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Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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"To Enrich Lives Through Effective And Caring Service"

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March 12, 2019

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

24 March 12, 2019

CELIA ZAVALA
EXECUTIVE OFFICER

COUNTYWIDE CLASSIFICATION AND COMPENSATION ACTIONS (ALL DISTRICTS – 3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions for the Department of Mental Health (DMH) by adding three (3) new classifications and four (4) positions to facilitate the implementation of Phase II of the department's clinical management restructuring; by creating five (5) new classifications for the Office of the Public Guardian within DMH; by changing the salary of five (5) unclassified classifications; and by changing the title of three (3) non-represented classifications.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add eight (8) new classifications, including two (2) new unclassified classifications; allocate four (4) new positions; change the salary of five (5) unclassified classifications; and change the title of three (3) non-represented classifications in the Department of Mental Health.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for DMH to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachment A). This is a primary goal of the County's classification and compensation system.

These actions are recommended based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in implementing high-priority Board initiatives. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

New Classifications

The Director of Mental Health has requested the establishment of three (3) new clinical leadership classifications, two (2) unclassified (UC) and one (1) classified, to properly align the remainder of the department's clinical management team. These recommended classification actions will facilitate the achievement of this goal in a timely manner.

Senior Deputy Director, Mental Health (UC) (Item No. 4706)

We are recommending creation and allocation of one (1) Senior Deputy Director, Mental Health (UC). This single position classification, under the direction of the Medical Director, M.D., Mental Health (UC) (Item No. 4574), will have oversight for all directly-operated outpatient mental health programs and services (Attachment A). This position will be assigned to DMH's Outpatient Services and will be responsible for overseeing, planning, coordinating, and evaluating all mental health programs and services, including working with executive leadership in the development of clinical policies, procedures, and standards for all directly-operated outpatient programs and services provided by DMH.

Mental Health Clinical Chief (UC) (Item No. 4718)

In addition, we are recommending creation of the Mental Health Clinical Chief (UC), a single position classification that will be responsible for overseeing the department's forensic psychiatry-related programs and services (Attachment A). Specifically, one position will be allocated to be responsible for directing the department's Juvenile Justice and Adult Probation programs and services. In this capacity, it will have immediate responsibility for planning, coordinating, and evaluating specialty programs and services. This includes directing the development and modification of policies and procedures pertaining to mental health services provided to justice-involved clients outside of the jails. The Mental Health Clinical Chief (UC) classification will report to the Medical Director, M.D., Mental Health (UC).

Mental Health Program Manager IV (Item No. 4738)

We are recommending creation of the Mental Health Program Manager IV that will be responsible for overseeing the implementation and administration of multiple service area-based programs and clinical services through subordinate program managers (Attachment A). Specifically, we recommend allocating two (2) new positions to be responsible for the provision of all service area-based clinical services under the department's Outpatient Services. This includes working with the Medical Director, M.D., Mental Health (UC) and the new classification of Senior Deputy Director, Mental Health (UC), to establish and standardize clinical policies and procedures throughout Outpatient Services; directing the development of various performance matrixes to evaluate clinical performance across the service areas; serving as a subject matter expert and participating in the

contract negotiation process; and consulting and collaborating with other departments, agencies, and organizations as it relates to outpatient mental health services.

The two (2) new Mental Health Program Manager IV positions will report to the Senior Deputy Director, Mental Health (UC), and will assist in ongoing strategic development, oversight, and evaluating activities of all clinical and client care services throughout Outpatient Services.

Department of Mental Health's Office of the Public Guardian

After a review of operational issues presented by the Office of the Public Guardian, we are recommending creation of a new Deputy Public Guardian series exclusively for DMH's Office of the Public Guardian (Attachment A). These classifications are being established to recognize the specific authority granted to the Office of the Public Guardian and its deputies to investigate the need for conservatorship, make recommendations regarding conservatorship, and administer conserved cases and surrogate decision-making for conserved individuals.

Following the establishment of these new classifications, our office will work with DMH to evaluate its existing Deputy Public Conservator/Administrator positions to make reclassification recommendations that we intend to present to the Board for approval in a future Board Letter.

