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

Classification Standard

Occ. Code 5601910

Director Nursing 1 (Developmental Disabilities), M-1

Brief Description of Class

Directors Nursing 1 (Developmental Disabilities) are registered professional nurses who manage nursing departments at Developmental Disabilities State Operations Offices (DDSOOs), including nursing services provided to individuals with intellectual and/or developmental disabilities in residential and/or program settings. Incumbents oversee and coordinate day-to-day operations and activities; develop and implement nursing policies and procedures; monitor and evaluate the provision of nursing services; and ensure compliance with State and federal requirements and standards of nursing care.

Positions are classified in the Office for People With Developmental Disabilities.

Distinguishing Characteristics

Director Nursing 1 (Developmental Disabilities): director level; functions as the director of a DDSOO nursing department; manages, directs, and evaluates nursing and direct care services; develops and implements nursing policies and procedures; participates in and oversees nursing recruitment, training, and continuing education programs; and supervises Registered Nurse Supervisors 1 and other staff in the provision and oversight of nursing services.

Related Classes

Registered Nurse Supervisors 1 are registered professional nurses who provide clinical and administrative supervision to lower-level registered professional nurses and direct care staff; and oversee and coordinate nursing services for individuals in various State facilities and programs.

Illustrative Duties

Director Nursing 1 (Developmental Disabilities)

Manages a DDSOO nursing department; and directs Registered Nurse Supervisors 1 and other staff in the provision and oversight of nursing services.

- Develops, implements, and modifies nursing policies and procedures in accordance with regulatory requirements and standards of care.

- Provides nursing-specific technical assistance, guidance, and consultation to DDSOO staff and voluntary provider agencies.

- Coordinates nursing services with other disciplines and departments to ensure quality, effective, and integrated care.

- Monitors staffing levels, assignments, and scheduling to ensure quality care and effective utilization of staff; identifies and resolves staffing needs; and reviews and recommends schedule adjustments to maintain appropriate levels of care.

- In collaboration with human resources and training staff, participates in and oversees recruitment and hiring processes, and the planning and coordination of training and continuing education programs for nursing and direct care staff.

- Monitors the licenses and credentials of nursing staff; and ensures that required credentials and levels of continuing education are maintained.

- Performs quality assurance activities; oversees and evaluates the quality and appropriateness of nursing and direct care services; identifies problem areas and/or opportunities for improvement; and reports and recommends modifications related to nursing aspects of care, policies, and/or procedures.

- Develops nursing department budgets and monitors expenditures.

- Represents the nursing discipline on various committees and workgroups; and establishes and maintains relationships with local nursing schools and/or other organizations to maximize resources and achieve nursing goals.

Minimum Qualifications

Director Nursing 1 (Developmental Disabilities)

Promotion: possession of a license and current registration as a registered professional nurse in New York State; and one year of service as a Registered Nurse Supervisor 1.

Open Competitive: possession of a license and current registration as a registered professional nurse in New York State; and three years of post-licensure clinical nursing experience. One year of the experience must have been at a supervisory level.

Substitution: a master's degree in nursing may substitute for one year of post-licensure clinical nursing experience; and a doctorate in nursing may substitute for two years of post-licensure clinical nursing 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 the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 6/2026

KAW