

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

Classification Standard

Occ. Code 7873950

Director Mental Health Safety & Environmental Services, M-2

Brief Description of Class

The Director Mental Health Safety & Environmental Services manages the Office of Mental Health's (OMH) statewide safety and security program; develops and implements policies, procedures, and protocols for safety and security operations; and oversees, monitors, and evaluates facility environmental safety, security, fire protection, and emergency services to ensure compliance with regulatory requirements, and the overall health and safety of individuals with mental illness, employees, and visitors.

This position is classified at OMH.

Distinguishing Characteristics

Director Mental Health Safety & Environmental Services: non-competitive; one position class; under the direction of the Director Administrative Support Services Group, manages and oversees statewide safety and security services and operations; and supervises Chief Safety & Security Officers in psychiatric centers throughout the State.

Related Classes

Chief Safety & Security Officers supervise and manage the operations of safety and security departments in State facilities.

Illustrative Tasks

Director Mental Health Safety & Environmental Services

Manages, oversees, and coordinates OMH's statewide safety and security program.

- Supervises and directs the activities of Chief Safety & Security Officers in psychiatric centers throughout the State.

- Develops, revises, and implements policies, procedures, and protocols for safety and security services and operations.
- Oversees, monitors, and evaluates inspections programs for environmental, safety, security, fire protection, and emergency services, including reports and recommendations, to ensure compliance with applicable standards, codes, rules, regulations, and requirements.
- Plans, administers, and arranges for or conducts statewide mandated trainings for Safety & Security Officers; evaluates instructors providing training; and reviews and updates training curriculum.
- Reviews and approves budget and purchase requests; and oversees and manages service contracts, annual budgets, purchasing expenditures, and the requisition and distribution of materials, equipment, and supplies.
- Participates in OMH's incident command structure for emergency response.
- Represents and serves in an advisory capacity on a variety of committees related to Security and Health and Safety initiatives.

Minimum Qualifications

Director Mental Health Safety & Environmental Services

Non-Competitive: nine years of progressively responsible experience in the administration, supervision, or direction of a comprehensive police, fire, safety, security, or life-safety training program in a hospital or State-operated residential treatment and care setting, two years of which must have been in a supervisory or managerial capacity with responsibility for directing the program.

Substitution: a bachelor's degree may substitute for four years of the progressively responsible experience above.

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: 12/2018

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