County Behavioral Health Department, Federal, State and local governments regarding alcohol/drug abuse and treatment.
- Theories and causes of drug and alcohol dependence.
- Psychological and sociological aspects, characteristics, and needs of mentally and emotionally disturbed individuals.
- Client's legal rights.
- Basic knowledge of principles, procedures, techniques, and trends of providing therapeutic and counseling services for behavioral health clients.
- Guidelines, procedures, laws, regulations, and requirements for securing basic support services for clients.
- Social aspects and characteristics of mental and emotional disturbances and substance use disorders.
- Culturally and linguistically appropriate services and how they influence agency practices.
- Scope and availability of community resources and services, including other health and social service agencies.
- Computer and time management skills.

Ability to:

- Analyze drug/alcohol abuse related emotional/behavioral disorders and carry out effective treatment plans.
- Perform group counseling.
- Evaluate the effectiveness of drug/alcohol abuse programs.
- Develop and maintain the confidence and cooperation of substance abuse and mentally and emotionally disturbed clients, their families and other significant care providers.
- Analyze situations accurately, make decisions and take effective action.
- Work with socially or economically disadvantaged individuals.
- Coordinate or perform a variety of behavioral health client facilitation and support services.
- Organize and coordinate activities with minimal supervision.
- Assist with the development and implementation of treatment plans.
- Maintain the confidentiality of client information.
- Communicate effectively, both orally and in writing.
- Prepare clear, relevant and accurate reports.
- Effectively represent the Behavioral Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies,

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST- SENIOR – 5

- and the public.
- Maintain electronic health records.

TRAINING AND EXPERIENCE

Bachelor's degree in Social Work, Social Sciences, Psychology, Human Development or related field plus two (2) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting.

OR

Associate's degree or equivalent coursework in Social Work, Social Sciences, Psychology, Human Development or related field plus four (4) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting;

OR

Possession of Six (6) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting, at least three (3) of which were at the level of Behavioral Health Specialist II;

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

Requires possession of a valid California Drug/Alcohol Counselor Certification from an organization accredited by the National Commission for Certifying Agencies (NCAA) to register and certify Alcohol and Other Drug (AOD) Counselors in California.

Must complete periodic continuing education coursework as required to maintain active certification.

Must possess or be willing to obtain a national provider identifier (NPI).

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

BEHAVIORAL HEALTH ALCOHOL AND DRUG PROGRAM ADMINISTRATOR

DEFINITION

Under the Behavioral Health Director, this position plans, organizes, develops and manages the functions, services, and programs of publicly funded Alcohol and Drug Programs and Services in Plumas County; is responsible for the development and evaluation of programs and services; may serve as a spokesperson for assigned programs; establishes assigned unit policies and goals within the general policies and goals of the Plumas County Alcohol and Drug Programs and Services Policies and Procedures; under the direction of the Behavioral Health Director serves as a liaison with community, regional, State or Federal agencies on County Alcohol and Drug Program and Services and issues; performs special assignments as directed.

DISTINGUISHING CHARACTERISTICS

This is a Mid-Management position with the responsibility for the administration of the Plumas County Alcohol and Drug functions, programs and services to Plumas County residents.

REPORTS TO

Behavioral Health Director or Deputy Director

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

BEHAVIORAL HEALTH ALCOHOL AND DRUG PROGRAM ADMINISTRATOR - 2

EXAMPLES OF DUTIES

- Assist with the planning a County wide program of prevention, treatment, and recovery services for Alcohol and Drug related problems.
- Recommends to the Behavioral Health Director the provision of services, establishment of facilities, and service contracts.
- Prepares an annual report for the Board of Supervisors relating to all activities of the County's Alcohol and Drug Programs and Services.
- Maintains statistical information for the preparation of a variety reports, including Board of Supervisors annual report.
- Keep up-to-date on new legislation and directives from state and federal agencies.
- As directed by Behavioral Health Director, works with the State Department of Alcohol and Drug Programs.
- Develops grant proposals to seek additional services and funding revenues for the department.
- Monitors grant activities for compliance issues according to grant specifications, document activities for reporting purposes, and provide technical assistance as needed to support program success.
- Support fiscal department with required budget / fiscal documentation as needed.
- Keep required records as specified by regulations, directives, and other requirements.

TYPICAL PHYSICAL REQUIREMENTS

- Sit for extended periods; frequently stand and walk; normal manual dexterity and eye hand coordination; corrected hearing and vision to normal range; verbal communication;
- Use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

- Work is usually performed in an office environment along with continuous contact with staff and the public.

BEHAVIORAL HEALTH ALCOHOL AND DRUG PROGRAM ADMINISTRATOR – 3

KNOWLEDGE OF

- Principles and procedures of program development, coordination and implementation.
- Alcohol and Drug problems and issues and their relationships to the development and delivery of alcohol and drug program services.
- Federal, State and County laws and regulations applicable to alcohol and drug programs.
- Comprehensive alcoholism and drug programs elements, services systems, techniques and models.
- Principles, techniques and practices of effective alcohol and drug program development and administration.
- Budget development and expenditure control.
- Principles and practices of organization, administration, and public personnel management.
- Requirements, administrative techniques, and record keeping necessary for securing, maintaining, and effective functioning of grant programs.
- Operating policies and general functions of appropriate State and Federal agencies.

ABILITY TO

- Develop, negotiate and monitor contracts for services.
- Present and interpret factual and statistical data.
- Oversee the development and administration of a variety of grants.
- Be responsible for the development, maintenance, and preparation of a variety of alcohol and drug services program statistics, records, and reports.
- Direct the preparation of clear and concise reports.
- Effectively represent the Alcohol and Drug Programs and Services in contacts with the public, community organizations, and government agencies.
- Establish and maintain effective and cooperative working relationships including those with the Alcohol and Drug Advisory Committee.

BEHAVIORAL HEALTH ALCOHOL AND DRUG PROGRAM ADMINISTRATOR – 4

TRAINING AND EXPERIENCE:

Qualifications required for this position:

Graduation from an accredited four year college with a degree in Public Health, Public Administration, a Social, Behavioral or Health Science field. In addition, 5 years of programmatic and administrative experience in Substance Use Disorder, Medical, Mental Health or Public Health programs which provided prevention, treatment and recovery services. Two years of the required five years of experience must have included management level responsibility for program planning, administration and supervision of services.

OR

Graduation from a recognized college/university with a Master's Degree in Psychology, Counseling, Psychiatric Nursing, Social Work, Health Administration, Public Health,

OR

Public Administration or possession of a valid California License as a Clinical Social Worker "LCSW" or Marriage and Family Therapist "MFT" or Clinical Psychologist. In addition, 5 years of experience in Substance Use Disorder, Medical, Mental Health or Public Health programs which provided a continuum of prevention, treatment and recovery services.

SPECIAL REQUIREMENTS:

Must possess a valid driver's license at time of application and a valid California Driver's License at time of appointment. The valid California Driver's License must be maintained throughout employment.

Participation in quarterly meetings of the County Alcohol and Drug Program Administrators Association of California, as required by the Negotiated Net Amount agreement with California Department of Health Care Services, Division of Alcohol and Drug Programs.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

BEHAVIORAL HEALTH CONTINUING CARE COORDINATOR

DEFINITION

Under general direction to plan, organize, administer and supervise outpatient and continuing care services for the Plumas County Behavioral Health Department; to oversee and coordinate mental health counseling and treatment for seriously mentally ill adults, and their families; to develop, review, and evaluate mental health continuing care programs and services; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is for the administrative position in the Behavioral Health Department which has responsibility for the Sierra House Board and Care Facility, the adjoining Drop In Center (DIC) and outpatient care services provided at those sites. This is the Board and Care site administrator as designated through the California State Licensing Board.

REPORTS TO

Behavioral Health Director or Deputy Director

CLASSIFICATIONS DIRECTLY SUPERVISED

Sierra House Residential Care Facility Supervisor, Lead Residential Care Facility Attendant, Behavioral Health Site Coordinator for the DIC and DIC Behavioral Health Case Management Specialist I /II / Senior.

CONTINUING CARE COORDINATOR - 2

EXAMPLES OF DUTIES

- Plans, organizes, supervises and coordinates outpatient and continuing care services.
- Has responsibility for the Drop-In Center.
- Assigns, supervises, trains, evaluates, and assists with the selection of assigned staff.
- Develops, administers, and evaluates programs.
- Provides site Administrative duties for the Board and Care License issued by the State of California licensing agency for residential mental health facilities.
- Assists with the development and implements treatment plans.
- Provides follow-up counseling and assists patients with the resolution of problems.
- Co-leads group psychotherapy to clients through evidenced based group methods.
- Serves in an on-call, emergency status.
- Performs crisis intervention.
- Assists with 72-hour holds for hospitalization.
- Refers clients to medical and other services.
- Performs court-ordered patient assessments.
- Testifies in court as required.
- Prepares court reports.
- Maintains cooperative relationships with community agencies.
- Develops and presents community education programs on mental health topics.
- Has responsibility for the maintenance and updating of records.
- Prepares progress and summary reports.
- Presents reports to committees and agencies.
- Serves on the utilization review committee.
- Provides continuing care services to seriously mentally ill persons.
- Performs administrative support and special assignments within the Behavioral Health Department, as delegated.
- Attends training conferences relevant to current mental health problems.
- May participate in the emergency "on-call" system on a rotating basis.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

CONTINUING CARE COORDINATOR - 3

TYPICAL WORKING CONDITIONS

Work is usually performed in an office and clinic environment; may involve extensive travel; some exposure to communicable disease; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends for the counseling, therapy, and guidance of persons in mental health programs.
- Therapeutic treatment methods and procedures in the mental health field.
- Principles and practices of supervision, program management and budgeting.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health services and programs particularly as they pertain to California CCL.
- Community organizations.
- The scope and activities of public and private agencies in the mental health field.
- Treatment research, development, and implementation.
- Quality Assurance practices and standards.
- Program development and administration.
- Crisis counseling principles, methods and techniques.
- Principles of supervision, training, and staff evaluation.

Ability to:

- Plan, schedule, coordinate, develop, and evaluate outpatient and continuing care services.
- Assign, supervise, and evaluate the work of subordinate staff.
- Perform psychoeducational counseling and co-lead group therapy sessions.
- Analyze case information and help staff reach sound diagnostic and treatment decisions.
- Develop and maintain confidence and cooperation of emotionally disturbed patients and their families.
- Interpret and apply complex mental health program rules, regulations and policies.
- Prepare clear, relevant and accurate reports.
- Develop and present public presentations.
- Enforce Quality Assurance standards.
- Effectively establish and maintain effective working relationships between the Behavioral Health Department and clients, the public, and other agencies.

CONTINUING CARE COORDINATOR - 4

Training and Experience:

Qualifications needed for this position:

Possession of a master's degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field, received from an accredited institution,

and

Two (2) years of post-master experience in a mental health setting equivalent to a Behavioral Health Therapist II in Plumas County.

Special Requirements:

Must possess or obtain an administrators certification as required by the State of California Community Care Licensing.

Must possess a valid driver's license at time of application and a valid California Driver's License at the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

RESIDENTIAL CARE FACILITY SUPERVISOR

DEFINITION

Under supervision of the Continuing Care Coordinator, will provide administrative support for the Sierra House Residential Care Facility; will monitor and replenish food and house supplies for facility; coordinate staff shift schedules and ensure appropriate level of staff coverage; monitor client compliance to treatment plan for activities of daily living (ADL's), personal hygiene, and socialization needs; will coordinate with the treatment team regarding client progress and treatment needs; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a general class series for the provision of a variety of administrative and basic support services for Clients residing at the Sierra House. This position does not require a professional license, but must pass finger printing and background check.

REPORTS TO:

Deputy Director, Residential Care Facility/Drop-In Center - Continuing Care Coordinator

CLASSIFICATIONS DIRECTLY SUPERVISED

Some general supervision of Peer Residential Care Facility Attendants and Residential Care Facility Attendants coordinated with Deputy Director and Residential Care Facility/Drop-In Center - Coordinator.

RESIDENTIAL CARE FACILITY SUPERVISOR - 2

EXAMPLES OF DUTIES

- Works in coordination with professional Mental Health and Behavioral Health counseling and nursing staff to facilitate client socialization and securing of basic needs.
- Monitors client situation and notifies supervisor or Mental Health and Behavioral Health Staff or Continuing Care Coordinator if client exhibits problematic behavior.
- Assists client with the development of independent living skills.
- Provides money management assistance.
- Facilitates social skill development and socialization activities as determined by client needs, interest, and abilities.
- Assists clients in participating in therapeutic social and recreational activities.
- Participates in planning development and evaluation sessions for clients.
- May have responsibility for development and implementation of a specific therapeutic activity may develop and conduct educational groups.
- Provide client transportation to and from program activities.
- Perform a variety of mental health program support assignments.
- Develops and coordinates shift schedules.
- Runs supply budget.
- Monitors and replenishes food and household supplies.
- And other related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; normal manual dexterity and eye/hand coordination; lift and move objects weighing up to 25 pounds, corrected hearing and vision to normal range; written and verbal communication, use of office equipment including computers, telephones, calculators, copiers and FAX and ability to effectively communicate.

TYPICAL WORKING CONDITIONS

Work is usually performed in a home environment; some work is performed outside; some exposure to communicable diseases; continuous contact with clients and the staff.

RESIDENTIAL CARE FACILITY SUPERVISOR - 3

Knowledge of:

- Basic knowledge of principles and trends of providing mental health services to clients.
- Guidelines, procedures, laws, regulations, and requirements for securing basic life services for clients.
- Social aspects and characteristics of mental and emotional disturbances.
- Various activities useful in the rehabilitation of clients with mental illness.
- Recreational activities.
- Scope and availability of community and mental health and behavioral health resources and services.
- Basic knowledge of principles, procedures, and techniques of basic bookkeeping and budgeting.

Ability to:

- Perform a variety of client facilitation and support services.
- Develop and maintain the confidence and cooperation of clients and their families.
- Organize and coordinate activities with supervision.
- Assist with the monitoring of treatment plans.
- Maintain the confidentiality of client information.
- Prepare clear, relevant, and accurate reports as needed.
- Communicate effectively; both orally and in writing.
- Establish and maintain effective working relationships with staff and the public.
- Develop and maintain basic bookkeeping records for Sierra House.

RESIDENTIAL CARE FACILITY SUPERVISOR - 4

TRAINING AND EXPERIENCE

Required qualifications for this position:

One (1) year of experience with direct patient or client contact work in a mental health, alcohol and drug, medical or human service setting.

One (1) year experience equal to Lead Residential Care Facility Attendant.

Experience in a lead capacity is desirable.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

CPR certification, First Aid training, and ServeSafe certification are required.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

LEAD RESIDENTIALCARE FACILITY ATTENDANT

DEFINITION

Under supervision of the Residential Care Facility Supervisor, will provide lead and work coordination for the Sierra House Residential Care Facility; will monitor and replenish food and house supplies for facility; coordinate staff shift schedules; monitor client compliance to treatment plan for activities of daily living (ADL's), personal hygiene, and socialization needs; will coordinate with the treatment team regarding client progress and treatment needs, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the lead supervision level in the Residential Care Facility Attendant class series. This position is distinguished as a lead position in that the Lead Residential Facility Attendant acts under the direct supervision of the Residential Care Facility Supervisor and the Behavioral Health Deputy Director, and the Residential Care Facility and Drop-In Center Continuing Care Coordinator to provide over site of the operation of the Board and Care Facility. This position does not require a professional license, but must pass finger printing and background check.

