

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

Occ. Code 5200800

Director Bureau Forensics, M-5

Brief Description of Class

The Director Bureau Forensics oversees sex offender risk assessments and evaluations and the sex offender community treatment program implemented under the Sex Offender Management and Treatment Act (SOMTA). The incumbent monitors the delivery of statewide community sex offender treatment services; sets policies and standards consistent with laws, rules, and regulations; provides guidance to State and local criminal justice entities; and assesses the adequacy and effectiveness of sex offender risk assessment and evaluation procedures.

This position is classified in the Division of Forensic Services at the Office of Mental Health (OMH).

Distinguishing Characteristics

Director Bureau Forensics: one position class; oversees all sex offender risk assessment and community treatment services provided by OMH.

Illustrative Tasks

Director Bureau Forensics

Oversees sex offender civil management processes to ensure that the civil management evaluation and treatment protocols are based on the most accurate scientific understanding available.

Ensures that sex offender risk assessment and community treatment programs comply with State and federal laws, rules, and regulations.

Directs and supervises planning and policy development and oversees the care of individuals in the community under court-ordered Strict and Intensive Supervision and Treatment (SIST).

Assesses the adequacy of the State's sex offender civil management service system; and develops and implements policies, and/or programs to address operational needs.

Supervises sex offender risk assessments and evaluations, including Chief Psychiatric Examiners (Psychologist) and staff assigned to the monitoring and implementation of SIST.

Participates in public speaking activities, educational workshops/seminars, dialogue groups, and inter and intra-agency teams and workgroups.

Develops and implements policies; and determines program priorities.

Minimum Qualifications

Director Bureau Forensics

Promotion: one year of service as a Chief Psychiatric Examiner (Psychologist), or two years of service as a Forensic Services Program Administrator 2 or Mental Health Program Specialist 5.

Open Competitive: bachelor's degree and eight years of professional administrative experience in a mental health or criminal justice setting, three years of which must have been in a forensic setting established for the custodial care and treatment of mental health patients or sex offenders involved with the criminal justice system. Three years of this experience must have been at a managerial level.

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 requirements for appointment or examination.

Date: 1/2021

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