

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

Classification Standard

Occ. Code 2847400

Assistant Director Correctional Mental Health Programs, Grade 25 2847400
Director Correctional Mental Health Programs, M-3 5290500

Brief Description of Class Series

Positions in this series are responsible for the development, implementation, and evaluation of programs designed to provide services to incarcerated individuals with special needs, such as visual, hearing, intellectual and/or developmental impairments, and those incarcerated individuals with mental health issues. Incumbents of these positions develop programs to provide services to special needs incarcerated individuals, implement special needs programs, evaluate the effectiveness of the Department's special needs programs, and serve as special needs liaisons within the Department, with the Office of Mental Health, and with the Division of Parole.

These positions are only classified in the Department of Corrections and Community Supervision (DOCCS) in main office.

Distinguishing Characteristics

Assistant Director Correctional Mental Health Programs: under direction from the Director for Correctional Mental Health Programs, acts as liaison for interagency programming and to the Superintendents to ensure proper special needs programming.

Director Correctional Mental Health Programs: reporting to the Assistant Commissioner Correctional Mental Health Services, is responsible for the overall direction of the programs of special needs programs at facilities of the Department and to represent the Department in regard to special needs programming.

Related Classes

Correctional Facility Program Administrators are management positions which oversee all Program Services areas within a small correctional facility.

Correctional Regional Health Services Administrators develop, implement, and monitor a physician and hospital network for incarcerated individual patients within a given region. Incumbents are responsible for the implementation of health services

program initiatives and quality assurance, contract administration, and accreditation with respect to health care delivery systems.

Assistant Directors Correctional Health Services are responsible for the planning, development, implementation, and monitoring of the health services delivery mechanisms within DOCCS.

Deputy Superintendent for Administrative Services, Deputy Superintendent for Security Services, Deputy Superintendent for Program Services, Deputy Superintendent for Reception and Classification, and Deputy Superintendent of Correctional Health Care Facility, also work under the direction of a Superintendent of Correctional Facility and are responsible for the administration, security, programming, classification, and health functions at a correctional facility.

Illustrative Duties

Assistant Director Correctional Mental Health Programs

Participates in monthly meetings with agency representatives to ensure consistency of inter-agency policy.

Resolves inter-agency issues at each of the correctional facilities through quarterly visits.

Ensures that correctional special needs programs adhere to correctional policy, with emphasis on admission and discharge.

Reviews and evaluates admissions and discharges based on special needs and adherence to correctional policy.

Assists in resolving program level issues pertaining to special needs programs.

Reviews existing policy to determine its relevance and effectiveness in meeting incarcerated individual needs; works with Program Planning and Evaluation Division to create measurement and evaluation instruments.

Prepares and submits detailed proposals to the Assistant Commissioner recommending and illustrating necessary policy modifications.

Interacts with Superintendents on all issues regarding incarcerated individuals with special needs.

Monitors and responds to incarcerated individual mental health issues.

Recommends transfers for incarcerated individuals to special needs programs or the Central New York Psychiatric Center.

Provides technical supervision to staff deployed in Intermediate Care Programs and other special programs to ensure adherence to correctional policy.

Assists in establishing program priorities to be adhered to by facility staff; monitors performance of staff to ensure effective and timely completion of workload.

Provides curriculum, technical assistance, and training to unit and facility staff relative to special programs.

Assists in the preparation of the budget for Mental Health and Special Programs, based on guidelines established by the Director for annual budget preparation.

Drafts budget proposals for any new special needs programs.

Assists in preparing annual preliminary budget requests for Mental Health and Special Programs.

Meets with the Director Correctional Mental Health Programs daily to discuss activities and any major problems of the Bureau.

Director Correctional Mental Health Programs

Maintains responsibility for identification of mental health related and special needs of incarcerated individuals within population and develops programs to meet these needs.

Coordinates the Extended Classification Program to ensure potential benefits to incarcerated individuals derived from early identification of special needs.

Maintains responsibility for continued research involving mental health related needs throughout an incarcerated individual's confinement.

Identifies existing trends and develops projections on types of care required by incarcerated individuals, including the sensorial disabled; analyzes existing mental health related and special services available to incarcerated individuals.

Implements mental health based programming within DOCCS.

Develops specific manuals identifying goals and methods for achieving those goals; identifies program requirements.

Represents the Department before New York State Division of the Budget in justifying program funding levels with authority to enter negotiations.

Collaborates with support divisions within Central Office for program implementation.

Acts as agency representative in developing cooperative and contractual arrangements for interagency programs.

Develops, directs, and participates in major training activities for program specific and other staff.

Develops methods for adjusting and monitoring program activities, including computer based data gathering systems.

Directs and implements program modifications to increase overall program effectiveness.

Liaisons with major mental health service providers to elicit their assistance in joint projects and upgrading mental health services within the agency; develops and negotiates for programs based on shared services, technical assistances, and mutually beneficial training with organizations and groups.

Develops referral mechanisms for special care needs of incarcerated individuals upon release from custody.

Develops a system for red-flagging incarcerated individuals who will require special care or treatment when discharged.

Ensures that appropriate agencies are notified of release of incarcerated individuals with special needs.

Arranges with community based organizations for continued therapeutic counseling or treatment upon release.

Minimum Qualifications

Assistant Director Correctional Mental Health Programs

Open Competitive: bachelor's degree in correctional studies, counseling, criminal justice, educational psychology, health services administration, psychology, public health administration, social work, sociology or a closely related field AND four years of experience in the design, analysis, implementation, evaluation, and/or management of specialized programs for confined felons with special needs including psychological, mental, emotional, or intellectual disability, or sensory impairment. A J.D. or master's degree in one of the above fields may substitute for one year of general experience.

Director Correctional Mental Health Programs

Promotion: one year of permanent service as an Assistant Director Correctional Mental Health Programs.

Open Competitive: bachelor's degree in correctional studies, counseling, criminal justice, educational psychology, health services administration, psychology, public health administration, social work, sociology or a closely related field AND five years of experience in the design, analysis, implementation, evaluation and/or management of specialized programs for confined felons with special needs including psychological, mental, emotional, or intellectual disability or sensory impairment. Three years of this experience must be at a supervisory level or one year of this experience must be at a managerial level. A J.D. or master's degree in one of the above fields may substitute for one year of general 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.

Date: 7/2021

PH