

 <p style="text-align: center;">County of Sacramento Department of Health Services Division of Behavioral Health Services Policy and Procedure</p>	Policy Issuer (Unit/Program)	BHS-CMH-YDF
	Policy Number	09-02
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Title: Hiring County Employees		Functional Area: Personnel
Approved By:		
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Background/Context:

Employment with the County of Sacramento is based on a personnel administration structure termed a “merit system.” Legal guidelines for the merit system in Sacramento County are outlined in Article XVI of the County Charter approved by the citizens of Sacramento County.

Each job within the County is analyzed and grouped into job classes and given a specific title according to the type of duties, responsibilities performed and the education and experience required. The job class is further arranged into a class series or an occupational group to provide a logical framework for promotional opportunity. Written job descriptions for each job class, known as classification specifications, are maintained by the Department of Personnel Services (DPS).

The Juvenile Justice Institutions Mental Health Team (JJIMHT) generally hires employees in the Civil Service and contract categories to provide mental health services within the Youth Detention Facility.

Definitions:

Regular: appointment to a permanent position established in the annual salary ordinance.

Provisional: appointment of a qualified person to fill a position for which no appropriate re-employment or eligibility list exists, pending an examination, which may not exceed one day less than six months, and is subject to the Director of Personnel Services’ approval.

Temporary: appointment of a limited duration and which may not exceed one day less than six months and is subject to the department head’s approval.

Emergency: to meet an emergency situation, an appointing authority may employ any needed person for the duration of the emergency except that no appointees shall serve more than 30 calendar days in any six-month period.

Reinstatement: the reappointment of a former regular employee who resigned in good standing from a position in the same or a higher class. Reinstatement must occur within three years of leaving county service.

Purpose:

The objective of this policy and procedure is to outline the process by which JJIMHT hires members

Details:

1. General Civil Service Hiring Process
 - A. The JJIMHT is a program of Sacramento County Division of Behavioral Health Services which hires most of its permanent and temporary (on-call) employees by its Civil Service System.
 - B. Candidates for employment must meet established minimum qualifications in order to complete for positions by an examination process. All departments must hire employees from a certified list of eligible candidates or may appoint candidates provisionally following DPS guidelines.
 - C. Permanent employees undergo a probationary period as part of the testing process. Upon successful completion of this period, the employee is appointed to permanent status in that job classification, subject to Civil Service rules.
 - D. Licensed mental health professionals (e.g. MD, PhD, PsyD, LMFT, LCSW, LPC) must hold and maintain valid licenses as a condition of hiring and continued employment.
2. Background Checks
 - A. Background checks shall be conducted on all qualified candidates and include employment references and criminal history checks.
 - B. Hiring supervisors/managers are required to obtain references from previous employers for all candidates for hire. Negative references can be grounds for not hiring candidates. In the event of questionable references, the hiring supervisor shall consult with their designated manager or division manager.
 - C. Employees hired into positions within the Youth Detention Facility (YDF) have to pass the Probation Department Background check to receive clearance for the facility.
3. Pre-Employment Health Examinations
 - A. Pre-employment physicals are scheduled by Human Resource personnel.
 - B. The initial examination includes a tuberculosis screening test. If the test is positive, the candidate is referred to the Chest Clinic. The candidate will only be cleared if not infectious.
 - C. Human Resources is notified of any restrictions for performing assigned duties prior to an employment clearance.
 - D. Human Resources contacts the second level supervisor to discuss any medical restrictions identified.
 - E. The second level supervisor consults with their identified superior to make a determination as to whether the candidate can perform the essential physical requirements of the job, with or without accommodation(s).

4. Contract Employees
 - A. In addition to Civil Service employees, the JJIMHT also contracts with organizations or individual providers, generally physicians.
 - B. All contracts must be approved and authorized by the Division of Behavioral Health Services (DBHS), DHS Contracts Unit and County Counsel.
 - C. Contract employees must also undergo reference and criminal background checks similar to the County employees and consistent with state regulation.
 - D. Additional information on contract requirements is available in the DHS Contract Manual and specific organizational or provider contracts. In general, the program Administrative Services Officer maintains the contracts.
5. Disciplinary Action
 - A. A department may dismiss, suspend, reduce by a salary step or demote an employee for good cause.
 - B. Conduct which may be considered good cause for discipline include: neglect of duty, failure to observe County, departmental and/or program rules, absenteeism, insubordination and discourteous behavior.
 - C. Final disciplinary actions may be appealed to either the Sacramento County Office of Labor Relations or the Civil Service Commission (CSC) dependent upon the language in the applicable labor agreement.
 - D. A department may release an employee during their probationary period without cause. The release may not be based on grounds of illegal discrimination.
 - E. All appeals from release of probation are filed with the CSC.
 - F. Appeals from disciplinary action filed with the Office of Labor Relations are heard by an arbitrator who makes the final determination on the appeal.
 - G. Appeals from disciplinary action or release from probation filed with the CSC are set for hearing presided over by independent hearing officers who submit written recommendations to the Commission for final decision.

Reference(s)/Attachments:

Board of Supervisors Resolution 82-602

County of Sacramento DPS Personnel Policies and Procedures Manual

Related Policies:

BHS-CMH-YDF-09-01-Countywide Personnel Policies and Procedures

BHS-CMH-YDF-09-03-New Employee Orientation

BHS-CMH-YDF-09-04-County On-call and Temporary Personnel

BHS-CMH-YDF-09-06-Standards of Conduct

BHS-CMH-YDF-09-07-Probation Issued Code of Conduct

BHS-CMH-YDF-09-09-Conflict of Interest, Incompatible Activities

BHS-CMH-YDF-10-01-Facility Access Policy

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