

New York State Department of Civil Service
Division of Classification & Compensation

Tentative Classification Standard

Occ. Code 8745100

Forensic Services Program Administrator 1, M-2	8745100
Forensic Services Program Administrator 2, M-3	8745200

Brief Description of Class Series

Forensic Services Program Administrators plan, coordinate, and administer the delivery of services for a forensic mental health program or multiple correctional facility-based programs. Incumbents oversee the admission and discharge of patients; ensure compliance with regulations and standards of care; oversee the completion of forensic reports; implement policies and procedures; oversee the coordination of patient movement; chair forensic committees; represent the agency in matters pertaining to forensic services; and serve as experts in Criminal Procedure Law.

These positions are classified at the Office of Mental Health (OMH).

Distinguishing Characteristics

Forensic Services Program Administrator 1: first managerial level; manages the delivery of mental health services for a forensic mental health program.

Forensic Services Program Administrator 2: second managerial level; manages the delivery of mental health services for correctional facility-based programs at multiple Mental Health and/or Satellite Units located throughout the State; and supervises Chiefs of Forensic Unit 1.

Related Classes

Chiefs of Forensic Unit 1 plan, supervise, and evaluate the development, implementation, provision, and operation of mental health treatment programs for incarcerated individuals in Central New York Psychiatric Center mental health or satellite units located on the grounds of Department of Corrections and Community Supervision (DOCCS) correctional facilities. Incumbents oversee multidisciplinary treatment teams; coordinate and analyze treatment program operations; and ensure compliance with applicable laws, rules, regulations, and standards of care.

Illustrative Tasks

Forensic Services Program Administrator 1

Oversees and coordinates the admission and discharge of individuals in a forensic mental health program.

- Reviews medical records for clearance and legal status to ensure compliance with regulations and established standards of care.
- Identifies and resolves discrepancies with OMH Bureau of Forensic Services in Central Office or with other external care providers.
- Notifies involved parties of court hearings; and provides necessary information and documentation to defense attorneys, the District Attorney, and/or the Attorney General.
- Tracks expiration dates of commitment orders for individuals and notifies staff members of impending dates under the Criminal Procedure Law and the Mental Hygiene Law.
- Reviews recommendations to transfer or retain individuals under the Criminal Procedure Law or Mental Hygiene Law; and reviews referrals to ensure the clinical and legal appropriateness of content.
- Files appropriate applications with the court to either transfer or retain individuals and communicates outcomes with the Bureau for Forensic Services.
- Serves as liaison between treatment teams and the Attorney General's Office, District Attorney, Legal Aid, the court and criminal justice systems, the Bureau of Forensic Services, DOCCS, and other mental health facilities.
- Apprises the Attorney General of OMH agency-wide concerns, pending actions, and the disposition of specific cases.

Serves as facility expert in the Criminal Procedure Law.

- Provides consultative services to facility staff with regard to the Criminal Procedure Law and appropriate actions under the law.
- Reviews forensic reports generated by clinical staff; monitors the quality of reports; and recommends changes and corrective action as necessary.
- Trains staff on testifying in court through in-service training, case conferences, and post-hearing critiques.

- Represents OMH in addressing issues with forensic services; and chairs or serves on various committees concerned with forensic services.

Develops and implements systems to monitor the provision of clinical services to ensure compliance with established regulations and standards of care.

- Reviews clinical staff performance with facility management staff and develops recommendations for the improvement of services.

Supervises subordinate staff.

- Oversees staff assignments and reassignments; evaluates performance; and monitors time and attendance.
- Sets priorities and deadlines to manage and direct program activities.
- Identifies training needs and arranges for the provision of training.

Forensic Services Program Administrator 2

May perform the duties of a Forensic Services Program Administrator 1.

Manages mental health services for correctional facility-based programs at multiple Mental Health and/or Satellite Units in specific geographic regions.

- Directs and oversees the statewide administration of major operational components of treatment and program initiatives.
- Monitors the implementation of mental health programs and services to ensure compliance with policies, procedures, and negotiated agreements.
- Works closely with Central Office, Bureau of Forensic Services, executive management, and legal staff to plan, develop, and implement programs and coordinate services.
- Directs mental health program activities and coordinates efforts with operations, clinical, supervisory, and administrative staff.
- Oversees and directs the administrative activities of treatment programs with supervisory and management staff on campus and at Mental Health and/or Satellite Units.
- Serves as liaison for clinical issues; and interfaces with and coordinates necessary action steps and services with DOCCS.

- Collaborates with program directors and heads of clinical staff to develop and implement policies and procedures.
- Reviews patient care issues with DOCCS and other OMH staff.
- Manages clinical, supervisory, and administrative procedures and program results.
- Establishes new programs; interfaces with existing programs that require revisions and expansion; and integrates the goals and objectives of Mental Health and/or Satellite Units with those of OMH.
- Develops projects to introduce new policies and procedures and improve coordination with existing policies and procedures.

Supervises Chiefs of Forensic Unit 1 in correctional facility-based programs at OMH Mental Health and/or Satellite Units.

- Reviews and approves staffing, fiscal, and budgetary proposals; and plans for the management of resources and services.
- Coordinates work flow and follow-up meetings with regional directors of community and related services.
- Manages quality assurance and training issues related to staff in correctional facility-based programs.

Minimum Qualifications

Forensic Services Program Administrator 1

Open Competitive: a master's degree and four years of professional administrative experience in a mental health setting, one year of which was in a forensic setting established for the custodial care and treatment of mental health patients involved with the criminal justice system. Two years of this experience must have been at a supervisory level.

Forensic Services Program Administrator 2

Open Competitive: a master's degree and five years of professional administrative experience in a mental health setting, two years of which was in a forensic setting established for the custodial care and treatment of mental health patients involved with the criminal justice system. Three years of this experience must have been at a supervisory 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.

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