FINAL FILING DATE: March 04, 2011
ORAL INTERVIEW: To Be Announced

MENTAL HEALTH PROVIDER SERVICES COORDINATOR

*** EXTENDED ***
Monthly Salary Range $4,865 - $5,913

THE POSITION

The Health Services Department is recruiting qualified individuals to fill one (1) Mental Health Provider Services Coordinator vacancy. This single position classification is located in the Mental Health Division of the Health Services Department and is responsible for assisting in the planning, development, coordination and oversight of the Division’s contracted Mental Health providers.

The incumbent of this position will oversee the mental health provider network, which includes Marriage and Family Therapists, Licensed Clinical Social Workers, Psychologists, Medical Doctors and Registered Nurses. Additionally, the incumbent will be a liaison to the State Department of Mental Health regarding the Medi-Cal certification process.

Qualified incumbents will be expected to have and maintain knowledge of Federal and State laws and regulations governing mental health systems in the state of California. Incumbents will also be expected to make verbal presentations and work effectively with other Mental Health professionals, agencies and the general public.

The eligible list established from this recruitment will remain active for six months.

MINIMUM QUALIFICATIONS

License Required: Possession of a valid California motor vehicle operator’s license. Out of state valid motor vehicle operator’s license will be accepted during the application process.

Education: Possession of a bachelor’s degree from an accredited college or university with a major in health services administration, business administration, public administration, psychology, human development, or a closely related field.

Experience: Three (3) years of full-time or its equivalent experience in a mental health setting conducting program certifications, provider credentialing, contract negotiations, and contract monitoring.

Substitution: Possession of a Master's degree in one of the aforementioned fields may substitute for two (2) years of the required experience

OTHER REQUIREMENTS: Prior to employment, a background investigation/fingerprint exam will be conducted on all candidates.

SELECTION PROCESS

1. Application Filing: Applicants are encouraged to apply on-line at www.cccounty.us/hr, or, a completed Contra Costa County application and supplemental questionnaire must be received or postmarked by the final filing date listed above. Resumes may not be substituted for the official County application. An application and supplemental questionnaire may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553 or the County application can be mailed to you by sending a self-addressed stamped envelope to the above address. Please see the list of additional locations on “HOW TO APPLY” on the reverse side of this announcement.

2. Application Evaluation: Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.

3. Oral Interview: An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70% from a majority of the Board members to be ranked on the employment list. (Weighted 100%)

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

OPEN ONLY: 02/14/2011 TS/mmt

Exam Number: VQSA-2011A

MENTAL HEALTH PROVIDER SERVICES COORDINATOR
CONTRA COSTA COUNTY

CONTRIBUTION INFORMATION
Contra Costa County's 750 square miles are located ideally near the San Francisco Bay Area. It has a temperate climate, beautiful geographical setting and shares in California's continuing growth. Over 800,000 residents reside in the varied suburban, industrial, agricultural and port areas of the County and enjoy outdoor recreational facilities ranging from boating, water skiing, fishing in the Bay and Delta waterways, to golfing, hiking, horseback riding and camping in Mt. Diablo State Park. Cultural resources include numerous local theatre, art and music centers as well as vast cultural and recreational resources in Oakland, San Francisco and the East Bay. Colleges include Saint Mary's, John F Kennedy University and three community colleges-Los Medanos (East County), Diablo Valley (Central County) and Contra Costa College (West County). The Berkeley campus of the University of California is within an hour's drive from the County Seat of Martinez.

EMPLOYMENT INFORMATION
WHO MAY APPLY - Applicants must meet the minimum qualifications by the final filing date. This information is given on the front of the job announcement. United States citizenship is not required unless specifically listed under the minimum qualifications. Contra Costa County is committed to providing equal employment opportunity and no person applying for employment shall be discriminated against on the basis of race, national origin, gender, disability, age, or other unlawful discrimination. It is the policy of the County to provide reasonable accommodation, when needed, for otherwise qualified disabled employees and applicants for employment.

If you have a mental or physical condition that may be protected by law and require special accommodation in the application or testing process, please contact Human Resources.

California Relay Service (CRS) is available for Hearing and Speech Impaired users. To relay a message from a text telephone type (TTY) or Text Deaf and Disabled (TDD) call 1 (800) 735-2929

HOW TO APPLY - Apply on-line at ccgo.org/employment. If you do not have access to a personal computer, you can apply on-line at any of the 28 community libraries located throughout Contra Costa County. To access community library locations and hours of operation, please contact the Contra Costa County Library at 1-800-984-4836, or the Richmond Public Library at 510-620-6557. With a library card, you may also reserve a computer in advance by phoning the Contra Costa County Library or visiting the website http://www.co.cclib.org and by visiting the Richmond Public Library website http://www.ci.richmond.ca.us/index.asp?ID=105. You may also apply on-line and receive a full range of services to help you find a job at any of the EASTBAY-Works One-Stop Career Centers. Visit their website at http://www.esd.ca.gov/work/joblist10.html

Paper application forms may be obtained from the Human Resources Department, or by calling (825) 335-1700. Completed applications must be mailed to the Martinez office and must be postmarked no later than the filing date. Resumes are encouraged but may not be substituted for the official application form. It is the applicant's responsibility to meet final filing deadlines and late applications will be disqualified on that basis. All job announcements note the final filing date in the upper left hand corner. For applications and filing information call: (825) 335-1700.

