

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

Classification Standard

**Occ. Code 6441850**

**Director Funeral Directing, M-2**

Brief Description of Class

The Director Funeral Directing oversees the practice of funeral directing in New York State; manages the licensing and registration of funeral directors and firms; administers the funeral directing licensing examination process; and reviews and approves funeral directing continuing education programs.

The title is only classified at the Department of Health.

Distinguishing Characteristics

*Director Funeral Directing*: one position class; oversees the practice of funeral directing in New York State; directs operations of the Bureau of Funeral Directing (BFD).

Illustrative Tasks

*Director Funeral Directing*

Manages the licensing and registration of funeral directors and firms by reviewing and approving applications; revoking licenses and registrations; and ensuring that funds are collected and assigned to appropriate applicants.

Administers the funeral directing licensure examination process, which includes overseeing preparation of the exam, notifying candidates of dates and locations, and furnishing examination results and licenses to applicants.

Reviews funeral directing residents' documentation to determine if residents have satisfactorily completed program requirements.

Reviews and approves funeral directing continuing education programs.

Assesses changes in the funeral directing industry, and proposes updates to Article 34 of the Public Health Law, and Title 10, Parts 77, 78, and 79 of the New York Codes, Rules, and Regulations to reflect current business practices.

Directs the investigation and resolution of complaints registered against funeral directors and firms.

Manages the selection of new members of the Funeral Directing Advisory Committee, and arranges board meetings to garner advice from industry representatives.

Supervises BFD staff in the investigation of funeral directors and firms, and the provision of technical assistance on regulatory changes related to the funeral directing industry.

### Minimum Qualifications

#### *Director Funeral Directing*

Open Competitive: possession of a license and registration to practice funeral directing, or embalming and undertaking in New York State; two years of post-licensure experience as a funeral director, or an embalmer and undertaker; and either four years of experience in a funeral directing regulatory program, one year of which must have been at a supervisory level, or four years of experience in an administrative position responsible for the policy formulation, curriculum development, and instruction in a New York State approved mortuary science program.

**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.

Date: 5/2019

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