REPORTS TO:

Residential Care Facility Supervisor, Continuing Care Coordinator - Residential Care Facility/Drop-In Center, and Deputy Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Provides lead supervision to Residential Care Facility Attendants and Peer Residential Care Facility Attendants in coordination with Residential Care Facility Supervisor, Residential Care Facility/Drop-In Center Continuing Care Coordinator.

LEAD RESIDENTIAL CARE FACILITY ATTENDANT - 2

EXAMPLES OF DUTIES

- Works in coordination with professional Mental Health and Behavioral Health counseling and nursing staff to facilitate client socialization and securing of basic needs.
- Monitors client situation and notifies supervisor or Continuing Care Coordinator if client exhibits problematic behavior.
- Assists client with the development of independent living skills.
- Provides money management assistance.
- Facilitates social skill development and socialization activities as determined by client needs, interest, and abilities.
- Assists clients in participating in therapeutic social and recreational activities.
- Participates in planning development and evaluation sessions for Mental Health and Behavioral Health clients.
- May have responsibility for development and implementation of a specific therapeutic activity may develop and conduct educational groups.
- Provide client transportation to and from program activities.
- Perform a variety of mental health program support assignments.
- Develops and coordinates shift schedules.
- May be required to work different shifts as the need arises.
- Runs supply budget.
- Monitors and replenishes food and household supplies.
- And other related duties as assigned.

LEAD RESIDENTIAL CARE FACILITY ATTENDANT - 3

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; normal manual dexterity and eye/hand coordination; lift and move objects weighing up to 25 pounds, corrected hearing and vision to normal range; written and verbal communication, use of office equipment including computers, telephones, calculators, copiers and FAX and ability to effectively communicate.

TYPICAL WORKING CONDITIONS

Work is usually performed in a home environment; some work is performed outside; some exposure to communicable diseases; continuous contact with clients and the staff.

Knowledge of:

- Basic knowledge of principles and trends of providing mental health services to clients.
- Guidelines, procedures, laws, regulations, and requirements for securing basic life services for clients.
- Social aspects and characteristics of mental and emotional disturbances.
- Various activities useful in the rehabilitation of clients with mental illness.
- Recreational activities.
- Scope and availability of community and mental health and behavioral health resources and services.
- Basic knowledge of principles, procedures, and techniques of basic bookkeeping and budgeting.

Ability to:

- Perform a variety of client facilitation and support services.
- Develop and maintain the confidence and cooperation of clients and their families.
- Organize and coordinate activities with supervision.
- Assist with the monitoring of treatment plans.
- Maintain the confidentiality of client information.
- Prepare clear, relevant, and accurate reports as needed.
- Communicate effectively; both orally and in writing.
- Establish and maintain effective working relationships with staff and the public.
- Develop and maintain basic bookkeeping records.

LEAD RESIDENTIAL CARE FACILITY ATTENDANT - 4

TRAINING AND EXPERIENCE:

Required Qualifications for this position:

One (1) year of experience with direct patient or client contact work in a mental health, alcohol and drug medical, social work or residential facility setting. Experience in a lead capacity is desirable.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

CPR certification, First Aid training and ServeSafe certification are required.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

RESIDENTIAL CARE FACILITY ATTENDANT

DEFINITION

Under general supervision, to provide client supervision and assistance for residents of Sierra House; to facilitate social skills development and socialization; to support in developing personal hygiene and activities of daily living (ADL'S); to provide educational groups as needed; to monitor coordination of client services with other agencies and staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a journey level class for the provision of a variety of basic support services for clients residing at the Sierra House. This position does not require licensing as a clinician, but applicant must pass finger printing and background checks.

REPORTS TO

Residential Care Facility Supervisor and/or Residential Care Facility/Drop-In Center Continuing Care Coordinator.

CLASSIFICATIONS DIRECTLY SUPERVISED

None



Erin Metcalf
Chief Probation Officer

County of Plumas

Department of Probation
270 County Hospital Rd. #128,
Quincy, California, 95971



3c

Phone: (530)283-6200
FAX: (530)283-6165

DATE: October 11, 2016

TO: Honorable Board of Supervisors

FROM: Erin Metcalf, Chief Probation Officer

SUBJECT: Request for approval to recruit and fill fully funded vacant 1.0 FTE Probation Assistant

Recommendation

Approve the filling of newly allocated 1.0 FTE Probation Assistant position, which was allocated and funded in the 2016-2017 budget year.

Background and Discussion

On September 20, 2016, the Board of Supervisors approved a 1.0 FTE Probation Assistant in Department 20409 SB678 grant. This position will be responsible for facilitating community service work and drug testing coordinator. There will be no financial impact on the General Fund for this position.

Therefore, we respectfully request the approval to fill the Probation Assistant position.

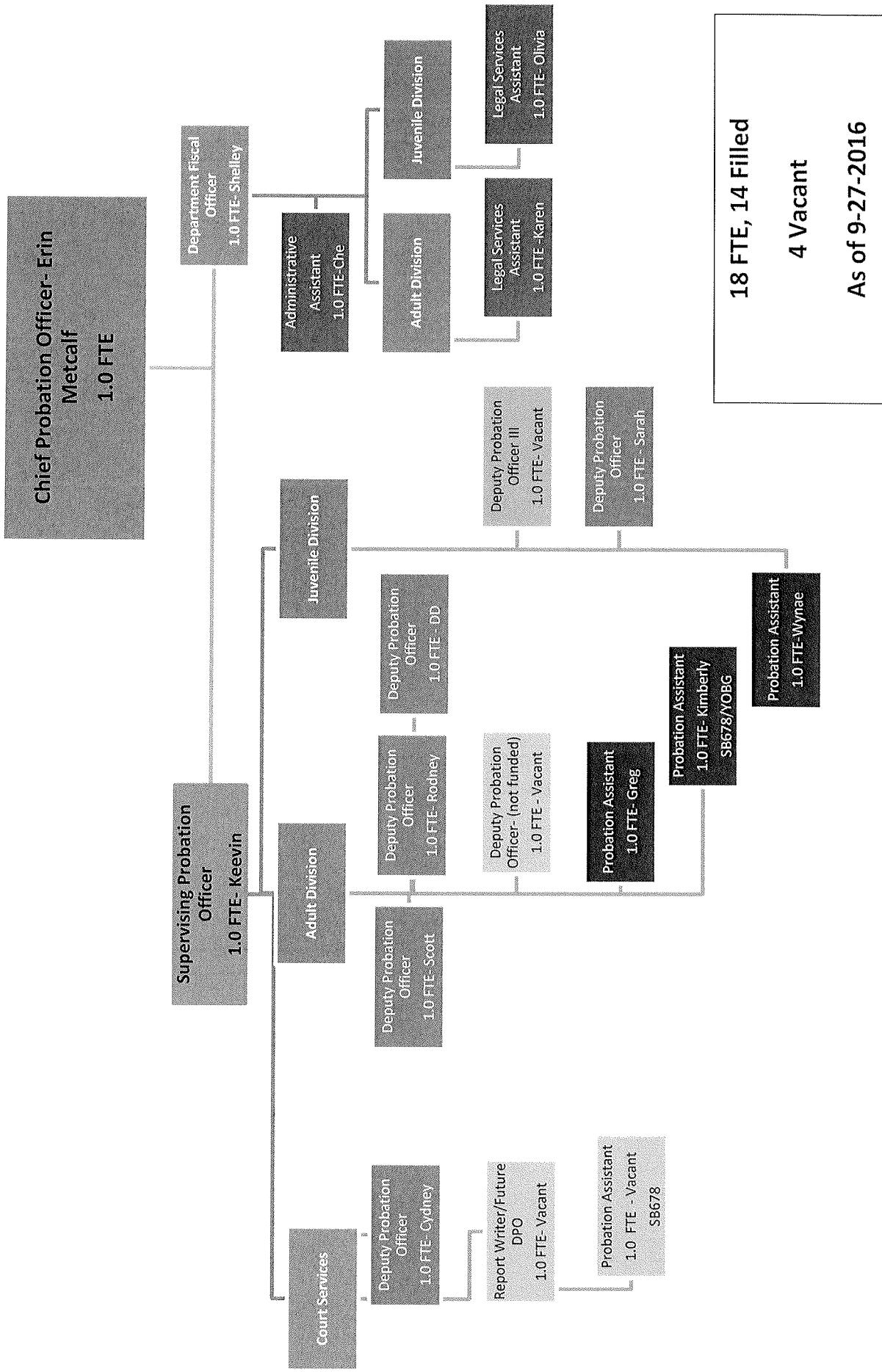
QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? Yes, there are legitimate business justifications to fill this position.
- Why is it critical that this position be filled at this time? The Probation Assistant is needed to support Probation Officer activities.
- How long has the position been vacant? This position has been newly allocated. The main function of this position is performing drug testing duties, handling all community service activities and reports to the Court.
- Can the department use other wages until the next budget cycle? Other wages can be used; however, permanent employees in these positions are crucial to probation's ability to meet the statutory requirements of the Court.
- What are staffing levels at other counties for similar departments and/or positions? Probation's request to fill these positions is similar to other comparably sized departments in other counties.
- What core function will be impacted without filling the position prior to July 1? Timely flow and completion of Court related documentation related to criminal cases would be negatively impacted without the assistance of a Probation Assistant.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? The Probation Department will be unable to perform statutorily mandated and or Court-ordered activities.
- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? Not applicable at this time.
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? Probation does not expect unbudgeted audit exceptions that will affect the general fund.
- Does the budget reduction plan anticipate the elimination of any of the requested positions? Probation is not requesting elimination of any positions.
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or

negatively, the need for general fund support? It is anticipated that 100% of the Probation Assistant costs will continue to be borne partially by the SB678 grant funds. There should be no additional impact on the General Fund in the terms of the immediate filling of this position.

- Does the department have a reserve? Yes. If yes, provide the activity of the department's reserve account for the last three years? Probation has utilized SB678's reserve by providing \$142,000 to the Sheriff's Office this upcoming fiscal year, as well as last for a Correctional Officer and Deputy Sheriff. Probation anticipates using \$361,765.00 in SB678 fund balance to offset wages and benefits in the General Fund in Fiscal Year 2016-2017.

Plumas County Probation Department
2016 Organization Chart



4A

**ADMINISTRATIVE AND BUDGETARY CONTROLS CONSISTENT WITH
GOVERNMENT CODE SECTIONS 29092 AND 29125,
DURING FISCAL YEAR 2016-2017**

Consistent with Government Code Section 29092, the Board of Supervisors adopts these Administrative and Budgetary Controls for the administration of the Plumas County 2016-2017 Budget.

County Owned Personal Property

Sole authority for the disposition, lease, sale, or trade-in of all County-owned personal property shall rest with the Purchasing Agent or the Board of Supervisors, within the delegated authority, consistent with Government Code Section 25504 and Plumas County Code 3-1.19.

Contracts and Leases

A County Department Head may approve contracts for which an appropriation is budgeted, not exceeding five thousand dollars (\$5,000) in value, subject to approval by County Counsel.

Budget Transfers

The Auditor/Controller has authority to approve transfers and revisions of appropriations within a budget unit if overall appropriations of the budget unit are not increased. Provided, however, no budget transfers in amounts greater than \$5,000 shall be allowed to, from or within Salaries and Benefits (all 51XXX series accounts) without prior approval of the Board of Supervisors.

Critical Staffing

The filling of all positions vacated during the 2016-2017 fiscal year shall be approved by the Board of Supervisors and supported by the Critical Staffing Questionnaire.

Mid-Year Budget Review

The Auditor/Controller shall provide the Board of Supervisors a mid-year budget report on or before February 16, 2016.

Department Head and Auditor/Controller Responsibility

Department Heads shall insure that no expenditure is made or obligation incurred in excess of the specific budget appropriation approved by the Board of Supervisors. Any expenditure or obligation incurred, in excess of the specific budget appropriation, shall be the personal obligation of the Department Head authorizing the expenditure or obligation. The Auditor/Controller shall issue no warrants unless specifically approved by the Board of Supervisors or the County Purchasing Agent, within the delegated authority.

Policies

Department Heads and County employees are referred to existing County policies as provided in the County Policy Manual.

**PLUMAS COUNTY
DEPARTMENT OF PUBLIC WORKS
SOLID WASTE DIVISION**

1834 EAST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268
Robert A. Perreault, Jr., P.E. *Director of Public Works*

5A

AGENDA REQUEST

for the October 11, 2016 meeting of the Plumas County Board of Supervisors

October 3, 2016

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Authorize Chair to Execute a Letter of Understanding between Sierra Pacific Industries, Inc. and Plumas County pertaining to disposal of woody Green Waste at the Sierra Pacific Industries Plant in Quincy. Discussion and possible action.

Robert A. Perreault

BACKGROUND:

Discussions have been conducted during the last several months between County officials and Chris Skinner and Mark Lathrop of Sierra Pacific Industries (SPI) concerning the possibility of resuming green waste collection at the SPI Quincy Plant. Officials representing the County were Supervisor Lori Simpson, Bob Perreault, Jim Graham and John Kolb.

Following the discussions, an agreement was negotiated that would allow unprocessed woody green waste to be collected by the County (or its Franchise Contractor) off-site of SPI property and transported by the County in bulk to the SPI Plant for disposal.

Other pertinent operational parameters of this agreement include:

- 1) The COUNTY shall ensure that Woody Green Waste is cut into lengths no greater than three (3) feet in length, and is free of dirt, rocks and other non-Woody Green Waste debris.
- 2) The COUNTY shall perform load-checking activities at both the collection site and during off-loading at the SPI disposal site to ensure that only Woody Green Waste is delivered to SPI.
- 3) The COUNTY shall deliver collected Woody Green Waste to a location in Quincy as identified by SPI. Such location may be revised by SPI from time to time.
- 4) Periodic deliveries by the COUNTY will be made on a date and time, as approved by SPI. Deliveries will be made only during normal working hours of the COUNTY.

- 5) The COUNTY understands that mechanical operation problems at the SPI facilities would be a basis for SPI to temporarily suspend this arrangement between the COUNTY and SPI.
- 6) SPI will provide the above described green waste disposal services at no cost to the COUNTY.

SPI has informed County officials that the Quincy Plant can begin receiving woody green waste in the Spring of 2017. In the meantime, Public Works staff will determine a suitable location for the receiving of woody green waste from the public, establish hours of operation, and develop other operational parameters associated with receiving woody green waste from the public.

Attached is a copy of a draft letter that sets forth an agreement between Plumas County and SPI in this matter.

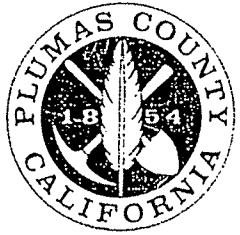
RECOMMENDATION:

Public Works staff respectfully recommends that the Board of Supervisors authorize the Chair to execute the Letter of Understanding between Sierra Pacific Industries, Inc. and Plumas County, setting forth the terms and conditions for acceptance of unprocessed woody green waste at the Sierra Pacific Industries Plant in Quincy.

Attachment: Draft Letter of Understanding between the Sierra Pacific Industries, Inc. and Plumas County for the acceptance of woody green waste at the SPI Plant in Quincy, CA.

