

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

Classification Standard

Occ. Code 5258800

Resident in Nursing Home Administration, NS

Brief Description of Class

Positions in this title series assist Deputy Administrator Veterans Home and Administrator New York State Veterans Home with managing all operations of a State Veterans' Home operated by the Department of Health (DOH). Incumbents receive long-term care facility management training from nursing home administrators; assist with oversight of programs, activities, and services; and supervise facility departments and staff.

Related Classes

Deputy Administrator Veterans Home and Administrator New York State Veterans Home are licensed nursing home administrators that oversee all operations of State Veterans' Homes operated by DOH.

Distinguishing Characteristics

All positions are in the non-competitive jurisdictional class.

Resident in Nursing Home Administration: reporting to a Deputy Administrator Veterans Home or Administrator New York State Veterans Home, assists with managing Veterans' Home operations, and may supervise facility departments and staff.

Illustrative Duties

Under direction of a Deputy Administrator Veterans Home or Administrator New York State Veterans Home, assists with the following managerial functions at a facility:

- Oversees facility departments, such as fiscal, human resources, medical, food service, and environmental services, and consults with department heads to resolve operational issues.

- Attends and leads department head meetings on behalf of the Administrator, and reports program updates.
- Implements facility-wide policies and procedures for all program areas.
- Develops annual budget requests in conjunction with department heads and submits requests to DOH Health Facilities Management for review.
- Performs quality improvement activities by reviewing program data for all departments and suggesting operational changes to improve resident care.
- Coordinates federal and State regulatory survey processes to ensure continued facility accreditation.
- Monitors bed counts, and maintains target census and case mix levels.
- Investigates resident complaints, and ensures that issues are resolved and residents' needs are provided for.
- Studies facility staffing structures and levels, and makes recommendations to improve patient care and programming.
- May supervise facility staff, including department heads and support services staff.

Minimum Qualifications

Non-Competitive: possession of a bachelor's degree or higher, including or supplemented by 15 total credit hours in the following areas: nursing home administration, health care financial management, legal issues in health care, gerontology, and personnel management. *

*Refer to DOH Nursing Home Administrator Licensure Program requirements for additional information on credit hours.

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.

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