

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

Classification Standard

Administrator Employee Health Services, M-4

5280800

Brief Description of Class

Administrator Employee Health Services oversees a staff of full-time staff of physicians, nurse practitioners, registered nurses, medical assistants, and support staff at the Department of Civil Services' Employee Health Service (EHS) in their administration of pre-employment and fitness for duty examinations and evaluations; occupational health screenings; and immunizations for New York State employees.

Distinguishing Characteristics

Administrator Employee Health Services: non-competitive; one position class; administratively oversees the Employee Health Services and services provided such as medical examination services, including pre-employment, fitness-for-duty/ return-to-work, and occupational health examinations, for all New York State departments and agencies.

Related Classes

Director Health Services Medical Service: functions as the medical director of EHS, oversees all EHS medical and non-medical programs, supervises EHS administrators, clinicians, and support staff; and provides occupational health expertise to agency occupational health directors.

Director Nursing 1 (Health Services) oversees occupational health nursing programs operated by EHS, develops occupational health nursing, and clinic policies and procedures in consultation with the Director Health Services Medical Service, and supervises Registered Nurse Supervisors 1 (Health Services) and other staff in the provision of occupational health services.

Illustrative Tasks

Administrator Employee Health Services: provides leadership and direction to staff in the Employee Health Service; oversees policy development and strategic direction related to the provision of the statutorily required services of the Employee

Health Service; maintains networks of medical, psychological, and clinical specialties throughout the State for the provision of those contractual services which cannot be performed by the staff of the Employee Health Service; and coordinates the contract procurement activities of the Employee Health Service with the Department's Office of Financial Administration, including the drafting of procurement and contractual language.

Minimum Qualifications

Administrator Employee Health Services

Open Competitive: a bachelor's degree and seven years of experience* in the administration of one or more of the following: hospital, health care facility, or ambulatory service/clinic, or community health program, or occupational health program, or county-wide or state-wide health program. Two years of the seven years of experience must be in a managerial role within the facilities or clinics or programs enumerated above.

Substitutions: A J.D. or master's degree* in the experience areas listed may substitute for one year of general experience. A Ph.D* in the experience areas listed may substitute for two years of general experience.

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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