

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

Classification Standard

Occ. Code 5275700

Regional Coordinator OASAS, M-2 5275700
Regional Director OASAS, M-5 5275900

Brief Description of Class Series

Positions in this title series are responsible for the administration and management of the regional offices of the Office of Addiction Services and Supports (OASAS). Incumbents oversee, coordinate, and monitor the operations of OASAS-certified providers; and ensure that resources are properly managed in accordance with applicable laws, rules, and regulations.

Positions are non-competitive and classified in OASAS regional offices.

Distinguishing Characteristics

Regional Coordinator OASAS: oversees and coordinates the operations of an OASAS regional office, or specific program(s) within New York City; and supervises regional office staff in the development, implementation, monitoring, and evaluation of OASAS-certified programs.

Regional Director OASAS: manages and directs the operations of the OASAS Upstate or Downstate Regional Office; and supervises Regional Coordinators OASAS and other regional office staff.

Illustrative Tasks

Regional Coordinator OASAS

Oversees the day-to-day operations of an OASAS regional office, or specific program(s) within New York City.

- Provides guidance, direction, and training to regional office staff in program education and evaluation, fiscal audit, certification, facility inspection, housing, research, prevention, and managed care activities.

- Interfaces with local governments and certified Substance Use Disorder (SUD) treatment, prevention, and recovery providers within the region; and assists in service development and implementation activities.
- Oversees the program performance review process and makes final recommendations to the Regional Director OASAS on provider budget proposals.
- Provides feedback to the Regional Director OASAS on the operational ramifications of policy and procedural changes; and assists in recommending budget modifications, and capital and programmatic development activities.
- Represents OASAS at meetings and conferences within the region.
- Assists in need assessments of regional and local SUD programs and services to determine adequacy of existing systems, and identify service gaps.
- Manages responses to significant incidents in certified programs; reviews incident reports; assesses risk and determines if a visit is necessary; ensures that provider responses and investigatory activities are appropriate, and corrective actions are implemented; and tracks and addresses management plans submitted by programs.
- Performs the full range of supervisory duties for regional office staff.

Regional Director OASAS

Performs the duties and activities of a Regional Coordinator OASAS above; and directs the overall operations of the OASAS Upstate or Downstate Regional Office.

- Directs regional office staff in activities related to the development, implementation, and evaluation of OASAS programs, and resolves policy and operational issues.
- Determines the fiscal viability of OASAS-funded projects for the region; assists providers in developing funding proposals; and oversees the development and preparation of budgets for county spending plans.
- Recommends and prioritizes budget modifications, and capital and program development activities; provides feedback to Central Office on the operational ramifications of policy and procedural changes.
- Represents OASAS in negotiations with other State service delivery agencies.
- Frequently communicates with the Commissioner.

- Supervises Regional Coordinators OASAS and other staff in the planning, development, implementation, and monitoring of SUD service programs.

Minimum Qualifications

Regional Coordinator OASAS

Non-Competitive: bachelor's degree in human services, public administration, or business; and five years of experience in a human services field, two years of which must have been at a supervisory level.

Regional Director OASAS

Non-Competitive: bachelor's degree in human services, public administration, or business; and eight years of experience in a human services field, three years of which must have been at a managerial level.

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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