BOARD OF SUPERVISORS

TERRY SWOFFORD, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHERRIE THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JEFF ENGEL, DISTRICT 5



October 11, 2016



Mr. Chris Skinner
1538 Lee Road
Quincy, CA 95971

RE: Plumas County Solid Waste Program
Arrangement for Disposal of Woody Green Waste at the SPI Facility in Quincy, CA

Dear Mr. Skinner:

This letter of understanding follows discussions, during the past several months, between Sierra Pacific Industries, Inc. ("SPI") officials and Plumas County ("County") officials in regard to the matter of re-implementing the past long standing arrangement between SPI and the County, albeit with different operating conditions. This letter, upon acceptance by SPI, represents an understanding between the County and SPI, to again conduct a green waste disposal program," but with the following understandings:

SPI desires to work cooperatively with Plumas County towards the development of only a Woody Green Waste disposal solution for the constituents of the County, but primarily from the greater American Valley area. Toward that end, SPI, Inc. is agreeable to the acceptance of "Unprocessed Woody Green Waste" that has been collected from the public at a non-SPI location.

The purpose of this letter is to set forth the terms and conditions between the County and SPI, thus enabling SPI to accept unprocessed woody green waste at the Sierra Pacific Industries Plant in Quincy.

For the purpose of this letter, the following definitions are pertinent:

"Woody Green Waste" means a green waste that has a high energy potential and which may be used as a source for conversion into fuel or electricity, i.e. woody debris such as dry pine cones, brush and tree trunks, limbs and branches.

"Non-Woody Green Waste" means a green waste that has a low energy potential, such as pine needles, garden waste, leaves, green (not dry) pine cones, weeds and grass clippings.

"Unprocessed Green Waste" means Green Waste not subjected to chipping, grinding, or other mechanized treatment.

Mr. Chris Skinner

RE: Disposal of Woody Green Waste at SPI in Quincy

October 11, 2016

Page 2 of 3



The acceptance of "Unprocessed Woody Green Waste" by Sierra Pacific Industries, Inc. is subject to the following operational parameters:

1. SPI agrees to accept, at their Quincy Plant, Unprocessed Woody Green Waste, delivered in bulk by the County.
2. Material delivered to SPI will be in County vehicles only. The general public is not permitted to deliver its green waste to SPI.
3. The COUNTY agrees to dispose of Unprocessed Woody Green Waste at SPI's Quincy Plant, subject to the following operational parameters:
 - A. The COUNTY shall be responsible for the collection of Woody Green Waste from the public at a location that is not on property owned by SPI.
 - B. The COUNTY shall ensure that Woody Green Waste is cut into lengths no greater than three (3) feet in length, and is free of dirt, rocks and other non-Woody Green Waste debris.
 - C. The COUNTY shall perform load-checking activities at both the collection site and during off-loading at the SPI disposal site to ensure that only Woody Green Waste is delivered to SPI.
 - D. The COUNTY shall deliver collected Woody Green Waste to a location as identified by SPI. Such location may be revised by SPI from time to time.
 - E. Periodic deliveries by the COUNTY will be made on a date and time, as approved by SPI. Deliveries will be made only during normal working hours of the COUNTY.
 - F. The COUNTY understands that mechanical operation problems at the SPI facilities is a basis for SPI to temporarily suspend this arrangement between the COUNTY and SPI.
 - G. SPI will provide the above described green waste disposal services at no cost to the COUNTY.

Mr. Chris Skinner
RE: Disposal of Woody Green Waste at SPI in Quincy
October 11, 2016
Page 3 of 3



Either party may decide, in writing, to end the understandings set forth in this letter, such termination to be become effective no sooner than 60 calendar days from the date of such written notice, unless a different, mutually agreeable date is established by both parties.

On October 11, 2016, the Plumas County Board of Supervisors voted to authorize the Chair to execute this letter.

Very truly yours,

Chair
Board of Supervisors

CONCURRENCE BY SPI

Signature

Name--Printed:

Title: _____

Date: _____

cc: Robert Perreault, Director of Public Works, Plumas County
Mark Lathrop, Community Relations Manager - Sierra Pacific Industries

PLUMAS COUNTY
DEPARTMENT OF PUBLIC WORKS
SOLID WASTE DIVISION

1834 EAST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268
Robert A. Perreault, Jr., P.E. Director of Public Works

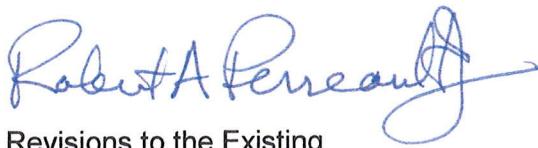
5B

AGENDA REQUEST

for the October 18, 2016 meeting of the Board of Supervisors

October 11, 2016

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works 

Subject: Consideration of Comprehensive Proposed Revisions to the Existing Plumas County Code at Title 6, Chapter 10, "Solid Waste Control," Articles 1 – 4, inclusive; discussion and possible action.

BACKGROUND

Since 2011, and at the direction of the Board of Supervisors, Public Works staff has been negotiating the development of a revised, replacement solid waste franchise contracts with its two (2) solid waste franchise contractors. In conjunction with the preparation of proposed, replacement franchise contracts, it has been necessary to also prepare proposed revisions to the existing County Code that pertain to "Solid Waste Control."

Attached is an informational copy of the Public Notice that has been published in local newspaper editions.

Also attached is a copy of the 31-page comprehensive proposed revisions to the existing Plumas County Code that is the subject of this Agenda Request.

RECOMMENDATION

The Director of Public Works respectfully requests that the Board of Supervisors vote to waive the first reading of the proposed ordinance and to establish a specific date for consideration of adoption of the attached, proposed revisions.

PLUMAS COUNTY
DEPARTMENT OF PUBLIC WORKS
SOLID WASTE DIVISION

1834 EAST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268
Robert A. Perreault, Jr., P.E. *Director of Public Works*

P U B L I C N O T I C E

The Solid Waste Division of the Plumas County Department of Public Works is proposing a set of comprehensive revisions to the existing Plumas County Code at **Title 6, Chapter 10, “Solid Waste Control,” Articles 1 – 4, inclusive.** The existing County Code provisions are available for public view on the internet at:

https://www.municode.com/library/ca/plumas_county/codes/code_of_ordinances?nodeId=TIT6SAHE_CH10SOWACQ

The proposed set of comprehensive revisions to the existing Plumas County Code at Title 6, Chapter 10, “Solid Waste Control,” Articles 1 – 4, inclusive, are available for public view on the internet at:

<http://ca-plumascounty.civicplus.com/DocumentCenter/View/15634>

Additionally, a hardcopy set of comprehensive revisions to the existing Plumas County Code at Title 6, Chapter 10, “Solid Waste Control,” Articles 1 – 4, inclusive, is available for viewing by the general public during normal office hours at the following locations:

- Office of the Clerk of the Board of Supervisors
Quincy Courthouse, Room 309
520 Main Street, Quincy, CA 95971
- Department of Public Works
Headquarters Building
1834 East Main Street, Quincy, CA 95971

The Plumas County Board of Supervisors will consider the proposed revisions to the County Code at the following regular meetings of the Board of Supervisors:

- October 18, 2016 – Introduction of the proposed revisions.
- November 1, 2016 – Consideration of adoption of the proposed revisions.

If adopted by the Board of Supervisors on November 1, 2016, the effective date of the adopted revisions will be December 1, 2016.

The comprehensive, proposed revisions are summarized as follows:

1. Numerous revisions and edits have been incorporated into the existing Code provisions in order to be consistent with terminology contained in the proposed replacement, draft solid waste franchise contracts (2) that are presently under consideration by the Board of Supervisors.

Note: the latest Public Works versions of the two (2) draft Solid Waste Franchise Contracts are posted on the Department's web page at:

<http://www.countyofplumas.com/index.aspx?NID=2013>

As of the date of posting this Public Notice, the updated draft franchise contract documents are titled (on the Department's web page) as:

“DRAFT FRD Solid Waste Franchise Contract – September 2016”

“DRAFT IMD Solid Waste Franchise Contract – September 2016”

2. Numerous revisions and edits have been incorporated into the existing Code provisions in order to be consistent with terminology currently in use by CalRecycle, the primary State regulator of solid waste control in California; and

3. The proposed revisions to the County Code also include new Code requirements associated with Mandatory Commercial Recycling, as mandated by State Law, “Chapter 476, Statutes of 2011 (Chesbro, AB 341).” More information on Mandatory Commercial Recycling is available on the CalRecycle website at:

<http://www.calrecycle.ca.gov/recycle/commercial/>

4. Penalties associated with violations have been added to the County Code.

5. Clarifications of the division of responsibilities between the Department of Public Works and Environmental Health have been incorporated into the existing Code provisions.

ORDINANCE NO. 16-_____

AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA, REPLACING CHAPTER 10 OF TITLE 6 OF THE PLUMAS COUNTY CODE

SECTION 1.

Purpose. The purpose of this Section is to:

- (a) Protect and preserve Plumas County's environment and the economic interests, health, safety and quality of life of the residents of and visitors to Plumas County.
- (b) Update local regulations regarding the administration of the Solid Waste and recyclables Collection and Disposal system so that it continues to provide the best possible service to residents of and visitors to Plumas County.
- (c) Promote Recycling and the diversion of Recyclable Materials from the waste stream, and in doing so, comply with the California Integrated Waste Management Act of 1989 (AB 939), Chapter 476, Statutes of 2011 (Chesbro, AB 341), and other applicable laws.
- (d) Establish and refine Plumas County's requirements and guidelines for the Collection and Disposal of Solid Waste, including Green Waste, construction & demolition debris (C & D), and the diversion and Recycling of Recyclable Materials.
- (e) Provide an enforcement mechanism to help ensure that residents of and visitors to Plumas County engage in the proper Collection and Disposal of Solid Waste and recyclable materials and provide protections against illegal scavenging of materials.
- (f) Provide an exemption from the provisions of Chapter 476, Statutes of 2011 (Chesbro, AB 341) for Qualified Generators that Self-Haul, donate or sell their recyclables, and provide an exemption from same for those businesses that have major constraints or generate an amount of Solid Waste that does not meet the minimum thresholds contained in that law.
- (g) Provide fiscal oversight to ensure that all fees Collected in conjunction with the solid waste program are Collected in conformance with Plumas County's Integrated Solid Waste Plan, Article XIII A of the California Constitution (Proposition 13), which limits annual increases to property taxes paid by California residents and establishes a requirement that all property taxes and fees Collected from California property Owners must incorporate a direct correlation with a service provided to the property being taxed, and Article XIII C & XIII D of the California Constitution (Proposition 218), which requires not only that fees charged for provided services shall be established at a level that does not exceed the actual costs for providing those services, but also provides a public hearing mechanism to review and protest any increases in those fees.

Findings. The Board of Supervisors of Plumas County (hereinafter **Board**) hereby **FINDS** that, in order to conserve water and energy, protect the environment and preserve the economic interests, health, safety and quality of life of the residents of and visitors to Plumas County, it must provide for an efficient and integrated Solid Waste Collection and Disposal system, and

Furthermore, the **Board** hereby **FINDS**, that in order to comply with State and Federal mandates, particularly the California Integrated Waste Management Act of 1989 (AB 939), and the State's Mandatory Commercial Recycling Law (AB 341) regarding the Collection and Disposal of Solid Waste, which laws require cities and counties to reduce, reuse and recycle Solid Waste generated in California to the maximum extent feasible before the Disposal of Solid Waste, Plumas County must strengthen its

diversion and Recycling policy by enhancing its efforts to encourage and incentivize the diversion of Recyclable Materials from the waste stream, and

Furthermore, the **Board** hereby **FINDS** that the timely and efficient Collection and Disposal of Solid Waste and Recyclable Materials within unincorporated Plumas County is an essential aspect of the Plumas County Solid Waste Plan, and that the economic interests of the residents of and visitors to Plumas County are best served by awarding contract(s) for the Collection and Disposal of Solid Waste and Recyclable Materials to private Solid Waste Collector(s) in the form of franchise agreement(s) to accomplish this goal, and

Furthermore, the **Board** hereby **FINDS** that, in order to ensure that all rates and fees Collected in conjunction with the Solid Waste program are Collected in conformance with the Plumas County Solid Waste Plan, Proposition 13 and Proposition 218, responsible fiscal oversight by Plumas County shall continue to be the preeminent principle in setting or adjusting rates and fees for Solid Waste Collection and Disposal services, and

Furthermore, the **Board** hereby **FINDS** that the existing provisions of Chapter 10 of Title 6 of the Plumas County Code require substantial revision to meet the needs of the current administration of the Plumas County Solid Waste and Recyclable Materials Collection and Disposal program.

Now, therefore, the Board of Supervisors of the County of Plumas, State of California, hereby **ORDAINS** as follows:

Section 6-10, “Solid Waste Control” of the Plumas County Code of Ordinances is hereby deleted in its entirety, and is replaced as follows:

Article 1. - General Provisions

Sec. 6-10.101 - Title and Citation.

Sec. 6-10.102 – General.

Sec. 6-10.103 – Definitions.

Sec. 6-10.104 – Depositing Solid Waste; Littering

Sec. 6-10.105 - Removal of Solid Waste.

Sec. 6-10.106 - Special Arrangements for Solid Waste Removal.

Sec. 6-10.107 - Transporting Solid Waste.

Sec 6-10.108 – Disposal of Solid Waste

Sec. 6-10.109 - Containers.

Sec. 6-10.110 - Prohibited Locations of Containers.

Sec. 6-10.111 - Containers and Bins: Inspections and Tagging for Violations.

Sec. 6-10.112 - Beneficial Use of Solid Waste.

Sec. 6-10.113 - Recycling: Residential, Commercial, Public Venues & Events.

Sec. 6-10.114 - Recycling Services.

Sec. 6-10.115 – Redemption or “Buy-Back” Recycling Services.

Sec. 6-10.116 - Interfering with Collection.

Sec. 6-10.117 - Ownership of Solid Waste.

Sec. 6-10.118 - Animal Waste.

Sec. 6-10.119 - Hazardous Materials.

Article 2. - Regulation of Solid Waste Collectors

Sec. 6-10.201 - Franchises or Permits Required.

Sec. 6-10.202 - Granting Solid Waste Franchises.

Sec. 6-10.203 - Granting Solid Waste Permits.

Sec. 6-10.204 - Granting Recycling Center Permits.

Sec. 6-10.205 - Permits: Applications, Fees.

Sec. 6-10.206 - Collection Areas Assigned.

Sec. 6-10.207 - All Requests for Service to be Met.

Sec. 6-10.208 - Fee Schedule for Collection, Transfer, and Related Services.

Sec. 6-10.209 - Franchise Agreements

Article 3. - Disposal Sites Within Plumas County

Sec. 6-10.301 - Permits; Operation

Article 4. - Enforcement and Procedural Provisions

Sec. 6-10.401 - Clearing of Solid Waste from Private Property.

Sec. 6-10.402 - Right of Entry.

Sec. 6-10.403 - Suspension or Revocation of Franchises and Permits.

Sec. 6-10.404 - Responsibility of Environmental Health Department.

Sec. 6-10.405 - Responsibility of Public Works Department.

Sec. 6-10.406 - Responsibility of Franchise Contractor(s)

Sec. 6-10.407 - Service of Notices.

Sec. 6-10.408 - Administrative Remedies.

Sec. 6-10.409 - Supplemental Regulations.

Sec. 6-10.410 - Enforcement.

Sec. 6-10.411 - Violations; Penalties.

ARTICLE 1 – General Provisions

Section 6-10.101 *Title and Citation.* This Chapter shall be known and may be cited as “Plumas County Solid Waste Control”.

Section 6-10.102 *General* The Solid Waste Collection and Disposal program for the unincorporated part of Plumas County is administered jointly by the Departments of Environmental Health and Public Works. Their joint and individual responsibilities address the protection of Plumas County’s environment and natural resources, and the preservation of the economic interests, health, safety and quality of life of the residents of, and visitors to Plumas County, as well as the changing regulatory landscape of Federal and State law. This has been accomplished to date by awarding franchise contracts for Solid Waste services to private Solid Waste Collectors and regulating the means by which Solid Waste is Collected and disposed of, implementing State and Federal regulations as they are enacted, and providing fiduciary control over the rates that Solid Waste Customers must pay for these services.

