

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

Classification Standard

**Occ. Code 5266850**

<b>Deputy Director Psychiatric Research Institute, M-8</b>	<b>5266850</b>
<b>Director Psychiatric Research Institute, M-8</b>	<b>5266950</b>

Brief Description of Class Series

Positions in this series are responsible for the management and oversight of comprehensive research programs at the Office of Mental Health's (OMH) Nathan S. Kline Institute for Psychiatric Research and New York State Psychiatric Institute. Incumbents direct the operations of clinical and academic research programs and departments.

Positions are non-competitive and classified in OMH.

Distinguishing Characteristics

*Deputy Director Psychiatric Research Institute:* managerial level; assists the Director Psychiatric Research Institute in overseeing the operations of the Nathan S. Kline Institute or New York State Psychiatric Institute, including clinical, research, and/or education programs.

*Director Psychiatric Research Institute:* director level; under the general direction of the Commissioner of OMH; functions as the chief executive officer of the Nathan S. Kline Institute or New York State Psychiatric Institute; and plans, evaluates, and directs clinical, research, and/or education programs.

Illustrative Duties

*Deputy Director Psychiatric Research Institute*

Assists the Director Psychiatric Research Institute in the development, implementation, and evaluation of clinical, research, and/or education program administration and operation at the Nathan S. Kline Institute or New York State Psychiatric Institute.

- Oversees the delivery and performance of program activities, makes modifications, and ensures compliance with State, federal, and agency policies and procedures.

- Assists in implementing strategic plans, objectives, and research priorities for the Institute; participates in the development, implementation, and evaluation of policies and procedures; and recommends changes to programming, policies, and treatment plans to improve the quality of program services.
- Supervises administrative, clinical, and faculty staff; and evaluates the effective use of administrative, clinical, and research workforce at all levels.
- Assists with the review and approval of research proposals, and development and review of scientific publications distributed by the Institute.
- Tours and inspects the Institute on administrative and clinical matters.
- Serves as a member of university faculty and instructs medical students.

*Director Psychiatric Research Institute*

May perform the tasks and activities of a Deputy Director Psychiatric Research Institute above; and oversees and directs the overall operations of the Nathan S. Kline Institute or New York State Psychiatric Institute.

- Supervises the preparation of interdisciplinary scientific reports and publications.
- Evaluates the results of research studies on practices, treatments, and policies related to mental health.
- Advocates for mental health care, contributes to public health policies, and participates in government policy and federal legislation development.
- Develops and maintains academic affiliations with the community, local colleges and universities, and teaching hospitals.
- Supervises the preparation of the Institute's operating budgets and annual reports.
- Oversees the management of State, federal, and sponsor organization research grant funding to develop and extend research programs.
- May act as a public spokesperson on mental illness and psychiatry on behalf of the Institute.

Minimum Qualifications

*Deputy Director Psychiatric Research Institute*

Non-Competitive: possession of a license and current registration to practice medicine in New York State; certification in psychiatry by the American Board of Psychiatry and Neurology (ABPN); and five years of progressively responsible experience in clinical psychiatry with demonstrated experience in psychiatric research and active involvement in academic pursuits, three years of which must have included clinical supervision and administrative leadership of a psychiatric research program or of psychiatric programs in an integrated academic medical center.

*Director Psychiatric Research Institute*

Non-Competitive: possession of a license and current registration to practice medicine in New York State; certification in psychiatry by the ABPN; and six years of progressively responsible experience in clinical psychiatry with demonstrated experience in psychiatric research and active involvement in academic pursuits, four years of which must have included clinical supervision and administrative leadership of a psychiatric research program or of psychiatric programs in an integrated academic medical center.

**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 which were 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: 9/2021

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