To: May 4, 2018

CYF Memo: # 08-17/18

To: CYF Programs

From: Yael Koenig, CYF Deputy Director

Re: Transition towards Standard Budget Position Titles

In an effort towards continuous improvement, CYF is requesting program assistance to create a standard naming convention for all budgeted positions. A standard naming convention more accurately communicates position function and qualifications through the use of a common language.

Please review the list below and align working titles with the standard titles for future budgets. This request is not asking programs to rename titles, but rather to follow a standard naming convention for budget submission. Recognizing that programs may utilize different working titles, please reference this by using a standard title followed by working title.

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-*Indicate LMHC or RAMHC*
Management	Psychologist
Program Manager	Case Manager (CM)
Assistant Program Manager	SUD Counselor- Certified
Clinical Supervisor- LMHC	SUD Counselor- Registered
Administrative Support	AOD Specialist, MH Program- *Indicate if Certified or Registered*
Quality Assurance	Employment Specialist
Accountant/Bookkeeper	CalWORKs Family Stabilization Specialist (FSS)
Office Manager	Homeless Outreach Worker (HOW)
Office Assistant	Outreach Worker
Billing Clerk	Support Partner- *Indicate Family/Youth/Parent*
Direct Service-Medical	Childcare Worker
Psychiatrist	Student Trainee- *Indicate MFT, PCC, CSW*
Registered Nurse (RN)	**Ancillary Positions**
Physician's Assistant (PA)	Maintenance
Nurse Practitioner (NP)	Cook
Licensed Vocational Nurse (LVN)	Security Guard

For programs who have already submitted their FY 18/19 budget, please work towards aligning with standard titles for future budgets. 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. Thank you.