Section 6-10.103 *Definitions.*

(a) Unless otherwise apparent from the context, for the purposes of this Chapter and franchise agreement(s) between Solid Waste Collector(s) and the County pertaining to the Collection and Disposal of Solid Waste in Plumas County, certain words and phrases are defined as follows, and shall have the first letter(s) capitalized as shown below:

- (1) “Act” means the California Integrated Waste Management Act of 1989 (AB 939) Public Resources Code, Section 40000 et seq. as currently in force or as hereafter amended.
- (2) “Administrator” means the Plumas County (hereinafter “County”) employee who manages the Solid Waste Agreement(s) and superintends the Solid Waste Program. The Director of Public Works of the Department of Public Works is Plumas County’s designated Administrator, however the Administrator may appoint, in writing, a Solid Waste Manager to assist in the management of the County’s Solid Waste Program.
- (3) “Agreement” means the current Solid Waste Franchise Agreement, including all attachments, between one or more Solid Waste franchise Contractor(s) and the County.
- (4) “Approved Disposal Site” means any designated Disposal Site in the State of California or Nevada holding a valid permit to permanently deposit Municipal Solid Waste (see “MSW”), Hazardous Waste, or Infectious Waste in accordance with all applicable laws and regulations of the United States and the State of California or the State of Nevada and all federal, State and local agencies having lawful jurisdiction.
- (5) “Applicable Law” means all federal, State, and local laws, regulations, rules, orders, judgments, decrees, permits, approvals, or other requirements of any governmental agency having jurisdiction over the Collection, transportation, processing, and Disposal of Solid Waste, Targeted Recyclable Materials and other materials Collected pursuant to this Agreement that are in force on the effective date and as they may be enacted, issued or amended during the term of the Agreement(s).
- (6) “Backyard Collection Service” means the provision of Collection services to a single family dwelling (hereinafter “SFD”) in the rear or side Premises.
- (7) “Billings” means statements of charges for services rendered by the Contractor, to Owners or Occupants of property, including Residential and Commercial Premises, for the Collection of Solid Waste, Targeted Recyclable Materials and other materials that are considered to be types of Solid Waste Collected pursuant to the Agreement(s).

- (8) "Bin" means a metal Container designed for mechanical emptying with a close-fitting hinged cover and a capacity of approximately one (1) to eight (8) cubic yards, with or without wheels, typically serviced by a front-loading Collection vehicle.
- (9) "Board of Supervisors" or "Board" means the Board of Supervisors of Plumas County, California.
- (10) "Bulky Items" or "Bulky Waste" means large items including, but not limited to major appliances which have had CFCs and/or mercury switches removed by a certified technician, furniture, tires (with rims removed), carpets, mattresses, and other oversize materials whose large size precludes or complicates their handling by normal Collection. Bulky Items or Bulky Waste does not include abandoned automobiles, large auto parts, or trees.
- (11) "Buy-Back" means the act of redeeming beverage Containers with approved CRV markings at a Buy-Back or redemption center. (See "CRV" and "CRV Program")
- (12) "CalRecycle" (formerly known as the California Integrated Waste Management Board) means the department within the State of California primarily responsible for administering the "Act."
- (13) "C & D" means Construction and Demolition Debris. See "Construction and Demolition Debris".
- (14) "Can" shall mean a standard 32 to 35 gallon metal or plastic Customer-owned trash Container.
- (15) "Cart" means a Contractor-owned plastic Container with a hinged lid and two wheels that is serviced by an automated or semi-automated Collection vehicle. A Cart has capacity of 32, 64, or 96 gallons (or similar volumes).
- (16) "Cell Phones" means all telephones used for mobile or cellular communications including batteries used to power Cell Phones.
- (17) "CERCLA", also known as "Superfund", means the *Comprehensive Environmental Response, Compensation and Liability Act of 1980*.
- (18) "Collect" or "Collection" means to take physical possession, transport, and remove Solid Waste, Targeted Recyclable Materials or other materials pursuant to the Agreement(s) from the Contractor's Service Area within Plumas County.
- (19) "Collection Container" means any Container provided by the Customer or Contractor(s) to store and Collect Solid Waste, Targeted Recyclable Materials or any other material targeted for Collection by the Contractor(s) or a Subcontractor of the Contractor(s).
- (20) "Commercial" means a business activity including, but not limited to, retail sales, wholesale sales, services, research and development, government, education, non-profit, hospital, manufacturing, institutional and industrial operations, but excluding businesses conducted upon Residential property which are permitted under applicable zoning regulations and are not the primary use of the property. Commercial Collection includes service provided to Multi-Family Dwelling Customers and County Facilities.

- (21) “Commercial Diversion Level” means the sum of all Commercial Recyclable Materials Collected and diverted by the Contractor(s) divided by the sum of all Commercial materials Collected by the Contractor(s).
- (22) “Commingle” means to mix, mingle, or combine Targeted Recyclable Materials in a Collection Container. See “Single-Stream Targeted Recyclable Materials”.
- (23) “Compost” or “Composting” means the biological decomposition into a soil amendment of certain vegetative Solid Wastes under controlled conditions, including leaves, grass clippings, pine needles, brush and Food Waste, but excluding meat and dairy wastes and other wastes which may have a propensity to attract vectors as determined by Environmental Health.
- (24) “Construction and Demolition Debris” or “C&D” means Solid Waste in an amount exceeding an average of 500 pounds per operating day produced by any Person(s) engaged in the business of building construction, renovation, remodeling, repair, or demolition operations on any Residential, Commercial or other structure or pavement. This Solid Waste shall include, but not be limited to concrete, rock, brick, concrete block (CMU), framing and finish lumber, insulation, sheathing, sheetrock (gypsum board), lath plaster, plumbing and electrical fixtures and appurtenances, floor covering, cabinets and doors.
- (25) “Container” means any receptacle used for storage of Solid Waste, Targeted Recyclable Materials and other materials Collected including, but not limited to, metal or plastic Cans, Carts, Bins, tubs, and Drop Boxes. See “Collection Container”.
- (26) “Contractor” means a Solid Waste franchise Contractor serving a Service Area in Plumas County.
- (27) “County” means County of Plumas, California.
- (28) “County Manager” means the Administrator or his designee (see “Administrator”, above),
- (29) “CRV” means *California Redemption Value*, which is a regulatory fee Collected by the State from Container manufacturers and refunded to consumers at Buy-Back centers upon redemption of food and/or beverage Containers sold within the State, and marked with a CRV symbol as having a refund value established by Section 14560 of the California PRC.
- (30) “CRV Program” means the *California Beverage Container Recycling and Litter Reduction Act (AB 2020)* and the program elements established by the County in response thereto. The purpose of the CRV Program is to assure that a greater percentage of the beverage Containers sold in California are returned for Recycling. The “CRV Program” is an integral component of the County’s Solid Waste program.
- (31) “Curbside” means the location for Collection, where Collection Containers or loose materials are placed on the street or alley against the face of the curb, or, where no curb exists, placed not more than five (5) feet from the outside edge of the street or alley.
- (32) “Customer” means the Person receiving Solid Waste Collection services pursuant to the provisions of this Chapter, and to whom the Contractor(s) submits billing invoices for Collection services provided to a Premise. The Customer may be the Occupant or Owner

of the Premises provided that the Owner of the Premise shall be responsible for payment of Collection services if an Occupant of the Premise fails to make such payment.

- (33) "Designated Transfer Facility" means the various Recycling and Disposal centers within Plumas County, which are owned by the County. See also "Transfer Station" and "Self-Haul").
- (34) "Director" or "Director of Public Works" means the Director of the Plumas County Department of Public Works. See "Administrator".
- (35) "Discarded Material" means Solid Waste and/or Targeted Recyclable Materials placed by a Generator in a Container and/or at a location that is designated for Collection pursuant to the Plumas County Code. Discarded Material shall become the property of the Contractor(s) pursuant to California Public Resources Code Section 41950 until delivery to the designated transfer, processing and Disposal Facility.
- (36) "Disposal" means the ultimate disposition of Solid Waste Collected by the Contractor(s) at a Disposal Site.
- (37) "Disposal Site" shall mean the Lockwood Landfill, located at 2401 Canyon Way, Lockwood, NV 89440 for so long as the Contractor(s) are subject to a Disposal Agreement with such landfill. Otherwise, an area or location used for the ultimate Disposal of Solid Waste designated by the Board and approved by the LEA.
- (38) "Drop Box" means an open-top Container with a typical capacity of ten (10) to fifty (50) cubic yards (CY) that is serviced by a Drop Box or roll-off Collection vehicle.
- (39) "Electronic Waste" or "E-Waste" means "Covered Electronic Wastes" as defined in the Act (Section 42463 of Public Resources Code) in addition to discarded electronic equipment such as, but not limited to, television sets, computer monitors, central processing units (CPUs), laptop computers, and peripherals (e.g., external computer hard drives, computer keyboards, computer mice, and computer printers). E-Waste does not include those items defined herein as Targeted Recyclable Materials.
- (40) "Environmental Health" means the Plumas County Department of Environmental Health or the Director of that Department
- (41) "Environmental Laws" means all federal and State statutes and County ordinances concerning public health, safety and the environment including, by way of example and not limitation:
 - California Integrated Waste Management Act of 1989 (AB 939), Public Resources Code, Section 40000 et seq.;
 - the California Hazardous Waste Control Act, California Health and Safety Code §25100 et seq.;
 - the California Toxic Substances Control Act, California Health and Safety Code §25300 et seq.;
 - the Porter-Cologne Water Quality Control Act, California Water Code §13000 et seq.;

- the Safe Drinking Water and Toxic Enforcement Act, California Health and Safety Code §25249.5 et seq.;
- the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) 42 USC §9601 et seq. (better known as the *Superfund Act*);
- the Resource Conservation and Recovery Act: 42 USC §6901 et seq.;
- the Federal Clean Water Act 33 USC §1251 et seq.;
- the Toxic Substances Control Act 15 USC §2601 et seq.;
- the Occupational Safety and Health Act, 29 USC §651 et seq.,

all as currently in force or as hereafter amended, and all rules and regulations promulgated thereunder.

(42) “Event” includes but is not limited to “large Events” as defined in the Act (Public Resources Code Section 42648), any Event that serves an average of at least 2,000 attendees and workers per day, and County-sponsored community Events.

(43) “Exclusive Franchise” means a system in which the franchisor licenses the Franchisee, for a payment, the right to provide services on an exclusive or semi-exclusive basis.

(44) “Facility/Facilities” means any plant or site, owned or leased and maintained, operated or used by the Contractor(s) for purposes of performing the Contractor(s)’ obligations under the Agreement(s) e.g., Facilities for parking and maintaining vehicles, administration offices, and Customer service offices, etc.).

(45) “Food Waste” means all putrescible waste and animal or vegetable waste or residue produced or accumulated from the preparation, processing, handling or consumption of foodstuff. See “Garbage”.

(46) “Franchise Area” shall mean a certain portion of unincorporated Plumas County shown as a Service Area in Attachment B of the Agreement(s).

(47) “Franchisee” means Contractor.

(48) “Franchise Fee” means the fee(s) paid by Contractor(s) to the County pursuant to the Agreement(s).

(49) “Garbage” means all putrescible waste and animal or vegetable waste or residue produced or accumulated from the preparation, processing, handling or consumption of foodstuff. See “Food Waste”.

(50) “Generator” means any Person whose act or process produces Solid Waste or targeted Recyclable Materials or whose act first causes Solid Waste or targeted Recyclable Materials to become subject to regulation.

(51) “Green Waste” means a biodegradable waste that can be comprised of landscaping waste from gardens, lawns or parks, including pine needles, leaves, grass clippings, flower or plant cuttings or branches, hedge trimmings and similar plant materials. Green Waste does not include food material, Municipal Solid Waste, wood containing, or painted with

lead-based paint, wood preservatives, or mixed demolition waste. For the purposes of this ordinance, Green Waste shall be divided into the following two categories:

- (i) "Woody Green Waste" is a Green Waste that has a high energy potential and which may be used as a source for conversion into fuel or electricity, i.e. woody debris such as dry pine cones, brush and tree trunks, limbs and branches.
- (ii) "Non-Woody Green Waste" is a Green Waste that has a low energy potential such as pine needles, garden waste, leaves, green pine cones, weeds and grass clippings.

In addition, Green Waste may be characterized in one of the two following terms:

- (iii) "Processed Green Waste" which means Green Waste subjected to chipping, grinding, or other mechanized treatment, or
- (iv) "Unprocessed Green Waste" which means Green Waste not subjected to chipping, grinding, or other mechanized treatment.

(52) "Hazardous Substance" means any of the following:

- (i) Any substances defined, regulated or listed (directly or by reference) as "Hazardous Substances", "hazardous materials", "Hazardous Wastes", "toxic waste", "Biological Waste", "Medical Waste", "pollutant" or "toxic substances" or similarly identified as hazardous to human health or the environment, in or pursuant to the laws referred to in Section 6-10.103 (P), and:
 - (aa) the *Hazardous Materials Transportation Act, 49 USC §1802, et seq.*;
 - (ab) *California Health and Safety Code §§25115-25117, 25249.8, 25281 and 25316*;
 - (ac) the *California Code of Regulations, Title 22, Division 4.5, Chapter 11 et seq.*:
 - (ad) the *Clean Air Act, 42 USC §7901 et seq.*; and
 - (ae) the *California Water Code §13050*; or
- (ii) Any amendments, rules or regulations promulgated thereunder to such numerated statutes or acts currently existing or hereafter enacted; and
- (iii) Any other hazardous or toxic substance or material such as a chemical, acid, base, oxidizer, paint, stain, adhesive, tar, petroleum distillate, or any waste or pollutant identified as hazardous or toxic or regulated under any other applicable federal, State or local Environmental Laws currently existing or hereinafter enacted, including, without limitation, household Hazardous Waste, friable asbestos, polychlorinated biphenyl's ("PCBs"), petroleum, natural gas and synthetic fuel products, and by-products.

(53) "Hazardous Waste" means all substances defined as Hazardous Waste, acutely Hazardous Waste, or extremely Hazardous Waste by the *State in Health and Safety Code §25110.02*.

§25115, and §25117 or in any future amendments to or recodifications of such statutes or identified and listed as Hazardous Waste by the US Environmental Protection County (EPA), pursuant to the Federal Resource Conservation and Recovery Act (42 USC §6901 et seq.), all future amendments thereto, and all rules and regulations promulgated thereunder.