The creation of these new classifications is in response to a Board motion by Supervisors Sheila Kuehl and Kathryn Barger on August 8, 2017, in which the Board directed DMH, in collaboration with the Health Agency and Chief Executive Officer, to evaluate the adequacy of staffing patterns, positions, classifications, and salaries of staff in the Office of the Public Guardian.

Salary Changes

We are recommending salary range adjustments from R14 to R15 for four (4) executive management clinical chief unclassified classifications and the Deputy Director, Mental Health (UC) (Item No. 4707) in DMH (Attachment A). The recommended compensation changes are appropriate as they reflect the department-wide scope and responsibilities of these classifications.

Title Changes

We are recommending three (3) non-represented classifications title changes to more accurately reflect the work performed by the classifications (Attachment A).

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan Goal I – Operational Effectiveness and Goal III – Realize Tomorrow's Government Today. Specifically, it will address Strategy III.3 to Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability. The new leadership team established by these classification actions will develop a transformative, comprehensive, strategic, and disciplined use of resources.

FISCAL IMPACT/FINANCING

Cost increases associated with the recommended actions will be absorbed within the department's budget. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

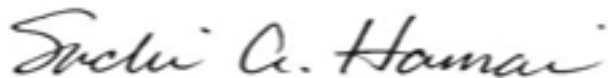
The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of these classification and compensation recommendations will enhance the operational effectiveness of the department through the proper classification and compensation of positions.

Respectfully submitted,



SACHI A. HAMAI

Chief Executive Officer

SAH:JJ:MM:MTK:PAC

AE:DM:IW:KP:mmg

Enclosures

- c: Executive Office, Board of Supervisors
- County Counsel
- Auditor-Controller
- Human Resources
- Affected Departments

ATTACHMENT A

**CLASSIFICATIONS RECOMMENDED FOR
ADDITION TO THE CLASSIFICATION PLAN**

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Recommended Salary Schedule and Level	
Savings/ Magaflex	1496	Deputy Public Guardian	NM	89F
Savings/ Magaflex	1495	Deputy Public Guardian Trainee	NM	86J
Savings/ Magaflex	4738	Mental Health Program Manager IV	N23	S14
Savings/ Magaflex	1498	Principal Deputy Public Guardian	NM	95F
Savings/ Magaflex	1497	Senior Deputy Public Guardian	NM	91F
Savings/ Magaflex	1499	Supervising Deputy Public Guardian	NM	97G

**UNCLASSIFIED CLASSIFICATIONS RECOMMENDED
FOR ADDITION TO THE CLASSIFICATION PLAN**

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Recommended Salary Schedule and Level	
Savings/ Magaflex	4718	Mental Health Clinical Chief (UC)	N42	E18
Savings/ Magaflex	4706	Senior Deputy Director, Mental Health (UC)	N23	R16

ATTACHMENT A

**UNCLASSIFIED CLASSIFICATIONS RECOMMENDED
FOR SALARY CHANGE IN THE CLASSIFICATION PLAN**

Item No.	Title	Current Salary Schedule and Level		Recommended Salary Schedule and Level	
		N23	R14	N23	R15
4724	Chief of Psychology, Mental Health (UC)	N23	R14	N23	R15
4723	Chief of Nursing, Mental Health (UC)	N23	R14	N23	R15
4714	Chief of Social Services, Mental Health (UC)	N23	R14	N23	R15
4713	Chief of Peer Services, Mental Health (UC)	N23	R14	N23	R15
4707	Deputy Director, Mental Health (UC)	N23	R14	N23	R15

**NON-REPRESENTED CLASSIFICATIONS RECOMMENDED
FOR TITLE CHANGE IN THE CLASSIFICATION PLAN**

Item No.	Current Title	Recommended New Title
4740	Mental Health Clinical Program Manager I	Mental Health Program Manager I
4741	Mental Health Clinical Program Manager II	Mental Health Program Manager II
4742	Mental Health Clinical Program Manager III	Mental Health Program Manager III