

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

Classification Standard

Occ. Code 5230100

Director Mental Health Field Office 1, M-6	5230100
Director Mental Health Field Office 2, M-8	5230200

Brief Description of Class Series

Directors Mental Health Field Office function as executive level managers and direct Office of Mental Health (OMH) field offices. Incumbents direct the development, interpretation, and communication of agency policies and initiatives to local government units, community mental health providers, and the public; formulate and recommend policies, procedures, and remedial actions to executive staff on issues related to community treatment program activities and local service delivery systems; participate in executive management planning, policy, and decision-making; and represent their assigned geographic area on management committees affecting agency policy.

Positions are non-competitive and classified in OMH field offices.

Distinguishing Characteristics

Director Mental Health Field Office 1: director level; manages the overall operations, program activities, and service delivery of an OMH field office.

Director Mental Health Field Office 2: one position class; manages the overall operations, program activities, and service delivery of the New York City Field Office.

Illustrative Duties

Director Mental Health Field Office 1

Directs the operations of an OMH field office; and manages, coordinates, and monitors regional service delivery.

- Manages staff engaged in activities related to the development, implementation, and evaluation of local mental health programs, and in addressing policy questions and operational problems raised by county service providers.

- Monitors and oversees licensed providers, program activities, and the delivery of services to ensure compliance with applicable laws, rules, and regulations and the provision of quality mental health services, in accordance with agency policies and procedures.
- Collaborates with local government units, providers, and Central Office staff to identify issues in service delivery; and recommends appropriate solutions to OMH executive staff.
- Reviews staffing configurations to develop and establish resource allocation plans; and targets resources to ensure funding for field office priorities.
- Develops program policies for OMH licensed, designated, and funded programs for individuals within various populations and/or cultures, and strategies to improve the operation of mental health services in the local service delivery system.
- Advises Central Office programs, divisions, and bureaus on issues related to regional mental health policy.
- Responds to inquiries from outside consumer groups, families, the Legislature, the Division of the Budget, and other interest groups.
- Solicits and facilitates participation by appropriate advisory committees in the development process for new OMH initiatives and/or policies.
- Works in partnership with other human service agencies to facilitate communication, improve agency collaboration, and better meet the needs of individuals served by multiple service systems.
- Performs the full range of supervisory duties for field office staff; determines and oversees staff assignments; reviews, monitors, and evaluates staff performance; and identifies training needs and arranges for the provision of training.

Director Mental Health Field Office 2

Performs the duties of a Director Mental Health Field Office 1; directs the operations of the New York City Field Office; and manages, coordinates, and monitors regional service delivery.

Minimum Qualifications

Director Mental Health Field Office 1

Non-Competitive: a bachelor's degree in a human services field, hospital, healthcare, public or business administration, or a related field; and nine years of clinical, administrative, and/or supervisory experience in a mental health, public health, healthcare, and/or managed care setting. Four years of this experience must have been at a managerial level in one or more of the following areas:

1. Policy development for a statewide public mental health program, public health, healthcare, and/or managed care program.
2. Quality control, quality assurance, or quality improvement in a mental health, public health, healthcare, and/or managed care program.
3. Program planning, design, implementation, or evaluation in a mental health, public health, healthcare, and/or managed care program.
4. Allocation, budgeting, and claiming of OMH funding for local mental health programs.
5. As a county director of mental health.

Director Mental Health Field Office 2

Non-Competitive: a bachelor's degree in a human services field, hospital, healthcare, public, or business administration, or a related field; and ten years of clinical, administrative, and/or supervisory experience in a mental health, public health, healthcare, and/or managed care setting. Five years of this experience must have been at a managerial level in one or more of the areas described above for Director Mental Health Field Office 1.

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.

Date: 2/2026

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