- (54) “Holiday” or “Holidays” means New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day.
- (55) “Holiday Schedule” means the modified service schedule for the days following a Holiday. If a Holiday falls on Monday, Tuesday, Wednesday, Thursday or Friday, the service is provided the immediately following day, unless previously noticed otherwise in a publication of general circulation.
- (56) “Household Batteries” means disposable or rechargeable dry cells (e.g., A, AA, AAA, B, C, D, 9-volt, button-type) commonly used as power sources for household or consumer products including, but not limited to, nickel-cadmium, nickel metal hydride, alkaline, mercury, mercuric oxide, silver oxide, zinc oxide, nickel-zinc, nickel iron, lithium, lithium ion, magnesium, manganese, and carbon-zinc batteries, but excluding automotive lead acid batteries.
- (57) “Household Hazardous Waste” means Hazardous Waste as defined above, generated at Residential Premises. Household Hazardous Waste does not include those items defined below as Targeted Recyclable Materials.
- (58) “Infectious Waste” means biomedical waste generated at hospitals, public or private medical clinics, dental offices, research laboratories, pharmaceutical industries, blood banks, mortuaries, veterinary Facilities, and other similar establishments that are identified in State Health and Safety Code Section 25117.5.
- (59) “LEA” means the Local Enforcement Agency, as certified by CalRecycle. In Plumas County, the LEA role is filled by a member of the Department of Environmental Health. LEA responsibilities include oversight (inspection) of the operation of Solid Waste Facilities, storage and transportation of Solid Wastes by the Contractor(s).
- (60) “Major Appliances” means any device including, but not limited to, washing machines, clothes dryer, hot water heaters, dehumidifiers, conventional ovens, microwave ovens, stoves, refrigerators, freezers, air-conditioners, trash compactors, and Residential furnaces discarded by Customers. Major Appliances are commonly referred to as White Goods.
- (61) “Materials Recovery Facility” means a permitted Facility where Solid Waste, targeted Recyclable Materials, and other materials are processed, sorted or separated for the purposes of recovering reusable or Targeted Recyclable Materials.
- (62) “Medical Waste” means waste generated in a health care setting for the care of humans or animals. These include, but are not limited to sharps, blood products, Containers and equipment containing blood as a fluid.
- (63) “Multi-Family,” “Multi-Family Dwelling” or “MFD” means an individual Residential Premises in a Multi-Family Residential Complex.

- (64) "Multi-Family Residential Complex" means the building(s) containing three (3) or more individual Residential Premises.
- (65) "Municipal Solid Waste" (MSW), commonly known as trash or Garbage, means a broad Waste Type that includes predominantly household waste (domestic waste or Garbage) and organic materials or Rubbish, in either solid or semisolid form. The federal and/or State governments regulate items that are to be excluded from the MSW stream.
- (66) "MSW" means Municipal Solid Waste.
- (67) "Occupant" means the Person in possession or control of the Premises, such as the lessee, licensee, manager, custodian, or caretaker.
- (68) "Operator" means "Contractor."
- (69) "Organic Waste" means animal or vegetable waste which can be broken down into its base compounds by micro-organisms and other living things.
- (70) "Other Recyclable Material" means a subset of Recyclable Materials that are Collected which include, but are not limited to: Household Batteries, Cell Phones, Used Motor Oil, Used Motor Oil filters, Bulky Items that are recycled, Major Appliances, E-Waste, and U-Waste. The purpose of differentiating Other Recyclable Material is to describe a category used to calculate the Overall Diversion Level.
- (71) "Overage" means the amount of Solid Waste placed in or adjacent to a Collection Container that is in excess of the Container capacity.
- (72) "Overall Diversion Level" means the total weight of all Recyclable Materials Collected (diverted from landfill disposal) by the Contractor(s) divided by the total weight of all materials, including Recyclable Materials, Collected by the Contractor(s) in a calendar year.
- (73) "Owner" means the Person having dominion of or title to the Premises.
- (74) "Person" means any individual, firm, corporation, association, group, or combination and the plural as well as the singular.
- (75) "Pharmaceutical Waste" means a waste generated from prescription or over-the-counter human or veterinary drugs.
- (76) "Plumas County Integrated Waste Management Task Force" or "PCIWMTF" means an advisory committee appointed by the Plumas County Board of Supervisors to advise them on Solid Waste management matters.
- (77) "Plumas County Solid Waste Plan" means, Collectively, the documents portraying the procedures by which Solid Waste and Recyclable Materials are Collected, stored, processed and transported in Plumas County and to their ultimate Disposal Sites, which documents include, but are not limited to Section 6-10 of the Plumas County Code, the Plumas County Integrated Solid Waste Management Plan, the current franchise Agreement(s) between Plumas County and its franchise Contractor(s) and all amendments thereto, and all applicable State and Federal law.

(78) "Premise or Premises" shall mean the following:

- (i) *Residential unit.* A parcel of real property, located in the unincorporated area of the County, upon which is situated any dwelling house or other place of human habitation, including each unit of a multiple occupancy up to and including four (4) separate living units.
- (ii) *Commercial unit.* A parcel of real estate upon which is conducted any business, occupation, or activity which results in the production or accumulation of refuse. Five (5) or more separate living units at one location shall constitute a Commercial enterprise.

(79) "Public Works" means the Solid Waste Division of the Plumas County Department of Public Works or its Director (see "Administrator")

(80) "Qualified Generator" means a Commercial Generator of Solid Waste and/or targeted Recyclable Materials who generates four (4) cubic yards (CY) of combined Solid Waste and/or targeted Recyclable Materials who is subject to the provisions of the Mandatory Commercial Recycling Law.

(81) "Rates" means the monetary amounts to be charged a Customer by the Contractor(s) for providing Collection of Solid Waste, Recyclable Materials and other materials.

(82) "Recycling" means the process of sorting, cleansing, treating and reconstituting materials that would otherwise be disposed of at a landfill for the purpose of returning such materials to the economy in the form of raw materials for new, reused or reconstituted products. The term "Recycling" shall be construed to include both Residential and Commercial recyclable material handling.

(83) "Refuse" means Solid Waste that has been placed by the Generator in a Contractor- or owner-provided Container for Collection and Disposal. Refuse excludes Source-Separated Targeted Recyclable Materials and Unpermitted Materials.

(84) "Recyclable Containers" means food and beverage packaging receptacles including but not limited to packaging that has California redemption value.

(85) "Recyclable Materials" or "Recyclables" means those Discarded Materials that can be reused, remanufactured, reconstituted, or recycled. See "Targeted Recyclable Materials".

(86) "Residential" means of, from, or pertaining to Single-Family Dwellings, and Multi-Family Residential complexes, including Single-Family homes, apartments, condominiums, townhouse complexes, mobile home parks, cooperative apartments, and yacht harbors and marinas where residents live aboard boats.

(87) "Residential Diversion Level" means the sum of all Residential Recyclable Materials Collected and diverted by the Contractor(s) divided by the sum of all Residential materials Collected by the Contractor(s).

(88) "Residential Premises" means individual dwelling units such as Single-Family Dwelling units, Multi-Family Dwelling units (such as townhouses, apartments, and condominiums), mobile home park dwelling units, cooperative apartments, and dwelling units at yacht harbors and marinas where residents live aboard boats.

- (89) "Residential Property" means property used for Residential purposes.
- (90) "Residential Recyclable Materials" means Targeted Recyclable Materials Collected from both Single-Family Dwelling Customers and Multi-Family Residential Complexes.
- (91) "Rubbish" means non-putrescible waste or discarded or abandoned material, including, but not limited to paper, cardboard, rugs, rags, clothing, straw, wood, crockery, glass, rubber, metal, plastic and construction debris (C&D), and in the context of this Section, means Solid Waste that is the subject of Collection services by a franchise contractor.
- (92) "Self-Haul" means the act of hauling Solid Waste and/or Recyclable Materials to a Designated Transfer Facility by the Generator of such Solid Waste and/or recyclable materials, using their own Personnel and equipment. .
- (93) "Service Area" means the area within, and, if applicable, outside the County's jurisdictional boundaries with respect to which the County exercises franchising authority for the Collection of Solid Waste, Targeted Recyclable Materials or other materials pursuant to the Agreement(s).
- (94) "Service Day" means Monday through Sunday excluding Holidays.
- (95) "Service Sector" means Collection services for each of the following types of services: Single-Family; Multi-Family; and Commercial Facilities. .
- (96) "Single-Family," "Single-Family Dwelling," or "SFD" means a Premise used as a Residential dwelling and includes each unit of a duplex, at which there are no more than two dwelling units where individual Solid Waste and Targeted Recyclable Materials Collection is provided separately to each dwelling unit.
- (97) "Single-Stream Targeted Recyclable Materials" means Targeted Recyclable Materials which have been Commingled by the Generator and placed in a Container for the purposes of Collection.
- (98) "Solid Waste" means all putrescible and non-putrescible solid, semisolid, and liquid wastes (commonly called, but not limited to Garbage, Rubbish, trash, C & D, and green waste) as defined in *California Public Resources Code* Section 40191. Solid Waste does not include abandoned vehicles and parts thereof, Hazardous Waste, Infectious Waste or low-level radioactive waste, Medical Waste, Universal Waste or source separated Targeted Recyclable Materials.
- (99) "Solid Waste Collector" means a Person, including their agents and employees, who Collects or transports Solid Waste under authority granted by the Board. See "Franchisee" and "Contractor".
- (100) "Solid Waste Permit" means a permit issued by Plumas County authorizing the Collection and/or transport of a particular waste product for a limited time, for which the Collection and/or transport is not readily available by a Plumas County franchise Contractor. See Section 6-10.203.
- (101) "Source Separated" means materials which otherwise would become Solid Waste, but have been segregated by the Generator, such as Targeted Recyclable Materials, for the purpose of reuse, Recycling, or Composting, to be Collected by the Contractor(s) or others.

(102) “Special Handling Service” means the provision of Collection service to a SFD in the rear or side of the Premises. Customers eligible for this service include only those that submit documentation (e.g., a form signed by a doctor) of their inability to perform the generally applicable Curbside Collection set-out requirements.

(103) “Specialty Recyclable or Reusable Material” means Recyclable Materials that are not Targeted Recyclable Materials but that may be Collected for purposes of Recycling by any Person operating in accordance with the *Plumas County Code*. Such specialty recyclable or reusable materials include, but are not limited to, scrap metal weighing more than ten (10) pounds, pallets, plastic film, and reusable furniture.

(104) “Spills of Discarded Materials” means any Solid Waste or Targeted Recyclable Materials spilled or left at established Collection sites by the Contractor(s) after Collection, other than small particles of grass clippings and leaves of the size and volume which may be left behind that may be Collected by regular street sweeping operations.

(105) “State” means the State of California, and in the context of this ordinance, the California Department of Resources, Recycling and Recovery (See “CalRecycle”).

(106) “Subcontractor” means a Person who has entered into a contract with the Contractor(s) for the performance of work that is necessary for the Contractor(s)’ fulfillment of their obligations under the Agreement(s).

(107) “Subscription Collection Route Area” means that area within the Solid Waste franchise Contractor’s Franchise Area that Curbside Collection is offered.

(108) “Targeted Recyclable Materials” means a subset of Recyclable Materials accepted at Plumas County’s Transfer Stations and/or Recycling centers that includes a variety of paper products, metals and empty food and beverage Containers, i.e. newspapers (including inserts, coupons, and store advertisements); mixed paper (including office paper, computer paper, magazines, junk mail, catalogs, brown paper bags, paperboard, paper egg Cartons, telephone books, books, colored paper, construction paper, envelopes, legal pad backings, shoe boxes, cereal and other similar food boxes); corrugated cardboard; paper milk and juice Cartons; glass Containers of any color (including brown, blue, clear, and green); aluminum (including food and beverage Containers, foil and small pieces of scrap aluminum); small pieces of scrap metal weighing less than ten (10) pounds that fit into the Targeted Recyclable Materials Collection Container (excluding chain, cable, wire, banding, hand tools, and automotive parts); steel, tin or bi-metal Containers; plastic Containers (i.e., all plastic Containers and bags stamped with the Society for the Plastics Industry (SPI) code #1 through #7; and plastic Containers and bags that are not stamped but clearly can be identified as PET, HDPE, polypropylene), and all other similar items that are mutually agreed upon by the County and the Contractor(s). For single-family and Multi-Family Dwellings, targeted Recyclable Materials also include Used Motor Oil, Used Motor Oil Filters, antifreeze, Household Batteries, Cell Phones and e-waste such as televisions and other consumer electronics, which are accepted separately from Commingled recyclables.

Items that will not be accepted at Plumas County’s Transfer Stations and/or Recycling centers as Targeted Recyclable Materials include materials that are in bags, boxes or other Containers (even if containing Recyclable Materials), microwave trays, mirrors, window or auto glass, light bulbs of any kind, ceramics, porcelain, plastic bags, unnumbered plastic Containers that cannot be identified as PET, HDPE or polypropylene, coat hangers, glass cookware or ovenware, household items such as

cooking pots or toasters, wet fibers or fibers containing or having been in contact with food debris, any recyclable or piece of a recyclable less than 2" in its largest dimension, or materials that:

- (a) pose a hazard to the public, or
- (b) contain deleterious chemicals or substances or have other hazardous properties that are capable of causing material damage to Solid Waste Collection Containers or equipment, or
- (c) may materially impair the strength or durability of Solid Waste Collection Containers or equipment.

(109) "Tire Amnesty Program" means the periodic tire Collection program funded by CalRecycle and administered by the County.

(110) "Ton" or "Tonnage" means a unit of measure for weight equivalent to 2,000 pounds where each pound contains 16 ounces.

(111) "Transfer Station" means a Facility where the public may unload Solid Waste that is primarily used for the purpose of transferring Solid Waste from private and franchise Contractor-owned Collection vehicles to transfer vehicles to more efficiently transport Solid Waste to the Disposal Site. See also "Designated Transfer Facility" and "Self-Haul")

(112) "Universal Waste," or "U-Waste," means all wastes defined by Title 22, Subsections 66273.1 through 66273.9 of the *California Code of Regulations*. These include, but are not limited to, empty aerosol Cans, batteries, fluorescent light bulbs or lamps, mercury switches or other mercury-containing equipment, and cathode ray tubes and cathode ray tube glass. U-waste does not include those items defined herein as Targeted Recyclable Materials.

(113) "Unpermitted Materials" mean wastes or other materials that the Designated Transfer Facility is not permitted to receive, including Hazardous Waste, Infectious Waste and Hazardous Substances.

(114) "Used Motor Oil" means Used Motor Oil from automobiles and other light duty vehicles intended for Personal use which is removed from cars at a Residential Premises and not as a part of a for-profit or other business activity.

(115) "Used Motor Oil Filter" means a Used Motor Oil Filter from automobiles and other light duty vehicles intended for Personal use which is removed from the vehicle at a Residential Premises and not as a part of a for-profit or other business activity.

(116) "Venue" means a permanent Facility that during any year seats or serves an average of more than 2,000 individuals per day of operation. All Persons attending the Event and those working at it, including volunteers, are included in this number.

(117) "Waste Type" means listings (categories of waste) that are created by federal and State agencies, but for purposes of the Agreement(s), the *Plumas County Solid Waste Plan* identifies the following Waste Types:

- Municipal Solid Waste
- Household Hazardous Waste

- Tire Waste
- White Goods
- Building and Demolition Debris (see “C and D”)
- Medical Waste
- e-Waste
- Bulky Waste
- Commercial Waste
- Pharmaceutical Waste
- Green Waste
- Universal Waste

(118) “Weekly Collection Service” means Collection service that is scheduled in advance on a day or days from Monday through Friday and provided once-per-week on the same day or days each week.

(119) “White Goods” means “Major Appliances.”

(b) The program-specific definitions listed above are intended to work in concert with the Agreement-specific definitions found in Attachment “A” of the current Solid Waste Agreement(s). In the event of a conflict between the definition of terms found in this Section and those found in the Solid Waste Agreement(s) between Plumas County and its Solid Waste franchise Contractors, the definitions listed herein shall prevail.

Sec. 6-10.104 Depositing Solid Waste; Littering.

