

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

Classification Standard

Occ. Code 5214900

Director DDSO, M-8

Brief Description of Class

Directors DDSO provide executive leadership and direction to Developmental Disabilities State Operations Offices (DDSOO) and Developmental Disabilities Regional Offices (DDRO), as prescribed in Section 13.21 of the Mental Hygiene Law. Incumbents lead, coordinate, and oversee the provision of services and supports for individuals with developmental disabilities within a district or region.

Positions are non-competitive and classified in the Office for People With Development Disabilities (OPWDD).

Distinguishing Characteristics

Director DDSO: executive level; under the general direction of the Commissioner of OPWDD or designee thereof, directs the operations of a DDSOO or DDRO; develops and implements policies, procedures, strategic plans, and objectives for a district or region in accordance with standards, rules, and regulations; and ensures that programs and services align with the agency's overall mission and vision.

Illustrative Duties

Director DDSO

Leads, coordinates, and directs DDSOO or DDRO operations, and programs and services for individuals within a district or region.

- Directs the management of State operated services, including residential, clinical, and community-based programs within a district, or voluntary agency provider program planning, development, technical assistance and oversight, service eligibility, access, and referral programs and services within a region.
- Oversees and manages the utilization and deployment of staff across the district or region; and ensures that services and supports are delivered to individuals in a safe, efficient, and effective manner.

- Collaborates with stakeholders, voluntary providers, and DDSOO or DDROO staff to ensure a system of individualized, community-based supports.
- Coordinates and oversees services and supports; implements statewide policies and strategies; leads local level efforts to advance agency initiatives and district or regional priorities; and develops action plans for implementation.
- Ensures ongoing communication and collaboration with other State agencies and local governments providing support to individuals and families.
- Works closely with Central Office and voluntary providers to ensure that district or regional operations successfully align with the agency's mission and vision.
- Provides advice, consultation, and oversight to management staff and/or voluntary providers regarding the provision of services and supports to individuals; and ensures district or regional compliance with applicable standards, rules, and regulations.
- Manages the development of enterprise solutions and participates in maintaining consistency in strategic core business operations throughout the State.
- May develop, implement, and monitor quality assurance programs for a district or region to ensure compliance with regulatory and legal mandates.
- Represents the agency and district or region at conferences, meetings, and public presentations.

Minimum Qualifications

Director DDSO

Non-Competitive: a bachelor's degree in a mental hygiene discipline; hospital, business, or public administration; or other area closely related to health care, behavioral or social science, statistics, or quantitative, research; and ten years of administrative, management, or supervisory experience in a mental hygiene, health, or human services setting, five years of which must have been at a managerial level, including working at a leadership level with responsibility for fiscal and program administration.

Substitutions: a master's degree in one of the above fields may substitute for one year of general experience; and a license to practice medicine in New York State or Canada may substitute for two years of general experience described above.

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.

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