

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

Classification Standard

**Occ. Code 6670700**

**Mental Health Financing Program Manager, M-5**

Brief Description of Class Series

Mental Health Financing Program Managers oversee the development, administration, and regulation of mental health finance programs at the Office of Mental Health (OMH). Incumbents oversee budgetary, revenue, reimbursement, rate setting, and contract activities involving State and community-based programs; develop and implement financing mechanisms, policies, and procedures; and perform financial planning activities.

Positions are classified in the Office of Financial Management at OMH.

Distinguishing Characteristics

*Mental Health Financing Program Manager*: managerial level; oversees multiple bureaus responsible for the development, administration, implementation, and regulation of mental health finance programs.

Illustrative Tasks

*Mental Health Financing Program Manager*

Directs the development of financial policies and procedures relative to assigned programs and initiatives.

Manages financial evaluation activities by overseeing the design of policies, procedures, management controls, and measurement criteria to evaluate the success of programs.

Ensures that finance programs are compliant with State and federal laws, rules, and regulations.

Oversees financial research and analysis activities, including the review of State and federal laws, rules, and regulations to determine their potential impact on the funding of mental health programs.

Develops policy, regulatory, and systems proposals to address new and unmet needs related to finance programs.

Manages all phases of revenue collection related to mental health services delivered by State-run facilities and community-based operations.

Coordinates rate setting and evaluation activities with the Department of Health; and evaluates and determines the outcome for rate appeals.

Supervises multiple bureau heads; deploys staff to meet program needs; determines and oversees staff assignments; evaluates staff performance; and identifies and arranges for the provision of training.

### Minimum Qualifications

#### *Mental Health Financing Program Manager*

Open Competitive: bachelor's degree and eight years of experience in the development or implementation of policy and financial analysis for a fiscal program supporting inpatient or outpatient operations in a behavioral health or health care environment with a multi-million-dollar operating budget. Three years of this experience 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 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: 3/2021

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