

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

Classification Standard

Occ. Code 8161510

Long Term Care Systems Specialist 1, Grade 18	8161510
Long Term Care Systems Specialist 2, Grade 23	8161520
Long Term Care Systems Specialist 3, Grade 25	8161530

Brief Description of Class Series

Positions in this series research and prepare program and policy options, provide recommendations for New York State long term services and supports (LTSS) programs, implement and manage the NY Connects Program, and provide oversight to the NY Connects Program and other LTSS programs. These positions are classified only in the New York State Office for the Aging.

Distinguishing Characteristics

Long Term Care Systems Specialist 1: full performance level; performs research, analysis, program development and implementation, data base management and provides technical assistance and policy support for assigned long term care programs under the supervision of the Long Term Care Systems Specialist 2.

Long Term Care Systems Specialist 2: first supervisory level; performs program and policy research and analysis, program development and implementation for larger or more complex projects involving regional or statewide LTSS issues, grants development and management, and technical assistance; supervises Long Term Care Systems Specialist 1, or similar titles in the agency.

Long Term Care Systems Specialist 3: managerial level; reporting to higher level program manager or executive staff, directs and manages Long Term Care Systems Specialist 2 and similar titles in the Agency in LTSS program and policy research and analysis, program development and implementation, grants development and management, technical assistance and policy support activities; and.

Illustrative Duties

Long Term Care Systems Specialist 1

With supervision from the LTC Systems Specialist 2, develops, implements, and provides oversight and monitoring of various LTSS programs.

- Researches and prepares program and policy options such as LTSS best practices, white papers and briefs and comparative analyses.
- Prepares reports, presentations, and program documents.
- Participates in collaborative efforts convened by federal agencies (e.g., Administration on Aging, Administration for Community Living) and State agencies or associations to support LTSS programs and enhancements.
- Participates in State and LTSS reform and engage stakeholders through formal presentations at various forums.
- Works with local and State entities and programs to assure compliance with reporting requirements, maintain databases and generate documents.

Assists LTC Systems Specialists 2 in grant and other initiatives for persons of all ages with LTSS needs to help establish future directions.

- Develops policy and program materials to support State and local management and effective operation of program and grant initiatives.
- Assists with grant implementation and submission of required grant reports.
- Verifies LTSS program performance (e.g., NY Connects) on contract deliverables and assure compliance with program standards.
- Assists with design and delivery of required technical assistance, trainings, and presentations to support program and grant initiatives at the local and State level.

Assists in the development of local NY Connects contract and application documents for review by LTC Systems Specialist 2 and approval by higher level staff for program implementation.

- Develops and delivers content-specific program materials for the statewide resource directory database.
- Reviews and updates the statewide resource directory on a regular basis.

Assists with performance management, including the development and implementation of LTSS program evaluation tools, data components, and quality assurance activities for LTSS programs.

- Assists with designing evaluation tools and data components for LTSS programs to ensure quality assurance evaluations are conducted.

- Participates in Annual Implementation Plan and contract-related development annually and as needed.
- Reviews and analyzes aggregate program data and qualitative reports to determine trends or to identify issues that require further monitoring or technical assistance; assists in identifying areas for correction, and generates needed reports.

Long Term Care Systems Specialist 2

Supervises Long Term Care Systems Specialists 1, and may perform all duties of a Long Term Care Systems Specialist 1.

Works with staff from other Divisions/Bureaus/Units within the Agency on the development of policies, standards and procedures for programs.

- Analyzes State and federal legislation and policy to determine implications for LTSS reform.
- Writes reports, presentations, and program documents (e.g., for executive attention, Governor's Office, Administration on Aging, Administration for Community Living).
- Represents the Agency in the development of statewide, cross-agency efforts to improve streamlined approaches to LTSS.
- Designs and develops new reports and recommendations.
- Develops and establishes relationships with new and non-traditional partners to foster the continuum between acute and LTSS.
- Develops partnerships to expand services for older adults and people with disabilities across all age groups.

Analyzes, coordinates and leads grant and other initiatives for persons of all ages with LTSS needs and help establish future directions.