(a) No Owner or Occupant shall abandon, dump, bury, or otherwise dispose of any Solid Waste or allow any other Person to dispose of Solid Waste upon Premises other than a County-designated ultimate Disposal Site or Transfer Station site during the site's business hours; provided, however, that:

- (1) Building materials may be kept on Premises during a period of active construction, reconstruction, or repair of a building or structure thereon under a valid building permit; and
- (2) Wood may be kept neatly piled upon Premises for household use; and
- (3) Residential (household) Solid Waste may be Composted in a manner approved by Environmental Health.
- (4) Clean Recyclable Materials may be stored on the Premises, provided storage of same does not create odors, attract vectors or cause other nuisance conditions.

(b) No Person shall cause to be thrown, deposited, or abandoned any Solid Waste material on any public property, public right-of-way, watercourse, bank of any watercourse, or on the Premises of any other Person, except at County-designated Disposal Sites or Transfer Station sites.

Sec. 6-10.105 Removal of Solid Waste.

(a) Residential. The Owner or Occupant of an occupied dwelling, house, or residence, excluding Commercial establishments, shall remove, or have a Solid Waste Collector remove, Solid Waste from the Premises at least once each week; except for Solid Waste Composted on-site in a manner approved by Environmental Health. Environmental Health, by special order, may require more frequent removal in specific circumstances threatening health and safety.

(b) Commercial.

- (1) The Owner or Occupant of any Commercial, industrial, or other business establishment conducting a business, occupation or Commercial activity on the Premises shall have a

Solid Waste Collector exclusively remove Solid Waste from the Premises at least once each week.

- (2) A hotel, restaurant, boardinghouse, or other Food Waste or Garbage-producing business shall have the Collector remove such Food Waste or Garbage at least twice each week. Environmental Health, by special order, may require more frequent removal in specific circumstances threatening health and safety. Food Waste or Garbage may be given as animal feed to the Owners or caretakers of animals that can consume such material prior to Collection by a franchise Contractor.
- (3) The Owner or Occupant shall deal directly with a Solid Waste Collector for Collection and Disposal arrangements. Unless expressly permitted by the franchise Contractor, Commercial Customers shall not be permitted to haul Solid Waste generated on the Premises to any Transfer Station or place of ultimate Disposal, excepting those Commercial, industrial or other businesses described in Section 6-10.105 (b) (4).
- (4) The Owner or Occupant of any Commercial, industrial or other business establishment conducting a business that is not conducted on the Premises of the Owner, particularly those enterprises conducting the business of building construction, remodeling or demolition, shall be authorized to remove such Solid Waste, including C & D generated through the prosecution of such business, occupation or activity to an authorized Disposal Facility within the Franchise Area where such Solid Waste was generated in the County. Construction & demolition debris may be stored at the Premises during a period of active construction, reconstruction, repair, remodeling or demolition of a building or buildings that are legally permitted by the Plumas County Department of Planning and Building Services. Removal and Disposal of such Solid Waste must be completed within thirty (30) calendar days from the completion of the work, and such removal and Disposal may be performed by the Owner or the Occupant of the Premises where the work is taking place, a licensed Contractor under contract to prosecute such construction, reconstruction, repair, remodeling or demolition work with their own Personnel and equipment, or an authorized Solid Waste Collector. No other Persons are authorized to remove or dispose of such Solid Waste. Such removal shall be subject to the minimum Recycling or re-use requirements of this Section, if any.

Sec. 6-10.106 Special Arrangements for Solid Waste Removal. The Owner or Occupant of any Premises, or two (2) or more such Persons acting jointly, may request the Administrator to approve a plan whereby special arrangements are made for effective and efficient Solid Waste removal. The proposed plan shall include a statement of the expected charges and such other comments as the Solid Waste Collector whose services will be utilized considers appropriate.

Sec. 6-10.107 Transporting Solid Waste.

- (a) Solid Waste hauled anywhere in the County shall be securely tied or covered. No Person shall allow Solid Waste to leak, spill, blow off, or drop from any vehicle at any time.
- (b) No Person shall import Solid Waste into the County or export Solid Waste from the County for the purpose of Disposal, without specific authorization from the Administrator or the Plumas County Board of Supervisors.

Sec. 6-10.108 Disposal of Solid Waste.

- (a) Solid Waste generated in Plumas County shall be:

- (1) Disposed of by the Generator of such Solid Waste only at authorized Solid Waste Transfer Stations, authorized Recycling Centers or a County landfill within Plumas County, or
- (2) Collected for Disposal by an authorized Solid Waste Collector, or
- (3) Disposed of under the authority of a valid and current Solid Waste Permit, as described in Sections 6-10.203 and 6-10.205.

(b) The types of Solid Waste that may be disposed of by the methods described in Section 6-10.108 (a) (1) and Section 6-10.108 (a) (2) include:

- (1) Municipal Solid Waste (MSW)
- (2) Targeted Recyclable Materials
- (3) Green Waste
- (4) Construction and Demolition Debris (C&D)
- (5) Universal Waste (U-Waste)
- (6) Electronic Waste (E-waste)

all as defined in Section 6-10.103. Only those types of waste which are eligible for Disposal under Section 6-10.203 may be disposed of under a Solid Waste Permit.

(c) The types of Solid Waste that may not be disposed of by either of the methods described in Section 6-10.108 (a) (1) or Section 6-10.108 (a) (2) include:

- (1) Hazardous Substances or waste of any kind, or
- (2) Medical waste

all as defined in Section 6-10.103.

Sec. 6-10.109 Containers. No Owner or Occupant shall fail or neglect to provide a sufficient number of standard Containers, waste-wheelers (Carts or totes) or Bins for holding, without leakage or the escape of odors, all Solid Waste produced or accumulated upon any Premises. All Solid Waste shall be deposited in such Containers. Containers shall be at all times kept in useful and sanitary condition. Containers shall at all times be closed against the access of flies, rodents, and other animals. Garbage, Rubbish, and garden refuse may be deposited in the same Container.

- (a) Privately-owned Containers shall not exceed thirty-three (33) gallons in volume and shall not exceed forty (40) pounds in weight when filled for removal.
- (b) Solid Waste Collector-owned waste-wheelers (Carts or totes) or Bins may be used in lieu of privately-owned Containers, and shall have the capability of being emptied using truck-mounted mechanical assist. Such waste-wheelers (Carts or totes) or Bins shall be of a size approved by the Administrator as being adequate for the particular use or occupancy of the Premises using the waste-wheelers (Carts or totes) or Bins.

- (c) The Owner or Occupant of the Premises at all times shall keep all Containers, waste-wheelers (Carts or totes) or Bins closed, in good condition, identified as to Ownership, emptied on a regular schedule as described in Section 6-10.105, and in compliance with the weight limitations established by the Administrator.
- (d) Owners or Occupants responsible for Containers in areas of Plumas County that have experienced intrusion by scavenging wildlife, particularly bears, shall take all precautions necessary to prevent such intrusion, including, but not limited to:
 - (1) Setting out Containers on the same day as scheduled Collection.
 - (2) Storing Containers inside of structures that are sufficiently secure to keep wildlife from entering.
 - (3) Ensuring that all Containers are completely and securely covered while awaiting Collection.
- (d) Repeated preventable instances of scavenging by wildlife that have been reported to Public Works or Environmental Health shall be administered in the following manner:
 - (1) After the first reported instance, the Owners or Occupants responsible for such Containers shall be contacted by either Public Works or Environmental Health and counseled on the proper storage and setting-out procedures that will alleviate wildlife scavenging.
 - (2) After a second reported instance within a 12 month period of the first report, the Owners or Occupants responsible for such Containers shall be cited for a violation of this Chapter in accordance with Section 6-10.409.
 - (3) Any subsequent instance reported within a 12 month period of the second report may result in the installation of “bear-proof” Containers at the Customer’s expense.

Sec. 6-10.110 Prohibited Locations of Containers. Solid Waste Containers or garden refuse bundles shall not be placed or allowed to remain in or on any street or alley right-of-way or in any unsightly location.

Sec. 6-10.111 Containers and Bins: Inspections and Tagging for Violations. The Administrator, or their agents, at their discretion and at any time, may inspect or cause to be inspected Solid Waste Containers or Bins. The determination of the Administrator of the condition of such Containers and Bins shall be final, and violations shall be tagged.

Sec. 6-10.112 Beneficial Use of Solid Waste. Notwithstanding the provisions of this Chapter, non-hazardous Solid Waste may be used for soil improvement, Recycling, or other beneficial purposes provided such use complies with this Chapter and all other laws.

Sec. 6-10.113 Recycling: Residential & Small Business, Commercial, Public Venues & Events. Most Recycling in the unincorporated portion of Plumas County falls within one of the following four (4) classifications, and shall be dealt with as follows:

- (a) Residential and Small Businesses. Residential Premises and small businesses may Self-Haul source-separated or Commingled recyclables to a Transfer Station or other authorized Recycling Collection center that accepts Recyclable Materials.

(b) Commercial.

- (1) Commercial Recycling shall be mandatory for businesses, schools and other public entities - “Qualified Generators” as described in Section 6-10.103(78) - generating four (4) cubic yards of Solid Waste per week in any week or weeks of the year, and for multi-family Residential complexes or buildings of five living units or more, regardless of the amount of waste generated, in accordance with the State’s Mandatory Commercial Recycling Law AB 341 (Chesbro), which is now Chapter 476, Statutes of 2011 of the *Public Resources Code*. Recyclable Materials shall be placed in dedicated Bin(s) or Container(s) clearly marked “Recycling” for Collection.
- (2) Qualified Generators may also “Self-Haul” their recyclables to a Transfer Station in Plumas County, where a receipt shall be issued therefor that will constitute proof of compliance with the law.
- (3) Each Qualified Generator shall be responsible for ensuring and demonstrating their compliance with the requirements of this ordinance. Each Qualified Generator shall:
 - (i) Source separate Recyclable Materials from Solid Waste, and
 - (aa) Subscribe to a basic Recycling Collection service with a Solid Waste franchise Contractor, or
 - (ab) Complete and retain on-site a Self-Hauling form certifying that all Self-Hauling activities will be completed in accordance with this ordinance or other Applicable Law or regulation, a copy of which shall be available to the Administrator upon request.
 - (ii) Use Containers to Collect and store Recyclable Materials and shall designate areas to Collect and/or store Recyclable Materials.
 - (iii) Prominently post and maintain one or more signs in maintenance or work areas, or common areas where Recyclable Materials are Collected and/or stored that:
 - (aa) Specify the materials to be source-separated
 - (ab) Delineate Collection procedures
 - (ac) Prohibit scavenging for such materials.
 - (iv) Notify and instruct employees in writing of applicable source-separation requirements, including outreach and training on what materials are required to be Source Separated and how to source-separate such material. A copy of such instruction or training materials shall be provided to the Administrator or their designee upon request.
 - (v) Place all Recyclable Materials in covered Containers or in a covered area conforming to the following requirements:
 - (aa) No Container shall be overloaded beyond its capacity.
 - (ab) The Containers used for the Collection and storage of Recyclable Materials generated on their Premises shall be maintained in a clean and sanitary condition.

- (ac) No material or Containers shall be kept or handled in such a manner as to become a nuisance.
- (ad) No putrescible materials shall be Commingled with the recyclables.
- (ae) No Recyclable Materials shall be allowed to become odoriferous or a producer of vermin.
- (af) Lids on Containers shall remain closed at all times while stored or placed for Collection.
- (ag) Unwaxed cardboard need not be placed in a Container, but must be flattened and stacked, unless the volume of such flattened material ordinarily exceeds 27 cubic feet (1 cubic yard) on a bi-weekly basis.
- (ah) The Administrator is specifically authorized to promulgate rules and regulations regarding the use of any and all Recyclable Materials Containers, including the Recyclable Materials to be placed therein, the placement and maximum weight of high-density materials for Collection, and the proper use of said Containers.
- (vi) Ensure that Recyclable Materials generated at their site will be taken only to a Recycling or Composting Facility, or make other arrangements to make sure that the materials are recycled or Composted, and not delivered to a Transfer Station or landfill for Disposal. They shall not dispose of, or make arrangements to dispose of Recyclable Materials by placement in a Transfer Station or landfill except in an emergency situation, or when no viable markets or Recycling Facilities are available, as determine by the Administrator. Further, all Qualified Generators are hereby encouraged to consider the Recycling of additional materials, whether or not they have been designated by the Administrator if, under the terms of the franchise Agreement, such materials are accepted by the franchise Contractor as Recyclable Materials.
- (vii) Make the Recycling Service Agreement and any other Recycling documents available for inspection by the Administrator or designee at the principle location of the Qualified Generator's business, Commercial Facility, special Event, Multi-Family housing unit or non-Residential Property during normal business hours.

(4) No franchise Contractor shall be held liable for the failure of its Customers to comply with such regulations, unless such liability is specified in the franchise Agreement between the Contractor and the County.

(5) Subject to approval by the Administrator and the PCIWMTF, the following shall be exempt from the requirements of this Section:

- (i) The State of California, a special district or other local public agency other than the County of Plumas, as defined, or any employee thereof, when Collecting or transporting Recyclable Materials produced by an operation or system of a franchise Contractor who is under contract with the County of Plumas.
- (ii) Municipal corporations and governmental agencies other than the County of Plumas using their own vehicles, and employees engaged in the Collection,

transportation or Disposal of Recyclable Materials within the boundaries of the franchise services areas in Plumas County.

- (iii) A Generator shall not be deemed a Qualified Generator unless they meet the following requirements:
 - (aa) They must operate a Multi-Family Residential Facility of five (5) units or more, using common Collection Container(s) within a Plumas County contract Service Area, or
 - (ab) They must operate a Commercial business or institutional Facility generating four (4) cubic yards (CY) or more of combined Solid Waste and Recyclable Materials per week within a Plumas County contract Service Area.
- (iv) An otherwise Qualified Generator can demonstrate that there is no Collection service available or other system available.
- (v) An otherwise Qualified Generator can demonstrate that there are no recyclable materials being generated by any activities in the Generator's business.
- (vi) An otherwise Qualified Generator can demonstrate that there is no space available on the Premises for Recyclable Materials Containers.
- (vii) An otherwise Qualified Generator can demonstrate that there is no viable market or that there are no Recycling Facilities for the recyclable material generated at their place of business, public Facility or Multi-Family Residential housing complex.

In order to receive an exemption based upon the foregoing subsections (i) through (vii), the Generator must file an application with the Department of Public Works on a form prescribed by the Administrator. After reviewing the exemption request, and after an on-site review, the Administrator shall either approve or disapprove the exemption.

- (c) Public Venues. Parks, sidewalks, public parking lots and other such public gathering places shall have an equal number of waste and dedicated Recycling receptacles in sufficient quantity and in good operating condition. Agencies responsible for the administration and maintenance of such public Venues shall ensure that Solid Waste and Recyclable Materials removal is done in a timely fashion.
- (d) Events.
 - (1) The responsible party for Events held in Plumas County that will have an anticipated total attendance greater than two thousand (2,000) Persons, including all employees, volunteers, Contractors, Customers and attendees of the Event where Solid Waste and/or Recyclable Materials will be generated, either indoors or outdoors, shall complete and submit a "**Plumas County Event Waste & Recycling Plan**" no later than thirty (30) working days prior to the first day of the Event. This Plan shall provide, at a minimum:
 - (i) The name, type of Event, dates and location(s) of the Event,
 - (ii) The sponsor and responsible party for the Event, along with their mailing addresses, telephone numbers and any other contact information available,

- (iii) The expected number of employees, volunteers, Contractors, Customers and attendees of the Event,
- (iv) The Disposal destination for Solid Waste and Recyclable Materials generated at the Event,
- (v) The number and size of Solid Waste and Recyclable Materials Disposal Containers to be used at the Event,
- (vi) And the estimated types and volumes (in cubic yards) of the Recyclable Materials expected to be generated at the Event.