VETERANS' PREFERENCE CREDITS - Veterans who have received an honorable discharge and disabled veterans may be allowed an additional 5% of their total earned score in an open examination (provided the exam is otherwise successfully completed). To obtain this credit, veterans MUST provide a DD214, which indicates honorable discharge, and if applicable, proof of disability. WITH EACH APPLICATION BEFORE THE FINAL FILING DATE.

SENIORITY CREDITS - Employees in promotional examinations for represented classifications may be allowed up to an additional 5% of their total earned score (provided the exam is otherwise successfully completed).

HIRING PROCEDURES - Employment lists are established by ranking candidates according to their overall scores in this examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will request that names be certified from the employment list and will make a selection from this list. Employment lists remain in effect for two years except as otherwise determined by the Director of Human Resources. A pre-employment health examination may be required prior to employment. In compliance with the Immigration Reform and Control Act of 1986, individuals offered employment by Contra Costa County will be required to show documentation as proof of eligibility to work in the United States as a condition of employment.

EMPLOYEE BENEFITS
SALARY - The starting salary is the first rate shown on the announcement. Advancement to the higher steps of the salary level is in accordance with Salary Schedule of the Board of Supervisors.

WORKING CONDITIONS - Five days, 40 hours per week are the basic hours of employment. Time and one-half is paid for overtime for eligible employees and certain job classifications receive a 5% differential per hour for shift work.

EARNED TIME OFF - Holidays: An average of 13 holidays per year. Vacation: depending upon the classification in which employed, employees earn either two or three weeks vacation each year. Sick Leave: Twelve working days sick leave are accumulated each year; credits are accumulated indefinitely.

AGENCY SHOP REQUIREMENTS - Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee.

INSURANCE - Eligible employees may select health and/or dental plans which include Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO) options for employees and dependents. A term life insurance policy is included with any health and/or dental plan enrollment.

RETIREMENT AND DEFERRED COMPENSATION - The County retirement program includes the benefits under the County Employees Retirement Law of 1937 and Social Security. A deferred compensation plan is available at the employee's option.

EMPLOYEE WELLNESS - The Employee Wellness Program is a countywide health promotion program designed to support and promote the health and well being of County employees. Programs include: quarterly Wellness Program newsletters, health screenings and assessments such as blood pressure and body composition analysis, health fairs, voluntary quarterly blood drives, fitness and wellness challenges, and special classes and seminars on a variety of health topics.

CREDIT UNION - Offers systematic savings and loans at low interest.

DRUG/SMOKE FREE WORKPLACE - Contra Costa County is a smoke-free workplace. It is also an objective of Contra Costa County to achieve a drug-free County workplace. Any applicant for County employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing County employment and the special trust placed in its employees.
MENTAL HEALTH PROVIDER SERVICES COORDINATOR VQSA-2010A

Supplemental Questionnaire

Name: ________________________________  Last 4 SSN Digits: ______

The purpose of this questionnaire is to provide applicants the opportunity to elaborate on their qualifications for this position. Your responses to this questionnaire will be used by an Application Evaluation Committee to determine which applicants will be invited to continue in the recruitment process.

Please respond in writing to the questions listed below and attach your answers to the official application form. Although you may submit a resume or additional information, such items may not be substituted in lieu of the questionnaire. Please be concise, limiting your response to the information that is relevant to each question.

A completed supplemental questionnaire and college transcripts can be submitted by fax to (925)-335-1797 attn: Maceo Trotter, or it can be scanned and attached to your electronic “online” application. All supplemental forms must be received or postmarked by the final filing date. Please reference VQSA-2010A and include your name on all of the submitted documents.

1.) I possess a Bachelor degree in:

☐ Business Administration
☐ Health Services Administration
☐ Public Administration
☐ Psychology
☐ Human Development
☐ Other

If you marked other, please specify

2.) Substitution for Experience: If you qualify for the substitution pattern, please answer the following question:

I possess a Master’s Degree in:

☐ Business Administration
☐ Health Services Administration
☐ Public Administration
☐ Psychology
☐ Human Development
☐ Other

If you marked other, please specify

☐ I understand that if I completed my education outside of the United States, I must submit verification of degree/equivalency with my application.
3.) Please describe in detail your experience conducting program certifications in a mental health setting. Include your employer's name, address, the dates worked and the hours per week worked.

4.) Please describe in detail your conducting provider credentialing experience in a mental health setting. Include your employer's name, address, the dates worked and the hours per week worked.

5.) Please describe in detail your experience conducting contract negotiations in a mental health setting. Include your employer's name, address, the dates worked and the hours per week worked.

6.) Please describe in detail your experience conducting contract monitoring in a mental health setting. Include your employer's name, address, the dates worked and the hours per week worked.

Name: ____________________________ Date: ____________________________