- Assists in development and submission of LTSS grant proposals, and coordinates implementation and management of awarded grants.
- Assists in meeting awarded grant reporting requirements; develops and submits required reports.
- Develops policy and program materials to support state and local management and effective operation of LTSS program and grant initiatives.

- Monitors local LTSS programs to verify performance of contract deliverables and assure compliance with program standards.
- Designs and delivers required technical assistance, trainings and presentations to support LTSS program and grant initiatives at the local and State level.
- Develops contract and application documents, signs off as appropriate and routes for review.
- Identifies performance management measures, including the development and implementation of LTSS program evaluation tools, data components and quality assurance activities.
- Provides guidance and direction to local LTSS program staff to plan, budget, execute, monitor and evaluate NY Connects to ensure program quality. Works with local programs to ensure evaluations are conducted to direct program improvements and expansion.
- Contributes and manages program content for the statewide resource directory database.

Reviews and analyzes program data and qualitative reports to determine trends or to identify issues that require further monitoring or technical assistance.

- Assists and collaborates with State partners to design evaluation and data components for LTSS programs as needed.
- Develops performance management, program evaluation and quality assurance reports, and reviews reports prepared by the LTC Systems Specialist 1.

Long Term Care Systems Specialist 3

Supervises Long Term Care Systems Specialists 2, and may perform all duties of a Long Term Care Systems Specialist 2.

Directs and manages research for developing program and policy options and recommendations.

- Works with Assistant Directors and Deputy Director to identify policy areas for research, comparative analysis and reports, and supervise work of LTC Systems Specialist 2 in these areas.

- Represents the Agency at meetings with State, federal and local officials on the status and direction of LTSS programs and grants and special projects.
- Participates in both State and local LTSS reform activities and engages stakeholders through formal presentations at various forums.
- Works with director-level staff to help identify and develop new LTSS policy and program directions and oversees overall direction and innovative initiatives advancing LTSS system reform.
- Identifies policy and program materials for development, as well as review and approval by higher-level staff.
- Identifies new data and reporting needs and assure implementation.

Leads grant and other initiatives for persons of all ages with LTSS needs and help establish future directions. Also identifies for development and review and prepares for higher level approval grant applications for LTSS federal grants.

- Reviews, approves and assures submission of required grant reports.
- Plans, develops and implements technical assistance, trainings and presentations for LTSS program and grant initiatives.
- Supervises ongoing training and the provision of technical assistance to local long term care staff to ensure integration and/or linkages to other long term care programs.
- Provides guidance for and approves technical assistance documents related to the statewide resource directory, including review and evaluation.
- Reviews, monitors development, approves and signs off on LTSS program contracts and routes for approval and sign-off by higher level staff.

Manages and monitors LTSS contracts, Annual Implementation Program and related application documents for LTSS programs in the Bureau annually and as needed.

- Supervises performance management, including the development and implementation of LTSS program evaluation tools, data components and quality assurance activities.
- Reviews and analyzes program data and qualitative reports to determine trends or to identify issues that require further monitoring or technical assistance.
- Collaborates with State partners to design evaluation and data components for LTSS programs as needed.

Minimum Qualifications

Long Term Care Systems Specialist 1

Open-Competitive: six years of experience* administering or analyzing disability, aging, health, or social services programs for older adults and/or people with disabilities.

Long Term Care Systems Specialist 2

Promotion: one year of service as a Long Term Care Systems Specialist 1.

Open-Competitive: seven years of experience* administering or analyzing disability, aging, health, or social services programs for older adults and/or people with disabilities.

Long Term Care Systems Specialist 3

Promotion: one year of service as a Long Term Care Systems Specialist 2.

Open-Competitive: eight years of experience* administering or analyzing disability, aging, health, or social services programs for older adults and/or people with disabilities. In addition, at least one of the eight years of experience must have been in a supervisory capacity.

*Substitutions: an associate degree in an appropriate human services field may substitute for two years of experience; a bachelor's degree in an appropriate human services field may substitute for may substitute for four years of experience; and a master's degree in an appropriate human services field may substitute for five years of 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 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: 8/2024

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