



City of Omaha
Jean Stothert, Mayor

APR 16 '19 AM 5:33
City Clerk Omaha NE - RCVD

Human Resources Department

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Tim Young
Director

Honorable President

and Members of the City Council,

The attached Ordinance provides for the creation of a new classification, Mental Health Coordinator. The position was created at the request of the Police Chief. A copy of the job classification is attached.

The Mental Health Coordinator is funded by the Behavioral Health Support Foundation. The Coordinator will manage six (6) mental health co-responders that will be embedded in each Omaha Police Precinct and the Omaha Police Department Headquarters. The Coordinator will assist the Omaha Police Department with department-wide mental health training as well as with best-practice response to citizens in a mental health crisis.

Mental Health Coordinator will be a Civilian, Management, Professional and Technical Employees Council (CMPTEC) bargaining unit position. It has been set at a salary level of 23.1 MC (\$76,807 to \$93,972) in the pay plan for CMPTEC.

The classification was submitted and approved by the Personnel Board at its March 28, 2019, meeting.

Respectfully submitted,

Referred to City Council for Consideration:

Tim Young 4-12-19
Tim Young Date
Human Resources Director

Jean Stothert 4/15/19
Mayor's Office/Title Date

ORDINANCE NO. 4183D

AN ORDINANCE to amend Section 23 - 177 of the Omaha Municipal Code concerning employment classifications by adding the employment classification entitled Mental Health Coordinator with a salary range of 23.1 MC (\$76,807 to \$93,972); to repeal Section 23 - 177 as heretofore existing; and to provide the effective date hereof.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OMAHA:

Section 1. Due to the length of the affected ordinance, Omaha City Council Rule VII(B) requiring amending ordinances to recite the entire section is hereby waived solely for the purposes of this Ordinance and only the lined out material to be deleted and the underlined material to be added shall be recited herein.

Section 2. That Part A Classifications – Civilian Management, subpart Office Administration & Management (00) of Section 23 - 177 of the Omaha Municipal Code is hereby amended by adding the classification entitled Mental Health Coordinator, Code Number 0135, pay range 23.1 MC which has a salary range of \$76,807 to \$93,972, as follows:

<u>Code No.</u>	<u>Class Title</u>	<u>Pay Range</u>
<u>0135</u>	<u>Mental Health Coordinator</u>	<u>23.1 MC</u>

Section 3. Section 23 - 177 of the Omaha Municipal Code, as heretofore existing is hereby repealed.

Section 4. This Ordinance, being legislative in character, and in accordance with Section 2.12 of the Home Rule Charter of the City of Omaha, shall be in full force and take effect fifteen (15) days following the date of its passage.

ORDINANCE NO. 41830
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INTRODUCED BY COUNCILMEMBER

Ben S. Gray

APPROVED BY:

Tom Stothert 5-15-19
MAYOR OF THE CITY OF OMAHA DATE

PASSED MAY 14 2019 7-0

ATTEST:

[Signature] 5-15-19
CITY CLERK OF THE CITY OF OMAHA DATE

APPROVED AS TO FORM:

[Signature] 4/2/19
DEPUTY CITY ATTORNEY DATE

2019\20364sel



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: MENTAL HEALTH COORDINATOR

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER:

PAY RANGE CODE: 23.1 MC REVISION DATE:

NATURE OF WORK:

This position in the Omaha Police Department (OPD) plans, coordinates, and manages the Health, Wellness, and Crisis Intervention Unit (HWCIU). Manages all HWCIU grant commitments and grant reporting. Serves as the liaison between community providers, consumers, mental health professionals, and law enforcement. Provides staff supervision and oversight as needed. This position reports to the Deputy Chief of Police-Executive Services Bureau.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Coordinates mental health response training for OPD personnel; schedules and coordinates HWCIU personnel and contractors.

Develops and coordinates implementation of the department-wide Crisis Co-Responder Program.

Hires, trains, and clinically supervises all Crisis Co-Responder Program staff, and Peer Support Specialists.

Manages quality assurance process of the HWCIU program and grant, including collecting and maintaining information, data; maintains familiarity and compliance with HWCIU grant requirements.

Compiles evaluation results of the feedback from the HWCIU classes; adjusts classes as necessary to address feedback.

Prepares and submits reports as needed regarding the HWCIU.

Assists with additional grant writing needs and fundraising efforts to sustain programs.

Works with community partners to promote and sustain the HWCIU program.

Conducts presentations as needed and maintains continuous working relationships with all community partners, with specific emphasis on wellness, law enforcement, mental health, and advocacy partnerships.

Recruits new members for the HWCUI team from identified community partners as needed for the program.

Serves on the Heartland Crisis Intervention Team Committee.

Coordinates and meets with the Heartland Crisis Intervention Team Committee, including developing agendas, maintaining meeting minutes, monitoring and disseminating budget and grant updates to the HWCUI team, and developing and maintaining the HWCUI team operations manual.

Monitors HWCUI budget and tracks in-kind match dollars per grant requirements.

Assists with purchasing of materials and systems required by the HWCUI project.

Coordinates with funders to secure donations.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of principles and techniques of public personnel management.

Knowledge of current principles and practices of mental health administration.

Knowledge of the purposes, functions, and activities of various public and private health care entities, including advocacy groups involved in mental health and substance abuse.

Knowledge of current trends in prevention and treatment of mental illness and substance abuse.

Knowledge of principles and procedures of budget preparation and monitoring, including budgets involving grants, contracted services, and federal and state funding.

Ability to plan, organize, and coordinate the activities of mental health care programs and activities.

Ability to analyze and effectively evaluate the operations and services of mental health and substance abuse programs, including those of contract providers.

Ability to manage complex budget activities.

Ability to analyze and interpret laws and regulations governing health services.

Ability to understand written and oral instructions.

Ability to adhere to safety policies, procedures and guidelines.

Ability to communicate effectively, orally and in writing, with other city employees, mental health providers and consumers, and the public.

Ability to present information to interested groups and individuals via group presentations and/or written materials.

Ability to establish and maintain effective working relationships with fellow employees, the general public, and community partners in the areas of law enforcement, mental health, and with advocacy groups.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to perform assignments in a timely manner with accuracy and proper detail.

Ability to sit from 76 to 100% of the time, to stand and walk from 26 to 50% of the time, and reach, bend, stoop, push and pull up to 25% of the time.

Ability to move objects weighing up to ten (10) pounds up to 33% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Licensed Independent Mental Health Practitioner (LIMHP) in the State of Nebraska

AND

Four (4) years of clinical experience in behavioral health, of which two (2) years must include clinical assessment and supervisory experience.

SPECIAL REQUIREMENTS:

Must possess a valid motor vehicle operator's license from the time of appointment.

Must be available to work flexible hours and weekends.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer/Tablet

Telephone

Printer

Calculator

Facsimile Machine

Copier

Previous Revision Date(s):