AUG 0 2 1987

NEW

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Mental Health Administrator 2	CODE: 65222C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general direction from higher-level mental health administrator, physician administrator or institution superintendent, plans, implements, supervises subordinate supervisory personnel & professional staff engaged in & evaluates specialized program services for all eligible clients/residents institution-wide, or develops, coordinates & supervises subordinate professional & administrative support staff engaged in & implements quality assurance monitoring program, or manages, supervises & coordinates all services, both on & off, for assigned residential unit, attends variety of meetings & performs various administrative tasks related to operations of unit or program area;

Continued on Page 2

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	75-85	Plans, implements, supervises subordinate supervisory personnel & professional staff engaged in & evaluates specialized program services for all eligible clients/residents institution-wide (e.g., deaf & hearing impaired program, pre-vocational or vocational program), or develops, coordinates, supervises subordinate professional & administrative support staff (e.g., peer review nurse, typist, administrative assistant, management analyst) engaged in & implements quality assurance monitoring program to ensure care, custody, treatment, programming & environment of all units, institution-wide, meet state & federal regulations & standards & court orders, or manages, supervises subordinate supervisory direct care & management staff & professional personnel engaged in & ensures all inter-unit services are delivered to all clients/residents (i.e., supervises hospital aide supervisors 2 &/or mental health administrators 1; ensures medical nursing, educational, occupational & physical therapy, speech, hearing & recreational & any other services deemed necessary to comply with client/resident's assessment are delivered in accordance with state, federal & court ordered mandates; schedules, trains, counsels & evaluates staff; interviews & selects or recommends selection of applicants; maintains physical environment of unit by reporting all maintenance & housekeeping problems & follows through to ensure necessary repairs are completed) on assigned residential	Knowledge of (1) management, (2) supervision, (3) manpower planning, (4) federal & state standards & regulations & court orders governing, care, custody, treatment, programming & environment of clients/residents in mental health & developmental centers, (5) employee training & development, (6) mental health & mental retardation technology, social work or comparable field, special education, psychology or rehabilitation; ability to (7) define problems, collect data, establish facts & draw valid conclusions, (8) prepare &/or edit unit or program policies, goals & objectives, (9) gather, collate & classify information about data, people or things, (10) establish friendly atmosphere as supervisor of large section or division.

(824)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May require travel; exposed to residents who may display erratic &/or violent behavior; exposed to communicable diseases.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 10 courses in one of following academic fields: mental health & mental retardation technology, social work or comparable field (e.g., child & family community services), special education, psychology or rehabilitation (or 24 mos. exp. in development & implementation of treatment/habilitation plans for mentally ill or mentally retarded clients/residents & working as part of interdisciplinary team to assess clients/

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FUNCTION: Note: Supervision as cited herein is defined as " has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees; to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment."

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		unit(i.e., living area comprised of 3 or more wards).	

(830) 123:1-7-17

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* residents needs & abilities); 1000 hrs. training in supervision(or 12 mos. exp. in scheduling, monitoring work of & evaluating personnel); 1000 hrs. training in state & federal regulations & standards & court orders governing, care, custody, treatment, programming & environment of clients/residents in mental health or developmental centers(or 12 mos. exp.); 6 courses in management (or 6 mos. exp. in writing &/or assisting in developing policies, procedures, goals & objectives of operational unit or program of agency or firm); 300 hrs. training in employee training & development (or 3 mos. exp. in

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	17-23	Meets with supervisory/management personnel of other program areas; represents unit, program area or superintendent before community groups interested in rights of institutionalized persons; attends other meetings, workshops & seminars &/or meets with representatives of other governmental agencies; prepares & maintains required records & reports related to unit or program operations; prepares or assists institution superintendent in preparing budget for assigned unit or program; chairs or participates in interdisciplinary team meetings & writes, evaluates &/or modifies individual client/resident habilitation plans when necessary; assists institution superintendent & operations director (i.e., higher-level mental health administrator) in developing hospital goals & long-range plans, or community service agreements with providers in catchment area.	Knowledge of 1, 3, 4, 6, (11) public relations, (12) budgeting; ability to 7, 8, 9, (13) cooperate with co-workers on group projects, (14) handle sensitive contacts with community groups, public & representatives of governmental agencies, (15) prepare &/or review & edit individual client/resident habilitation plans &/or prepare meaningful concise & accurate reports.

(83)

123-7-17

*Developed after employment

writing, training materials or conducting training); 1 course in manpower planning (or 1 mo. exp. in scheduling staff to ensure adequate coverage or making staff projections); 1 course in budgeting (or 1 mo. exp. in preparing or assisting in preparing budget of operational unit or program of agency or firm); 1 course in public relations (or 1 mo. exp.); or equivalent.