

## Executive Summary

The Department of Human Resources is seeking approval to amend various sections of the City-wide Payband Ordinance.

The Minimum salaries for these positions are being changed from an hourly rate to an annual rate, which is consistent with non-union salaries in the Payband.

Section	Classification	Minimum	Maximum
32	Print Services Technical Specialist	<del>15.00</del> 31,200.00	64,301.67
33	Assistant Water Plant Manager	<del>15.00</del> 31,200.00	79,906.67
33	Assistant Water Plant Manager - Parma	<del>15.00</del> 31,200.00	79,906.67

The title Convention Manger is being changed to Public Auditorium Sales Manager.

37	<del>Convention Manager</del> Public Auditorium Sales Manager		
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The abbreviation G.C. is being replaced with the words Golf Course.

38	Deputy Commissioner of Parks and Urban Forestry/ <del>G.C.</del> Golf Course and Cemeteries		
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Establish a pay band for the Behavioral Health Counselor in the Department of Public Health. This is a new position in the Department of Health, that will fill additional Mental Health and Substance Abuse programming needs within the Department. See attached job classification.

39	*New* Behavioral Health Counselor	31,200.00	75,000.00
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The word Minority is being removed from the Business Development Administrator job classification.

39	<del>Minority</del> Business Development Administrator		
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The job title is being removed from the title of Section 44. Additionally, the language for the single job classification in this section is being replaced with standard Payband language.

44	<p><b>Section 44. Manager, Data Processing Center</b></p> <p><del>That the appointing authority shall fix the salary of the Manager, Data Processing Center, at not less than \$54,080.00 per annum and not more than \$106,120.74 per annum.</del></p> <p>That the salaries and the compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:</p>	52,000.00	106,120.74
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The Maximum salary for the Student Trainee Water Distribution Worker is being increased from \$11.94 to \$13.00 to be consistent with other Student Trainees salaries.

45	Student Trainee Water Distribution Worker	10.00	<del>11.94</del> 13.00
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The Maximum salary for the Investigative Research Specialist is being increased from \$52,000 to \$70,000

56	Investigative Research Specialist	38,000.00	<del>52,000.00</del> 70,000.00
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## **BEHAVIORAL HEALTH COUNSELOR**

### **Duties:**

In the outpatient unit of the Office of Mental Health and Substance Abuse, serves a diverse client population to provide: screening; client intake; bio-psycho-social, alcohol, other drug, and mental health assessments; counseling; case management; referral; and crisis intervention services.

Diagnoses client needs utilizing the American Society of Addiction Medicine (ASAM) level of care to make appropriate treatment recommendations and identify services necessary to promote client recovery. Coordinates the appropriate transfer of care for treatments needed outside the program's level of care offered.

Maintains client confidentiality and adheres to HIPAA privacy rules as outlined by the State of Ohio. Conducts urinalysis as directed. Documents client progress within 24 hours of delivered service ensuring that all diagnostic information is included in the treatment plan.

Provides non-intensive as well as intensive outpatient alcohol and other drug services and outpatient mental health services with the goal of symptom improvement and client recovery. Provides appropriate documentation and data entry for public insurance, other 3rd party billing, and/or self-pay.

Provides education and self-management skills that enable clients' participation in their own treatment and recovery. Develops relapse prevention plans as needed. Helps clients maintain stable functioning.

Develops individualized treatment plans within required timelines and conducts continuing care reviews as needed throughout the duration of treatment. Provides family education groups as needed. Documents client attendance in individual and group sessions.

Provides case management assessment and develops case management plans to support client functioning by helping with public benefits, vocational rehabilitation, housing, and other basic needs and social supports. Monitors and coordinates the delivery of health services for clients including linkage and referral to other treatment providers as needed not only within the primary care setting but, with the client's permission, outside it as well. Performs other job-related duties as required.

### **Minimum Qualifications:**

A Master's Degree in Counseling, Social Work, or Nursing is required. Three years of experience providing substance abuse and mental Health services is required. Ohio licensure of equivalent certification in counseling social work, and chemical dependency (e.g. LICDC, LPC, LPCC, LISW, LMFT) with demonstrated scope of practice providing chemical dependency and mental health service is required. (Ohio licenses must be maintained by licensing/credentialing bodies during the course of employment.) A valid State of Ohio Driver's License is required. Must be computer literate, including Microsoft Office and the agency's electronic health record.