

STATE OF OHIO (DAS)

CLASSIFICATION

SPECIFICATION

CLASSIFICATION SERIES:

Institution Superintendent

SERIES NO.:

6141

MAJOR AGENCIES: Mental Health,
Mental Retardation & Developmental Disabilities, Veteran's Home**EFFECTIVE DATE:**

02/26/2012

SERIES PURPOSE:

The purpose of the institution superintendent occupation is to administer, plan, develop & manage overall operations of facilities housing clients with mental illness, developmental disabilities or veterans.

CLASS TITLE:

Institution Superintendent 3

CLASS NUMBER:

61413

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The third administrative level class works under administrative direction & requires extensive knowledge of hospital administration in order to administer overall operations of facility housing clients exhibiting mental illness, administer state operated services program (i.e., meaning employees of state operated facilities in conjunction with community mental health boards, Alcohol, Drug Addiction & Mental Health Service Boards &/or community agencies who provide services to clients who are severely mentally disabled in community settings) & supervise administrative staff or plans, develops, coordinates & administers total operations of mental retardation/developmental disabilities center, subject to approval by Department of Mental Retardation & Developmental Disabilities, to include all departments, units, programs, support services, medical & building/plant maintenance with authority as established in Sections 5119.48 & 5119.49 of Revised Code & supervise administrative staff.

CLASS TITLE: Institution Superintendent 3	CLASS NUMBER: 61413	BARGAINING UNIT: EX
-----------------------------------------------------	-------------------------------	-------------------------------

EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Develops, implements, monitors & evaluates overall, unified mental health delivery systems & plans all facility-wide policy & program development subject to approval of department of Mental Health & execute all approved plans, promulgates & implements rules & regulations relative to operation of facility, establishes & determines facility goals, objectives, policies & procedures to ensure integrated delivery of mental health services to overall client population, supervises top-line facility managers (e.g., physician administrator, business administrator, psychiatric nurse director, program director), coordinates work activities of professional, para-professional, administrative & consultant staff & establishes all lines of authority & accountability, reviews all staff work & performance to include written reports & regular inspections of all professional & support departments, administers, supervises & coordinates all SOS operations (i.e., State Operated Services meaning employees of state operated facilities in conjunction with community mental health boards, Alcohol, Drug Addiction & Mental Health Services Boards &/or community agencies, who provide services for clients who are severely mentally disabled in community settings,

OR

Plans, develops, coordinates & administers total operations of mental retardation/developmental disabilities center, subject to approval by Department of Mental Retardation & Developmental Disabilities, to include all departments, units, programs, support services, medical & building/plant maintenance with authority as established in Sections 5119.48 & 5119.49 of Revised Code, establishes center's goals, objectives & internal, facility-wide operational policies & procedures, establishes short & long range plans for program training & maintains on-going evaluation of programs, units & departments to meet accreditation & certification requirements (e.g., Intermediate Care for Mentally Retarded) of boards, state & federal agencies & supervises administrative & professional staff (e.g., medical director, program director, business administrator).

Develops administers, implements & coordinates facility budget & capital planning, reviews & updates table of organizations to support hospital programs, maintains adequate statistics on all aspects of hospital operations, implements services consistent with applicable standards (i.e., Joint Council for Accreditation of Hospitals, Medicaid & Medicare) in order to establish & maintain eligibility for federally funded & third party reimbursement.

Responsible for all personnel actions (i.e., hiring, promotion, termination) for all facility staff & recruits & interviews key professional personnel & department managers.

Meets regularly with administrative staff & department heads, conducts staff meetings with clinical & operations managers, represents facility with representative unions on labor issues & responds to relatives, community representatives, law enforcement & general public.

MAJOR WORKER CHARACTERISTICS:

Knowledge of hospital administration; state operated services operations & methods; budgeting; public relations; mental health programs; agency, state & federal laws, rules & guidelines (i.e., Joint Council for Accreditation of Hospitals, Medicaid & Medicare); mental retardation/developmental disabilities programs; Intermediate Care for Mentally Retarded guidelines & related state & federal laws, rules & regulations; management; manpower planning; supervisory principles & techniques; public relations. Ability to deal with large number of variables & determine specific course of action; develop complex reports & position papers; handle sensitive face-to-face contacts with facility staff, parents, community groups & law enforcement staff.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in hospital administration; 3 yrs. trg. or 3 yrs. exp. in mental health or mental retardation & developmental disabilities programs; 2 yrs. trg. or 2 yrs. exp. in budgeting; 2 yrs. trg. or 2 yrs. exp. in management; 2 yrs. trg. or 2 yrs. exp. in supervisory principles & techniques; 12 mos. trg. or 12 mos. exp. in public relations; 12 mos. trg. or 12 mos. exp. in state operated services operations & methods; must be able to provide own transportation.

-Or 6 mos. exp. as Institution Superintendent 2, 61412; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

On call 24 hrs./day, 7 days/week; may be exposed to clients, upset parents & community persons; may require travel.