

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1920850

Deputy Administrator Veterans Home, M-3	1920850
Administrator New York State Veterans Home, M-8	1920900

Brief Description of Class Series

Positions in this title series manage all operations of a New York State Veterans' Home operated by the Department of Health (DOH). Incumbents direct all programs, activities, and services provided by a Veterans' Home, and oversee all facility departments and staff.

Distinguishing Characteristics

All positions are in the non-competitive jurisdictional class.

Deputy Administrator Veterans Home: managerial level; reporting to an Administrator New York State Veterans Home, serves as second-in-charge and may direct one or more programs, and directs the overall operation in the absence of the Administrator.

Administrator New York State Veterans Home: managerial level; oversees the operation of all departments at a DOH Veterans' Home; functions as the administrator-of-record for the facility.

Illustrative Tasks

Deputy Administrator Veterans Home and Administrator New York State Veterans Home perform similar functions. However, the Administrator New York State Veterans Home oversees all departments at the facility, functions as the administrator-of-record, and supervises the Deputy Administrator Veterans Home.

Oversees operation of all departments at the facility, such as fiscal, human resources, medical, food service, and environmental services; consults with department heads to resolve operational issues.

Holds department head meetings to receive status updates and implement updated policies and procedures.

Keeps up to date on clinical operations issues in consultation with the facility's Chief Medical Services.

Develops annual budget requests in coordination with facility department heads and submits requests to Health Facilities Management for review; represents the facility in annual budget hearings.

Reviews program data from all departments and implements quality improvement activities to improve care provided to residents.

Functions as the administrator-of-record for the facility and coordinates federal and State regulatory survey processes to ensure continued facility accreditation. Maintains target census and case mix levels.

Represents the facility in meetings with the Board of Visitors.

Investigates resident complaints, and ensures that issues are resolved and residents' needs are provided for.

Represents the facility with community and public relations contacts.

Minimum Qualifications

Deputy Administrator New York State Veterans Home

Non-Competitive: possession of a New York State nursing home administrator license, and six years of professional health care experience, three of which must have been in an administrative position* at a skilled nursing facility.

Administrator New York State Veterans Home

Non-Competitive: possession of a New York State nursing home administrator license, and eight years of professional health care experience, three of which must have been in an administrative position* at a skilled nursing facility.

* Qualifying administrative positions include administrators-of-record, assistant administrators or equivalent, department or deputy department director at a skilled nursing facility, or an administrator-in-training (AIT).

Substitution: master's degree may substitute for one year of the professional health care experience, but not the administrative experience. Completion of an AIT program or qualifying field experience in a skilled nursing facility operated by New York State may substitute for an additional year of the professional health care experience.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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