

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

Tentative Classification Standard

**Occ. Code 5602220**

**Director Nursing 3 (Developmental Disabilities), M-4**

Brief Description of Class

Directors Nursing 3 (Developmental Disabilities) are registered professional nurses who direct, manage, and oversee statewide nursing services provided to individuals with intellectual and/or developmental disabilities by programs operated and/or certified by the Office for People With Developmental Disabilities (OPWDD).

Distinguishing Characteristics

*Director Nursing 3 (Developmental Disabilities):* director level; manages, directs, and evaluates statewide nursing services; develops and implements nursing policies and procedures; oversees the recruitment, training, supervision, evaluation, and utilization of nursing staff; and supervises Directors Nursing 1 (Developmental Disabilities) and other staff in the provision and oversight of nursing services.

Illustrative Duties

*Director Nursing 3 (Developmental Disabilities)*

Directs statewide nursing services and oversees Directors Nursing 1 (Developmental Disabilities) and other staff in the provision and oversight of nursing services.

- Serves as a member of the Central Office management team; coordinates agency activities to ensure the provision of quality nursing and health services and compliance with State and federal requirements and standards of nursing care for individuals with intellectual and/or developmental disabilities.
- Establishes and maintains nursing practice standards, policies, and procedures; and provides technical assistance, guidance, and training to OPWDD staff and voluntary provider agencies.
- Provides clinical supervision; oversees the nursing community of practice; and ensures that nursing staff are informed of directives and policy changes and the appropriate implementation of such changes.

- Analyzes proposed State and federal regulations and provides feedback specific to the impact on nursing and health care services.
- Performs quality assurance activities; oversees and evaluates the quality and appropriateness of nursing and direct care services; identifies problem areas and/or opportunities for improvement; and reports and recommends modifications related to nursing aspects of care, policies, and/or procedures.
- Acts as the primary point of contact for health care related issues; and meets with individuals, families, and other concerned groups to discuss specific issues for the purpose of improving the quality of care provided to individuals.
- Participates in survey/audit activities for programs operated and/or certified by OPWDD to ensure compliance with applicable laws, rules, and regulations.
- Represents the agency and nursing discipline on interagency workgroups and committees; and collaborates on health and wellness projects.

### Minimum Qualifications

#### *Director Nursing 3 (Developmental Disabilities)*

Open Competitive: possession of a license and current registration as a registered professional nurse in New York State; a bachelor's degree in nursing; and three years of post-licensure clinical nursing experience. Two years of this experience must have been at a managerial level over subordinate registered nurse supervisors.

Substitution: a master's degree in nursing may substitute for one year of post-licensure clinical nursing 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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