

To: May 3, 2019
CYF Memo: # 09- 18/19
To: CYF Programs
From: Yael Koenig, CYF Deputy Director
Re: Transition towards Standard Budget Position Titles

Prior to the start of FY 18/19, CYF requested assistance from providers in creating a standard naming convention for all budgeted positions to more accurately communicate position functions and qualifications. This collaborative effort towards continuous improvement demonstrated success in FY 18/19, as evidenced by increased alignment in position titles across CYF programs and improved conversations pertaining to workforce through use of a common language.

As we move into FY 19/20, please be reminded to utilize the list below and align your working titles with the standard titles for all budget submissions. CYF has incorporated additional position titles for this fiscal year, based on provider feedback. This request is not asking programs to rename working titles, but rather to follow the standard naming convention for budget submissions. Recognizing that programs may utilize different working titles, please utilize the example below in your budget submission by using a standard title followed by working title.

Budget Example:
 LMHC/Therapist
 (Standard Title/Working Title)

Standard Budget Position Titles	
Administration	Direct Service
Director	Licensed Mental Health Clinician (LMHC)
Vice President	Registered Associate Mental Health Clinician (RAMHC)
Medical Director	Peri-Child Clinician- <i>Indicate LMHC or RAMHC</i>
Management	Psychologist
Program Manager	Case Manager (CM)
Assistant Program Manager	SUD Counselor- Certified
Clinical Supervisor	SUD Counselor- Registered
Administrative Support	Licensed Practitioner of the Healing Arts (LPHA)- <i>Indicate</i>
Quality Assurance	AOD Specialist, MH Program- <i>Indicate Certified or Registered</i>
Accountant/Bookkeeper	Employment Specialist
Office Manager	CalWORKs Family Stabilization Specialist (FSS)
Office Assistant	Homeless Outreach Worker (HOW)
Clerk- <i>Indicate if Billing or Data-Entry</i>	Outreach Worker
Direct Service-Medical	Support Partner- <i>Indicate Family/Youth/Parent</i>
Psychiatrist (MD)	Childcare Worker
Registered Nurse (RN)	Student Trainee- <i>Indicate MFT, PCC, CSW</i>
Physician's Assistant (PA)	Rehab Specialist/QMHP
Nurse Practitioner (NP)	Aide/Assistant
Licensed Vocational Nurse	
Ancillary Positions	
Cook	
Security Guard	
Driver	
Maintenance	

CYF welcomes all input regarding the standard naming convention, including proposed titles, and recognizes that specialized programs may have unique titles that will be outside of the standard naming convention. Please discuss any barriers to utilizing the naming convention with the program COR.