

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

Tentative Classification Standard

***Occ. Code 5200700***

**Chief of Forensic Unit 1, M-2**

Brief Description of Class

Chiefs of Forensic Unit 1 plan, supervise, and evaluate the development, implementation, provision, and operation of mental health treatment programs for incarcerated individuals in Central New York Psychiatric Center (CNYPC) mental health or satellite units located on the grounds of Department of Corrections and Community Supervision (DOCCS) correctional facilities. Incumbents oversee multidisciplinary treatment teams; coordinate and analyze treatment program operations; and ensure compliance with applicable laws, rules, regulations, and standards of care.

Positions are classified in the Office of Mental Health (OMH).

Distinguishing Characteristics

*Chief of Forensic Unit 1:* managerial level; plans, coordinates, and supervises the activities of a multidisciplinary treatment team, typically composed of 20 or more clinical professionals, paraprofessionals, and direct care staff providing mental health treatment services to incarcerated individuals in one or more mental health or satellite unit(s); and oversees, coordinates, and evaluates treatment program operations.

Related Classes

Treatment Team Leaders administer, direct, and coordinate the activities of interdisciplinary treatment teams and programs tailored to meet the needs of individuals with mental illness, developmental, physical, and/or intellectual disabilities.

Forensic Services Program Administrators plan, coordinate, and administer the delivery of services for forensic mental health or correctional facility-based programs.

Illustrative Duties

*Chief of Forensic Unit 1*

Supervises the activities of a multidisciplinary treatment team; and oversees, coordinates, and evaluates treatment program operations.

- Manages unit activities; conducts administrative and clinical treatment team meetings; communicates program objectives and priorities; and provides leadership and direction in the implementation of policies and procedures.
- Determines staff assignments; monitors time and attendance; completes and/or ensures the completion of performance evaluations; and identifies training needs and arranges for the provision of training.
- Monitors and maintains adequate staffing levels; develops staffing plans and schedules; and participates in recruitment, orientation, and training processes for new employees.
- Reviews and monitors treatment services, program records, and reports to ensure quality and compliance with policies, procedures, and standards of care; and maintains and utilizes caseload information management systems.
- Evaluates treatment program effectiveness; and recommends modifications in consultation with clinical professionals.
- Implements performance improvement measures and utilization review processes; initiates corrective actions for identified deficiencies; and evaluates program progress towards achieving established goals and objectives.
- Manages and oversees recommendations for individuals receiving treatment, including discharges and referrals.
- Prepares unit budgets and monitors the expenditure of funds and unit resources.
- Serves as liaison and collaborates with OMH Central Office, CNYPC, Counsel's Office, DOCCS, Office of the Attorney General, Mental Hygiene Legal Services, and community agencies to coordinate activities and information, implement court orders, and ensure incarcerated individuals have access to appropriate programs and services.

### Minimum Qualifications

#### *Chief of Forensic Unit 1*

Open Competitive: a bachelor's degree and five years of professional experience providing treatment in a mental health setting, addiction treatment facility, or criminal justice setting serving incarcerated individuals with mental illness. Two years of this

experience must have included clinical supervision of one or more credentialed disciplines.

Substitutions: A master's degree may substitute for one year of non-supervisory experience; a J.D. may substitute for two years of non-supervisory experience; and a doctorate degree may substitute for three years of non-supervisory 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 the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualifications for appointment or examination.

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