(2) The Plan shall be filed with the Plumas County Department of Public Works Solid Waste Division or with the Owner of such indoor or outdoor Venue(s), who shall forward a copy of the Plan to the Plumas County Department of Public Works Solid Waste Division, together with proof of contract with an approved waste hauler for the Event, if required. No permit(s) or contract(s) shall be issued for the occurrence of indoor or outdoor Events on public or private property until the Plan has been reviewed and approved.

(3) Owners of public and private Venues where Events are to be held in the County shall cooperate with Event organizers to ensure that sufficient numbers of waste and dedicated Recycling receptacles in good operating condition are available for Events. The number of Recyclable Materials Containers shall equal or exceed the number of Solid Waste receptacles. Recyclable Materials Containers and Solid Waste receptacles shall be paired together, or placed as close together as possible. The Disposal of waste and recyclables generated at such Events shall be done in a timely fashion.

(4) All of the receptacles must have appropriate signage and be color coded to identify the type of refuse to be deposited within, and meet any other additional design criteria established by the Administrator.

(5) The Event coordinator must provide at least one separate Container for recyclables and trash for use by Customers and visitors. Multiple food vendors that provide disposable food service ware and share a common eating area may share an appropriate number of Containers for recyclables and trash for convenient use by Customers and visitors, or have common access to such Containers, which shall be located within a reasonable proximity to the vendors.

(6) The types of receptacles for Recyclable Materials shall include, at a minimum, receptacles for glass bottles and jars (or glass and plastic), cans, and Commingled recyclables, which shall include plastic Containers, glass bottles and jars, clean paper, non-waxed cardboard and metals.

(7) The responsible Person shall ensure that the Recyclable Materials deposited into the Recycling receptacles are Self-Hauled to a Recycling Facility or picked up for transport by a franchise Contractor within seven (7) calendar days.

Sec. 6-10.114 *Recycling Services.* The Recycling services provided by the franchise Contractor to Qualified Generators shall include, at a minimum, all of the following:

(a) Collection of Recyclable Materials at a minimum of two (2) times each month, or more as specified in the franchise contract.

- (b) Collection of recyclables as identified in the franchise Agreement.
- (c) Utilization of Recycling Containers which comply with franchise contract standards.
- (d) Appropriate signage on all Recycling Containers which allows Customers to clearly and easily identify which Containers to use for recyclables or trash and be color-coded (blue or a contrasting color from trash for recyclables, green or any other single color for trash).
- (e) Occupant Education: For Multi-Family Facilities, the manager or other responsible party shall provide Occupants with the following information about Recycling and Recycling services:
 - (1) Information and instructions upon occupancy, including the types of recyclable materials accepted, the location of Recycling Containers and the Occupant's responsibility to recycle pursuant to this Chapter. This information shall be distributed to all Occupants annually.
 - (2) Updated information and instructions upon any change in the Recycling service.
- (f) The Occupant Education Program required by this Section shall be subject to review and approval by the Plumas County Integrated Waste Management Task Force (PCIWMTF) within ninety (90) days of the effective date of this ordinance and every three (3) years thereafter. Any dispute that cannot be resolved by the Administrator or the PCIWMTF regarding the requirements of this Section shall be heard and resolved by the Plumas County Board of Supervisors.
- (g) Franchise Contractors shall not take a Customer's Recyclable Materials to a Transfer Station or landfill for Disposal. Such materials shall be taken to a Recycling Facility. Franchise Contractors shall maintain a copy of a service Agreement and/or receipts documenting that Recyclable Materials generated by the Qualified Generator have been properly delivered, as well as any documentation evidencing an Event of ***force majeure*** which prevented the proper delivery of same. Such documents shall be available for inspection by the Administrator at the principle place of business during normal business hours and maintained for not less than three (3) years.

Sec. 6-10.115 *Redemption or “Buy-Back” Recycling Services.* Plumas County and its Solid Waste franchise Contractor(s) recognize that the provision of “Buy-Back” Recycling of beverage Containers marked with the appropriate California Redemption Value (CRV) symbol is an integral part of Plumas County’s overall Solid Waste management plan. The parties are also aware that other Recycling Contractors have, from time to time, established Buy-Back Facilities in Plumas County in accordance with the *California Beverage Container and Litter Reduction Act* as described in Section 14500, et seq. of the California Public Resources Code (PRC) upon certification by the State, but without the need to acquire a franchise Agreement or operating permit with Plumas County. Nonetheless, Plumas County may establish, and hereby does establish a requirement that Plumas County’s Solid Waste franchise Contractor(s) shall provide such redemption services for Customers who Self-Haul their CRV Recyclable Materials to a redemption Facility operated by the franchise Contractor(s) within their Service Area in the following population centers of Plumas County, where such redemption Facilities are not offered by other Recycling Contractors:

- (a) Chester - Lake Almanor Basin
- (b) Greenville - Indian Valley
- (c) Quincy – American Valley

(d) Graeagle – Mohawk Valley

(e) Portola – Delleker

Buy-Back services provided by Plumas County's franchise Contractor(s) - in the absence of such services being provided by other Recycling Contractors - shall become a part of the franchise Contractor(s) ordinary Recycling services and shall be subject to the applicable stipulations described in Sections 6-10.112 and 6-10.113, as well as Section 14500 of the PRC. All expenses and income associated with the provision of Buy-Back Recycling services by the franchise Contractor(s) shall be reported as such within their financial statements, and shall be factors when calculating their operating ratio for providing all Solid Waste and Recyclable Materials Collection and Disposal services.

Sec. 6-10.116 *Interfering with Collection.* No Person by any means shall hinder, obstruct or interfere with the removal or transportation of Solid Waste or Recyclable Materials by a Solid Waste Collector.

Sec. 6-10.117 *Ownership/Scavenging of Solid Waste.* All Solid Waste and Recyclable Materials placed in any Container or receptacle provided or serviced by a franchise Contractor sufficient to accommodate the quantity and types of materials generated by public Venues, Events, businesses, Single-Family housing, Multi-Family housing Facility or other qualifying non-Residential Facility shall be considered to be owned by and be the property and the responsibility of the franchise Contractor until such time as the Solid Waste or recyclable material has been disposed of at a place of ultimate Disposal or sold as a commodity. No Person shall scavenge, remove or Collect Solid Waste or Recyclable Materials from such Containers or receptacles without the expressed permission of the franchise Contractor.

Sec. 6-10.118 *Animal waste.*

(a) No Person who owns or controls land shall allow any animal waste, including manure, urine, and defecations, to accumulate on the land and cause a public or private nuisance or a danger to public health, such as fly-breeding conditions and offensive odors.

(b) Any Person owning or controlling land upon which animals are confined in pens, kennels, stalls, fenced Residential back yards, or other small areas shall remove animal waste and dispose of it in an approved manner at least three (3) times each week, or more frequently if so ordered by Environmental Health.

Sec. 6-10.119 *Hazardous Materials.* No Person shall deposit in any Container used for Solid Waste any explosive, highly flammable, radioactive, toxic, or other hazardous material as defined in Section 6-10.103. No Person shall deposit any hazardous material in a Solid Waste Container, Transfer Station, or Disposal Site, without having first made special arrangements with Environmental Health, the Solid Waste Collector, and the site Operator for Disposal of the material.

Article 2 - Regulation of Solid Waste Collectors

Sec. 6-10.201 *Franchises or Permits Required.* No Person shall Collect, transport, use, or dispose of Solid Waste in the unincorporated area of the County unless that Person is the Generator of such Solid Waste without first receiving a franchise or permit to engage in such activity. The provisions of this Section shall not apply to any Person authorized to transport Solid Waste as set forth in Section 6-10.108 of Article 1 of this Chapter.

Sec. 6-10.202 *Granting Solid Waste Franchises.*

(a) Solid Waste franchises shall be granted by the Board on the authority of Section 66757 of the Government Code of the State providing that the Board may grant exclusive Solid Waste franchises, with

or without competitive bidding, under such terms and conditions as are prescribed by resolution or ordinance of the Board.

(b) Within its Franchise Area, a Franchisee shall have the exclusive right to make all Collections which any Owner or Occupant may require pursuant to the provisions of this Chapter, subject to Solid Waste Permit(s) granted pursuant to Section 6-10.203 of this Article.

(c) The Franchisee shall dispose of all Collected Solid Waste at a County-designated ultimate Disposal site; provided, however, the Franchisee may request, and Public Works may issue a permit for the beneficial use of such Solid Waste as provided in Section 6-10.111 of Article 1 of this Chapter upon approval by the LEA.

Sec. 6-10.203 *Granting Solid Waste Permits.*

(a) Upon an application, and except as provided in Section 6-10.106 of Article 1 of this Chapter, the Board may grant a Solid Waste Permit to Collect, transport, or use Solid Waste whenever the Board finds that the granting of such permit promotes the public health, safety, and welfare, and that the type(s) of Solid Waste to be Collected, transported or used are not included in the waste types that are ordinarily Collected, transported or used by an authorized Solid Waste Collector in Plumas County.

(b) Such permits may be granted for any period not to exceed five (5) years. Such permits may be renewed upon expiration for a similar term provided the Board finds that the permit holder is capable of continuing operation in conformity with the provisions of this Chapter and the rules and regulations of Environmental Health.

(c) Every Solid Waste Permit granted by the Board shall be subject to the provisions of this Chapter. The permit shall state:

- (1) The name and address of the Person to whom the permit is issued;
- (2) The activity authorized;
- (3) The term for which the permit is granted; and
- (4) Such other conditions as the Board may provide.

(d) Solid Waste Permits granted pursuant to this section shall be for special or limited uses and shall not be intended for Collection, hauling, or Disposal in competition with Solid Waste franchises.

Sec. 6-10.204 *Granting Recycling Center Permits.*

(a) Upon an application, the Board may grant a Recycling Center Permit to Collect, transport, or use Recyclable Materials, including CRV Containers, whenever the Board finds that the granting of such permit promotes the public health, safety, and welfare.

(b) Such permits may be granted for any period not to exceed five (5) years. Such permits may be renewed upon expiration for a similar term provided the Board finds that the permit holder is capable of continuing operation in conformance with the provisions of this Chapter and the rules and regulations of Environmental Health.

(c) Every Recycling Center Permit granted by the Board shall be subject to the provisions of this Chapter. The permit shall state:

- (1) The name and address of the Person to whom the permit is issued;

- (2) The activity authorized;
- (3) The term for which the permit is granted; and
- (4) Such other conditions as the Board may provide.

Sec. 6-10.205 Permits: Applications, Fees.

(a) Applicants for a Solid Waste Permit or for the renewal of such a permit to Collect, transport, or use Solid Waste shall file with Public Works a signed application in writing which shall give the following information:

- (1) The name and description of the applicant;
- (2) The permanent home and business address and full local address of the applicant;
- (3) The trade and firm name;
- (4) If a joint venture, a partnership, or limited partnership, the names of all partners, their percentage of participation, and their permanent addresses. If a corporation, the names and permanent addresses of all the stockholders and the officers and the percentage of participation of each;
- (5) A detailed explanation of the manner in which the applicant will conduct the activity for which the permit is requested;
- (6) The applicant's arrangements for the Disposal of all Collected Solid Waste at a County-designated Disposal Site; and
- (7) Facts showing that the applicant:
 - (i) Is able to provide efficient and reliable service;
 - (ii) Owns or controls sufficient equipment;
 - (iii) Has vehicles and equipment conforming to all applicable provisions of local, State, and Federal laws;
 - (iv) Shows that there is a need for a permit to be issued; and
 - (v) Shows such other facts or information as Public Works may require.

The Solid Waste Permit fee shall be as listed in the Plumas County Master Fee Schedule, and shall be payable to Public Works on the yearly anniversary of the issuance of the permit.

(b) Applicants for a Recycling Center Permit or for the renewal of such a permit to Collect, transport, or use Recyclable Materials shall file with Public Works a verified application in writing which shall give the following information:

- (1) The name and description of the applicant;
- (2) The permanent home and business address and full local address of the applicant;

- (3) The trade and firm name;
- (4) If a joint venture, a partnership, or limited partnership, the names of all partners, their percentage of participation, and their permanent addresses. If a corporation, the names and permanent addresses of all the stockholders and the officers and the percentage of participation of each;
- (5) A detailed explanation of the manner in which the applicant will conduct the activity for which the permit is requested;
- (6) The applicant's arrangements for the Disposal of all Collected Recyclable Materials; and
- (7) Facts showing that the applicant:
 - (i) Is able to provide efficient and reliable service;
 - (ii) Owns or controls sufficient equipment;
 - (iii) Has vehicles and equipment conforming to all applicable provisions of local, State, and Federal laws;
 - (iv) Shows that there is a need for a permit to be issued; and
 - (v) Shows such other facts or information as Public Works may require.

The Recycling Center Permit fee shall be as listed in the Plumas County Master Fee Schedule, and shall be payable to Public Works on the yearly anniversary of the issuance of the permit.

Sec. 6-10.206 Collection Areas Assigned. The Board may establish Solid Waste Collection areas (Franchise Areas) in the unincorporated area of the County, excluding therefrom those areas served by a franchise Contractor within a separate Solid Waste Collection jurisdiction. The Board shall specify in all franchises or permits the Service Area within which the franchise Agreement or permit holder may Collect, transport, or use Solid Waste within the County. No franchise or permit holder at any time shall Collect, transport, or use Solid Waste in the County outside the limits of the area fixed in the franchise or permit, except as specified by the Board. The area specified in any franchise or permit may be modified at any time upon Agreement by the Franchisee or permit holder and the Administrator should the Board find such modification necessary for the efficient administration of this Chapter and to best serve the public interest.

Sec. 6-10.207 All Requests for Service to be Met. A Franchisee shall provide Solid Waste removal service to all Premises situated within their subscription Collection route area as specified in their franchise Agreement, upon a request for such service by a qualified Owner or Occupant. A Franchisee shall not be required to Collect oversize, overweight, or unsafe Containers, or Containers at Premises located outside of their subscription Collection route area. A Franchisee shall not be required to continue to provide Solid Waste removal service if the Owner or Occupant has failed to pay the charges for such service for a period of forty-five (45) days. Prior to terminating service for the nonpayment of charges, the Franchisee, at least fifteen (15) days prior to such termination, shall provide written notice of intention to terminate, a copy of which shall be given to the Administrator.

Sec. 6-10.208 Fee Schedule for Collection, Transfer, and Related Services.

(a) All fees shall be Collected by the Franchisee(s) on a fair and equitable basis. There shall be no direct fee for the Collection or Disposal of Recyclable Materials, either for recyclables Collected at a place of business, or for recyclables Self-Hauled to any a Transfer Station or other authorized Recycling Collection center that accepts Recyclable Materials. Costs for the Collection and Disposal of Recyclable Materials shall be included in the fees charged for the Collection and Disposal of Solid Waste.

(b) The base Rates (fees) for Collection shall cover door-to-door Collection, transfer, hauling, and ultimate Disposal activities. Those Rates and all other rates, fees and charges for Collection and Disposal of Residential and Commercial Solid Waste shall be found in Attachment D of the current Solid Waste Franchise Agreement(s), on file in the Plumas County Clerk's Office in Quincy, California.

(c) Any Customer who believes that they have had to pay an unfair or unreasonable charge for any service may file a written complaint with the Administrator setting forth the facts of such alleged overcharge. The Administrator shall notify the Franchisee, investigate the complaint, and determine the appropriate charge. The Administrator's determination shall be final, unless it is appealed as provided in Section 6-10.407 of this Chapter.

Sec. 6-10.209 *Franchise Agreements.* The respective duties and responsibilities of the Franchisee(s) and the County shall be further specified in a franchise Agreement which is consistent with this Chapter.

