

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

Classification Standard

Occ. Code 5290450

Assistant Director Correctional Health Services, M-2

Brief Description of Class

Assistant Directors Correctional Health Services plan, develop, implement, and monitor health services delivery mechanisms within the Department of Corrections and Community Supervision (DOCCS). Incumbents supervise the activities of the Correctional Regional Health Services Administrators and serve as liaisons between multiple interagency Divisions to maintain an effective planning for the delivery of health care services to the incarcerated population.

Distinguishing Characteristics

Assistant Director Correctional Health Services: plans, develops, implements, and monitors the Department's health services delivery mechanisms through the supervision of the Correctional Regional Health Services Administrators.

Related Classes

Correctional Regional Health Services Administrators (RHSA) develop, implement, and monitor a physician and hospital network for incarcerated individual patients within a given region.

Illustrative Duties

Supervises and monitors the activities of the Correctional RHSAs to which they are assigned.

- Provides supervision, guidance, and oversight to subordinate staff, and intervenes and resolves problems as necessary.
- Determines and oversees staff assignments.
- Approves leave and tracks time and attendance.
- Reviews, monitors, and evaluates staff performance.

- Completes performance evaluations.
- Identifies training needs and arranges for provision of training.
- Manages and directs program activities by setting priorities and deadlines.
- After consulting RHSA, develops a work plan, priorities and a reporting system.
- Makes periodic joint site visits with RHSA to the facilities to assess facility and RHSA performance.
- Reviews RHSA analysis of utilization trends and discusses findings.
- Reviews RHSA implementation and enforcement of DOCCS policies and procedures.
- Develops RHSA performance appraisal program and evaluates RHSA performance.

Directs resource assessment and development of new programs.

- Utilizes RHSAs to conduct needs assessments with regard to requirements for outside health care needs.
- Directs initiation of search for outside resources and ensures internal DOCCS commitment for resources appropriate to the level of program need.
- In situations where level of need is insufficient to support a new outside resource, directs development and utilization of alternative care arrangements.

Obtains approval for new programs and directs their implementation.

- Prepares justification for DOCCS, Division of the Budget, Audit and Control, and Attorney General approval.
- In conjunction with the consultant, or institution, directs development of a program for implementation.
- Using the program developed, directs creation of policies and procedures to implement program.
- Works with support divisions within Central Office to make arrangements for program implementation, i.e. personnel, facilities planning, support operation, budget and finance, and security.

Develops, in conjunction with DOCCS clinical directors, an audit process.

- Develops a goal statement around which the audit procedure can be constructed.
- Ensures the development of a true multidiscipline audit process which will invite participation by doctors, physician assistants, nurses, pharmacists, and RHSA.
- Develops a separate audit process for dental care.
- Creates policies and procedures which can be uniformly applied in any correctional facility.
- Creates policies and procedures which require process audits, but which can be extended to cover quality of care issues.

Directs implementation of the audit program.

- Ensures the creation of audit teams which will conduct quality assurance reviews in conjunction with facility staff.
- Identifies facilities to be audited and develops an audit schedule.
- Reviews audit findings with RHSA and other applicable staff to discover patterns which require remediation on a regional or wider basis.
- Works through RHSA to ensure that audit findings are formally reviewed with the facility staff in order to develop plans of correction.
- Periodically critiques audit procedures and techniques to improve audit process and validity.

Maintains liaison with community-based hospitals with which DOCCS has contracts for inpatient care.

Minimum Qualifications

Promotion: one year of permanent service as a Correctional Regional Health Services Administrator, Supervisor Correctional Health Services Utilization Management, Supervisor Communicable and Infectious Disease Control, or Contract Management Specialist 2.

Open Competitive: master's degree in public health administration, hospital administration, public health, health care management, health care administration, health sciences administration, or a field closely related to hospital administration or management; and four years of progressively responsible management/administrative

experience, of which one or more years must have been either as a project leader, regional administrator, or assistant director of a multi-unit health care organization, with at least 40 units, which provides services to confined or committed individuals, or in a major health care organization providing specialty health care support/training to multiple health care sites on a regional or Statewide basis.

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 of 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 qualification requirements for appointment or examination.

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