

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

Classification Standard

***Occ. Code 8723100***

**Deputy Superintendent of Correctional Health Care Facility 1, M-2 8723100**  
**Deputy Superintendent of Correctional Health Care Facility 2, M-3 8723200**

Brief Description of Class Series

Deputy Superintendents of Correctional Health Care Facility are responsible for the administration and management of outpatient specialty health care and inpatient Regional Medical Units (RMU). Incumbents act as the chief health care administrator of the facility to which they are assigned; formulate, organize, and establish a system of primary and specialty health care for inmate patients; coordinate and review all programmatic activities related to inmates' health care within the facility; provide overall direction to facility staff relating to the primary Health Service Program and Specialty Care Unit; assist in the preparation of information for the Health Services Program budget; serve as member of the Superintendent's Executive Team; assume management responsibility in the absence of the facility's Superintendent, and serve as a member or chairman of various committees.

These positions are classified in the Department of Corrections and Community Supervision (DOCCS).

Distinguishing Characteristics

Deputy Superintendent of Correctional Health Care Facility 1: management level; administers health services at a Medical Service Level 1 correctional facility with an inmate population of 700 or more.

Deputy Superintendent of Correctional Health Care Facility 2: management level; administers a Regional Medical Unit.

Related Classes

Deputy Superintendent for Administrative Services, Deputy Superintendent for Security Services, Deputy Superintendent for Program Services, and Deputy Superintendent for Reception and Classification, also work under the direction of a Superintendent of Correctional Facility and are responsible for the administration, security, programming, and classification functions at a correctional facility.

### Illustrative Duties

Acts as chief health care administrator of a Regional Medical Unit or Medical Service Level 1 correctional facility.

Develops operational policy and related procedures for health care at the facility.

Implements systems for the control and effective utilization of the physical and financial resources of the facility specific to the Health Services budget.

Develops, implements, and administers policies and procedures to ensure accountability of key administrators for their operational areas.

Selects, employs, controls, and discharges employees within the RMU in accordance with State and personnel policy and practices.

Makes written recommendations to the Deputy Commissioner/Chief Medical Officer in collaborations with facility medical teams.

Serves as the senior administrative person responsible to the Superintendent for all things health related. Formulates, organizes, and establishes a system of primary health care for inmates at a correctional facility and regional medical unit, and, under the direction of the Deputy Commissioner/Chief Medical Officer, oversees delivery of specialty care services for inmates from multiple facilities.

Assesses the comprehensive health care needs of a correctional facility population by analyzing acute and chronic inmate health problems, and their distribution and frequency in the inmate population.

Identifies health resources available within a correctional facility and within the Correctional Services system relative to treating the health care needs of inmates.

Working with coordinated specialty care staff, assists in identifying resources available in a community, such as hospitals, medical groups, etc., relative to providing health care services to inmates, as necessary.

Implements and/or establishes a plan for the delivery of primary health care to inmates.

Oversees the specialty care physicians who come on site to provide specialty care clinics and procedures.

Develops and maintains the institutional practice plan, a system to monitor a clinician's time on the job, and reports possible abuses for disciplinary action.

Serves as liaison with Coordinated Specialty Care Unit and security staff in scheduling procedures for outside health service appointments for non-emergency care, minimizing transportation and security requirements.

Coordinates and reviews all programmatic activities relating to inmates' health care in a correctional facility.

Implements systems that are designed by Central Office staff in the Division of Health Services, in such areas as equipment maintenance, inventory control, and medical records.

Ensures compliance with Departmental Policies and Procedures and ACA Standards as they relate to Health Services (e.g., sick call procedures, how medication is controlled and dispensed, etc.) and appropriate court orders, implementing corrective measures as necessary.

Ensures that reports required by Division of Health Services are submitted in an accurate and timely fashion.

Oversees the development of a program to review the quality and appropriateness of medical and nursing care rendered to inmates.

Serves as chairman of the Individual Patient Assessment Committee.

Represents the facility and the Department in matters of litigation pertaining to the facility's Health Services Program.

Assists in the preparation of information for the Health Services Program budget at the facility, and manages and controls the Health Services Fiscal Action Plan for their facility.

Establishes a budget priority for the annual budget preparation relative to a facility's primary Health Services Program and specialty care equipment and ancillary needs.

Prepares an annual preliminary budget request for the facility's Health Services Unit and submits same to the Deputy Commissioner/Chief Medical Officer.

Approves purchases and authorizes expenditures, overtime, etc., relative to health services.

Assumes management responsibility of an absent Superintendent.

Executes all Department policy, rules, and regulations relating to all activities at the facility and provide necessary leadership.

Discharges all normal functions of the Superintendent.

Serves as Officer-of-the Day on assigned weekends, holidays, or other designated period.

Remains on call to receive all emergency or extraordinary messages at any time of the day or night for the period when acting as a designated Officer-of-the-Day.

Serves as a member of the facility's Executive Committee.

Attends meetings with other Deputy Superintendents and management staff to discuss overall policies relating to health care at the facility.

Presents recommendations to resolve problems in the area of health services.

Evaluates present activities and operations at the institution in collaboration with other members of the Executive Committee.

Implements directives of the Executive Committee concerning the health services area.

Conducts Tier III disciplinary hearings.

Serves as a chairman or member of various committees within the facility.

Works with control and investigatory agencies in a wide variety of audits that can be expected of the facility.

#### Minimum Qualifications

##### *Deputy Superintendent of Correctional Health Care Facility 1*

Non-Competitive: nine years of professional health care management experience in an institutional setting, two years of which must have been at a supervisory level. A bachelor's degree in health care administration/management, hospital administration/management, public health, community mental health, nursing, nursing administration, biology, chemistry, epidemiology, biomedical sciences, psychology, criminal justice, criminology, correctional studies, public administration, or business administration may substitute for four years of experience. A master's degree in one of the above fields may substitute for one additional year of experience; OR

three years of experience in DOCCS, including one year of experience in a management position allocated to Grade 22 or higher; or three years of experience in DOCCS in a position allocated to Grade 20 or higher.

*Deputy Superintendent of Correctional Health Care Facility 2*

Non-Competitive: ten years of professional health care management experience in an institutional setting, two years of which must have been at a supervisory level. A bachelor's degree in health care administration/management, hospital administration/management, public health, community mental health, nursing, nursing administration, biology, chemistry, epidemiology, biomedical sciences, psychology, criminal justice, criminology, correctional studies, public administration, or business administration may substitute for four years of experience. A master's degree in one of the above fields may substitute for one additional year of experience; OR

three years of experience in DOCCS, including one year of experience in a management position allocated to Grade 22 or higher; or three years of experience in DOCCS in a position allocated to Grade 20 or higher.

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: 9/2023