Article 3 – Disposal Sites Within Plumas County

Sec. 6-10.301 *Permits; Operation.* No permit(s) to operate a Solid Waste Disposal Site may be issued by a County department for any location within Plumas County. Such permit(s) may only be issued by the State after approval by the LEA.

Article 4 - Enforcement and Procedural Provisions

Sec. 6-10.401 *Clearing of Solid Waste from Private Property.* Environmental Health is authorized to require the Owner of any private property within the County to remove and properly dispose of Solid Waste which constitutes a threat to health and safety. Environmental Health is authorized to enforce the provisions of this Chapter.

Sec. 6-10.402 *Right of Entry.* An officer from the Department of Environmental Health, a Code Enforcement officer, a peace officer or other designated agents are authorized to enter private property at any reasonable time to inspect such property and to perform any duty imposed upon him by the provisions of this Chapter provided they shall first present proper credentials to the Occupant and request entry, explaining his purpose. Notwithstanding the foregoing, if the authorized agent has reasonable cause to believe that there is an accumulation of Solid Waste or other unsanitary condition prohibited by this Chapter on the Premises which could be seriously detrimental to the public health or safety, they shall have the right immediately to enter and inspect such property and to use any reasonable means required to effect such entry and make such inspection, whether such property shall be occupied or unoccupied and whether or not permission to inspect has been obtained.

Sec. 6-10.403 *Suspension or Revocation of Franchises and Permits.*

(a) Any franchise granted pursuant to the provisions of this Chapter may be suspended or revoked by the Board upon prior notice and a hearing. In order to suspend or revoke such franchise, the Board must find that the Franchisee has failed to comply with one or more of the terms of such franchise Agreement or this Chapter, or has failed to render satisfactory Collection services and

that grounds exist within the franchise Agreement for such suspension and/or revocation.

(b) The Administrator, upon prior notice and a hearing, may suspend or revoke any Solid Waste or Recycling Permit other than the franchise described in Section 6-10.403(a) above, granted pursuant to the provisions of this Chapter or the applicable rules or regulations of Public Works. Inactivity of a Solid Waste or Recycling Permit for a period in excess of thirty (30) days shall be good cause for revocation. Action to revoke or suspend a Solid Waste or Recycling Permit may be taken by the Administrator only after ten (10) days' advance written notice to the permittee of the cause and the permittee's right to a hearing thereon within the ten (10) days.

(c) Notwithstanding the provisions of subsections (a) and (b) of this Section, Environmental Health may suspend, or impose special conditions upon, a franchise Contractor, Solid Waste or Recycling Permit holder without prior notice whenever such action is immediately necessary to protect the public health and safety. In the case of the franchise Contractor, however, such actions must be consistent with the terms of the franchise Agreement.

Sec. 6-10.404 Responsibility of the Environmental Health Department. The administration and enforcement of the health and safety requirements of this Chapter shall be the responsibility of the Environmental Health Department.

Sec. 6-10.405 Responsibility of the Public Works Department. The administration and enforcement of the operational and permitting requirements of this Chapter shall be the responsibility of the Public Works Department.

Sec. 6-10.406 Responsibility of the Franchise Contractor(s). The timely and efficient Collection and Disposal of Solid Waste and Recyclable Materials within unincorporated Plumas County as specified in the Plumas County Integrated Solid Waste Program and in accordance with the terms and conditions of the current franchise Agreement(s) shall be the responsibility of the franchise Contractor(s).

Sec. 6-10.407 Service of Notices. All notices required or given pursuant to this Chapter shall be deemed properly served five (5) days after deposit of certified mail with return receipt, postage prepaid, in the United States mail, addressed to the Owner at the address provided or to a franchise or permit holder at his local office. Notices to the County shall be addressed to the Solid Waste Division, Plumas County Environmental Health Department, 270 County Hospital Road, #127, Quincy, California 95971, or the Solid Waste Division of the Plumas County Department of Public Works, 1834 East Main Street, Quincy, CA 95971.

Sec. 6-10.408 Administrative Remedies. Any Person aggrieved by any decision or action resulting from the application of the provisions of this Chapter may appeal to the Board. Such appeals shall be in writing and shall be received by the Clerk of the Board not more than fifteen (15) days after such decision or action. The Board shall delegate the hearing of such appeals to the Board-appointed Plumas County Integrated Waste Management Task Force (PCIWMTF) which shall promptly schedule and conduct a hearing and render a finding of facts and recommended decision to the Board. Thereafter, the Board shall make a final and binding decision on the matter, at which time administrative remedies shall be deemed exhausted.

Sec. 6-10.409 Supplemental Regulations. The Board may, by resolution, establish regulations for the administration and implementation of this Chapter. A copy of the regulations established by resolution of the Board shall be filed with the Clerk of the Board and with Public Works and Environmental Health.

Sec. 6-10.410 Enforcement. The provisions of this Chapter shall be enforced by any peace officer as defined in Chapter 4.5, Title 3 of Part 2 of the California Penal Code, and by employees of the Environmental Health Department as designated by the Director of Environmental Health. Such

designated employees are authorized to make arrests and issue citations for violations of the health and safety regulations of this Chapter.

Sec. 6-10.411 *Violations; Penalties.*

(a) If the Director of Public Works or the Director of Environmental Health finds a violation of any provision of this Chapter, either Director, after notice and an opportunity for hearing, may impose a civil penalty according to the following schedule:

- (1) For the first violation of the provision, \$250;
- (2) For the second violation of the same provision, \$500;
- (3) For the third violation of the same provision, \$1,000; and
- (4) The hearing officer may adjust the penalty, based on evidence presented at a hearing.

(b) The Directors' authority under this section is in addition to any other authority the Directors have to enforce this chapter and election of one remedy by either Director shall not preclude resorting to any other remedy as well.

(c) Either Director may, in addition to taking other Collection remedies, certify due and unpaid charges to the Plumas County Treasurer/Tax Collector for Collection.

(g) Notice under this subsection shall be delivered by certified mail with return receipt and by posting on the Premises.

SECTION 2. Effective Date; Publication; Codification.

This ordinance shall become effective 30 days after its date of final adoption. It shall be published in all newspapers of general circulation in Plumas County published by the Feather River Publishing Company within 15 days of final adoption. Section 1 of this Ordinance shall be codified, and the remainder shall be uncodified.

Introduced at a regular meeting of the Board of Supervisors on the _____ day of _____, 2016, and passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on the _____ day of _____, 2016, by the following vote:

AYES:

NOES:

ABSENT:

Attest:

Sharon J. Thrall
Chair, Board of Supervisors

Nancy DaForno
Clerk of the Board of Supervisors

**PLUMAS COUNTY
DEPARTMENT OF PUBLIC WORKS
SOLID WASTE DIVISION**

1834 EAST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268
Robert A. Perreault, Jr., P.E. *Director of Public Works*

AGENDA REQUEST

for the October 18, 2016 meeting of the Board of Supervisors

October 11, 2016

To: Honorable Board of Supervisors
From: Robert Perreault, Director of Public Works 
Subject: Consideration of an Extension to the Effective Date of Termination of the Solid Waste Franchise Contracts with InterMountain Disposal, Inc. and Feather River Disposal; discussion and possible action.

BACKGROUND

At the August 9, 2016 meeting of the Board of Supervisors (reference Agenda Item 2-G-1), the Department of Public Works recommended an extension of the date of termination of the existing solid waste franchise contracts to December 31, 2016.

As reported to the Board on August 9, 2016, InterMountain Disposal had agreed to an extension to December 31, 2016 and had already submitted the appropriate Amendment to the existing franchise contract. However, Feather River Disposal had objected to extension of the expiration date to December 31, 2016; instead, Feather River Disposal agreed to extension of the expiration date to October 31, 2016. Following discussion, the extension of the existing franchise expiration date to October 31, 2016 was approved by the Board of Supervisors.

The Board of Supervisors is respectfully advised that, as of the date of this Agenda Request, there are several matters that remain unresolved with Feather River Disposal. However, attempts at resolving any outstanding matters are still continuing.

It is noted that October 18, 2016 is the date of the last scheduled regular meeting of the Board of Supervisors prior to the October 31, 2016 expiration of the solid waste contracts.

RECOMMENDATION

The Director of Public Works respectfully requests that the Board of Supervisors approve an extension to the effective date of the termination voted by the Board of Supervisors, such that the termination date will be revised to be December 31, 2016, provided that County Counsel reviews and approves such extension as to form.

5D

PLUMAS COUNTY
DEPARTMENT OF PUBLIC WORKS
SOLID WASTE DIVISION

1834 EAST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268
Robert A. Perreault, Jr., P.E. *Director of Public Works*

AGENDA REQUEST

for the October 18, 2016 meeting of the Board of Supervisors

October 11, 2016

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Consideration of Adoption of the Proposed, Replacement Solid Waste Franchise Contract, dated September 2016, with InterMountain Disposal, Inc.; discussion and possible action.



BACKGROUND

Since 2011, and at the direction of the Board of Supervisors, Public Works staff has been negotiating the development of a revised, replacement solid waste franchise contract with staff of InterMountain Disposal, Inc.

The 2 most significant revisions to the existing solid waste franchise contract involves:

1. Elimination of the so-called “evergreen” renewal clause, and
2. The establishment of an annual RRI program rate consideration process.

The elimination of the “evergreen” clause is replaced by a finite term contract.

The establishment of the RRI process eliminates the franchise contractor from initial decision-making of a possible rate increase as well as removal of the solid waste program fees from the County Code, to be replaced by automatic rate review analysis by the County with final revisions to the solid waste program fees to be the subject of a Board of Supervisors resolution.

Numerous clarifications and revisions to the operational aspects of the Plumas County Solid Waste Program are also included throughout the Proposed, Replacement Solid Waste Franchise Contract, all pursuant to the negotiations first referenced above.

In addition to the development of a Proposed, Replacement Solid Waste Franchise Contract, Public Works staff has also prepared proposed revisions to the existing solid waste related

section of the Plumas County Code – a task that was necessary in order to that provisions within the County Code were clearly applicable to the Proposed, Replacement Solid Waste Franchise Contract. The consideration of the proposed revisions to the Plumas County Code are being considered under separate agenda request, as submitted to the Board of Supervisors. As proposed revisions to the Plumas County Code were being developed by Public Works staff, such revisions were also discussed with InterMountain Disposal, Inc., seeking their review and comment.

Throughout the development of the Proposed, Replacement Solid Waste Franchise Contract, Public Works staff also posted the evolving draft franchise contract and the draft revised County Code provisions on the Department web site, located on the internet at:

<http://www.countyofplumas.com/index.aspx?NID=2013>

Additionally, throughout the development of the Proposed, Replacement Solid Waste Franchise Contract, Public Works staff and the preparation of draft revised County Code provisions, the evolving draft franchise contract and the draft revised County Code provisions were listed on numerous Agenda of regular and special meetings of the Plumas County Integrated Waste Management Task Force.

The Board of Supervisors is respectfully advised that the primary purpose of this Agenda Request is to enable Public Works staff to formally advise the Board of Supervisors that the draft Proposed, Replacement Solid Waste Franchise Contract referenced above is the final draft of the Public Works staff, subject to any further revisions that may originate from County Counsel and/or the Board of Supervisors.

InterMountain Disposal, Inc. has executed an extension of the expiration of the termination date of the existing solid waste franchise contract to occur on December 31, 2016.

RECOMMENDATION

The Director of Public Works respectfully requests that the Board of Supervisors:

1. Conduct further discussions on the Proposed, Replacement Solid Waste Franchise Contract, referenced above, as deemed necessary with any party having an interest in the finalization of the replacement franchise contract with InterMountain Disposal, Inc., and
2. Vote to conditionally approve the Proposed, Replacement Solid Waste Franchise Contract with InterMountain Disposal, Inc., or establish a date certain for a revised Proposed, Replacement Solid Waste Franchise Contract with InterMountain Disposal to return to the Board of Supervisors for finalization

**PLUMAS COUNTY
DEPARTMENT OF PUBLIC WORKS
SOLID WASTE DIVISION**

5E

1834 EAST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268
Robert A. Perreault, Jr., P.E. *Director of Public Works*

AGENDA REQUEST

for the October 18, 2016 meeting of the Board of Supervisors

October 11, 2016

To: Honorable Board of Supervisors
From: Robert Perreault, Director of Public Works 
Subject: Consideration of Adoption of the Proposed, Replacement Solid Waste Franchise Contract, dated September 2016, with Feather River Disposal; discussion and possible action.

Robert H. Perrault

BACKGROUND

Since 2011, and at the direction of the Board of Supervisors, Public Works staff has been negotiating the development of a revised, replacement solid waste franchise contract with staff of Feather River Disposal.

The 2 most significant revisions to the existing solid waste franchise contract involves:

1. Elimination of the so-called “evergreen” renewal clause, and
2. The establishment of an annual RRI program rate consideration process.

The elimination of the “evergreen” clause is replaced by a finite term contract.

The establishment of the RRI process eliminates the franchise contractor from initial decision-making of a possible rate increase as well as removal of the solid waste program fees from the County Code, to be replaced by automatic rate review analysis by the County with final revisions to the solid waste program fees to be the subject of a Board of Supervisors resolution.

Numerous clarifications and revisions to the operational aspects of the Plumas County Solid Waste Program are also included throughout the Proposed, Replacement Solid Waste Franchise Contract, all pursuant to the negotiations first referenced above.

In addition to the development of a Proposed, Replacement Solid Waste Franchise Contract, Public Works staff has also prepared proposed revisions to the existing solid waste related

section of the Plumas County Code – a task that was necessary in order to that provisions within the County Code were clearly applicable to the Proposed, Replacement Solid Waste Franchise Contract. The consideration of the proposed revisions to the Plumas County Code are being considered under separate agenda request, as submitted to the Board of Supervisors. As proposed revisions to the Plumas County Code were being developed by Public Works staff, such revisions were also discussed with Feather River Disposal, seeking their review and comment.

Throughout the development of the Proposed, Replacement Solid Waste Franchise Contract, Public Works staff also posted the evolving draft franchise contract and the draft revised County Code provisions on the Department web site, located on the internet at:

<http://www.countyofplumas.com/index.aspx?NID=2013>

Additionally, throughout the development of the Proposed, Replacement Solid Waste Franchise Contract, Public Works staff and the preparation of draft revised County Code provisions, the evolving draft franchise contract and the draft revised County Code provisions were listed on numerous Agendas of regular and special meetings of the Plumas County Integrated Waste Management Task Force.

The Board of Supervisors is respectfully advised that the primary purpose of this Agenda Request is to enable Public Works staff to formally advise the Board of Supervisors that the draft Proposed, Replacement Solid Waste Franchise Contract referenced above is the final draft of the Public Works staff, subject to any further revisions that may originate from County Counsel and/or the Board of Supervisors.

Feather River Disposal, however, is not in total agreement with Public Works staff, thus necessitating the involvement of the Board of Supervisors in further negotiations. To complicate matters, Feather River Disposal has executed an extension of the expiration of the termination date of the existing solid waste franchise contract to occur on October 31, 2016.

RECOMMENDATION

The Director of Public Works respectfully requests that the Board of Supervisors:

1. Conduct further discussions on the Proposed, Replacement Solid Waste Franchise Contract, referenced above, as deemed necessary with any party having an interest in the finalization of the replacement franchise contract with Feather River Disposal, Inc., and
2. If appropriate, vote to establish a date certain for a revised Proposed, Replacement Solid Waste Franchise Contract with Feather River Disposal to return to the Board of Supervisors for finalization