

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

Classification Standard

Occ. Code 5256400

Associate Commissioner Mental Health, M-8

Brief Description of Class

Associate Commissioners Mental Health provide executive-level leadership, oversight, direction, and policy development for agency-wide programs and divisions in the Office of Mental Health (OMH).

Distinguishing Characteristics

Associate Commissioner Mental Health: non-competitive; executive level; under the general direction of the Executive Deputy Commissioner; oversees and directs an agency-wide program or division; serves as a member of the executive team; and develops and implements statewide policies, procedures, and strategic plans, consistent with the overall mission and vision of OMH.

Illustrative Duties

Associate Commissioner Mental Health

Plans and monitors agency-wide programs; develops and communicates operational priorities, plans, policies, and procedures; and directs and oversees program and policy development, implementation, performance monitoring, and evaluation.

Functions as member of the Commissioner's executive team; attends and participates in leadership meetings; and responds to inquiries from external groups, organizations, agencies, and the Legislature on behalf of the Commissioner.

Manages fiscal and programmatic resources; and makes recommendations to align staffing and program goals with strategic plans and legislative mandates.

Develops, proposes, and implements key statewide strategic initiatives and goals.

Serves as OMH's representative for stakeholder relationships; coordinates responses regarding program goals, policies, and procedures; and meets with stakeholders to present and clarify information and answer questions.

Minimum Qualifications

Associate Commissioner Mental Health

Non-Competitive: a bachelor's degree in an appropriate field and ten years of experience in a mental health or closely related field, five years of which must have been at a managerial level, and three years of which must have been in the operation and administration of a program for individuals diagnosed with mental illness.

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: 8/2021

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