CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

Mental Health Administrator 3

MAJOR AGENCIES: County Offices, Universities

CODE: 65223C

JURISDICTION: City., Univ

FUNCTION: Under administrative direction from mental health administrator 4, physician administrator 3, institution superintendent, deputy director or director, in institution or developmental center, plans & coordinates all non-medical program services delivered institution-wide & directly supervises subordinate supervisory & managerial personnel; or in Central Office location, acts as service coordinator/chairperson for mental health by facilitating unification of mental service delivery & facilitating or assisting in allocating funds to mental health institutions & community mental health programs, or plans, coordinates & implements statewide specialized program (e.g., client advocacy & Title XX, Ohio Special Olympics), or directly supervises personnel assigned to section responsible for licensing facilities in Ohio, or plans, develops & implements evaluation &

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	69-79	A-In mental health institution or developmental center, plans, directs & implements all non-medical program services (e.g., educational, recreational, pre-vocational, nursing & direct care, volunteer, psychological, social service, speech & hearing therapy, admissions) to be delivered institution-wide to all clients/residents & directly supervises subordinate professional & managerial personnel (e.g., mental health administrators 2, teaching supervisor or principal, psychology supervisor, activity therapy administrator) responsible for designated area of service delivery (e.g., formulates treatment program policies & guidelines & long & short term goals such as lengths of stay & criteria for discharge & family interaction; plans in-service staff development; recommends changes to institutional or departmental policies; evaluates staff & services delivered; directs preparation of clinical, administrative & evaluative records, reports & correspondence; recommends & administers budget for various units which may include patient payroll monies). B-In Bureau of Drug Abuse, acts as section chief by directly supervising assigned personnel & planning & developing guidelines & standards for operating drug treatment centers in Ohio or those governing federally funded drug abuse service programs	Knowledge of (1) management, (2) supervision, (3) manpower planning, (4) budgeting, (5) employee training & development, (6) federal & state regulations & standards & court orders governing care, custody, treatment, programming & environment of clients/residents in mental health & developmental centers, (7) mental health & mental retardation technology, social work or comparable field, special education, psychology or rehabilitation; ability to (8) define problems, collect data, establish facts & draw valid conclusions, (9) gather, collate & classify information about data, people or things, (10) write &/or edit program policies & guidelines & reports, assess needs of defined population & evaluate services delivered, (11) establish friendly atmosphere as supervisor of section or division, (12) handle sensitive contacts with public, community groups & other governmental *Developed after employment

(832)

123:1-7-17

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

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* For all "programmatic" positions, applicant must have completed undergraduate major program core coursework 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/developmentally disabled clients/residents & work-

FUNCTION: monitoring system to ensure services rendered in institutions located in northern or southern part of state meet state & federal regulations, standards & court orders, or plans, directs & implements comprehensive direct care mental health program for inmates of assigned adult correctional facility, or plans, directs & implements statewide program for delivery of psychiatric services to state adult correctional facilities, or in Bureau of Drug Abuse, acts as section chief, directly supervises personnel assigned & plans & develops guidelines & standards for operation of drug treatment centers or governing federally funded drug abuse service programs & coordinates & meets with managers of other units, sections or agencies &/or community;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
(833) 123/1-7-17		(i.e., N.I.D.A.). C-In Central Office location, acts as service coordinator or chairperson of District Community Mental Health Planning Committee to participate in development of district community & state mental health institution programs, capital plans & budgets (e.g., provides consultation & direction, reviews submitted plans, assesses assigned district's mental health needs, proposes goals, objectives & priorities for long & short term plans & recommends approval of plans to regional commissioner), facilitates unification of delivery of mental health services between state institutions & community service agencies & assists in allocating or facilitating delivery of funds to mental health institutions & community mental health programs (e.g., reviews state & federal grant applications), or plans, coordinates & implements specialized program statewide (e.g., Ohio Special Olympics), or directly supervises personnel assigned to section responsible for licensing residential facilities in Ohio, or plans, develops & implements evaluation & monitoring system to ensure services delivered by institutions, located in either northern or southern part of state, meet state & federal regulations & standards & court orders, or plans, directs & implements comprehensive direct care	agencies. *Developed after employment

ing as part of interdisciplinary team to assess clients/residents' needs & abilities); 1000 hrs. training in state & federal regulations & standards &/or court orders governing care, custody, treatment, programming & environment of clients/residents in mental health or developmental centers, or regulating drug treatment center operations or federally funded drug abuse services, or governing delivery of psychiatric services in adult correctional institution, or affecting community mental health programs (i.e., category of state & federal regulations & standards

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Mental Health Administrator 3	CODE: 65223C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Note: Supervision 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 REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	21-31	mental health program for inmates of assigned adult correctional facility, or plans, directs & implements statewide program for delivery of psychiatric services to state adult correctional facilities & directly supervises assigned staff, or plans, coordinates & evaluates educational, recreational & vocational programs for developmental centers located in assigned region catchment areas, or plans, develops & implements statewide client advocacy & Title XX Program. Coordinates services between units of institution or developmental center by conferring with unit managers or with personnel in other sections, agencies &/or community; attends various meetings, seminars & workshops; prepares & delivers speeches.	Knowledge of 1, 3, 4, 6, 7, (13) public relations; ability to 8, 9, 12, (14) prepare & deliver speeches before technical & general audiences.

(834) 123-1-7-17

Minimum Class Requirements: (continued)

&/or court orders must be linked directly to services being provided & where) (or 12 mos. exp.); or equivalent. For all "administrative staff" positions, applicant must have completed undergraduate major program core coursework in business administration-management sciences (or 12 mos. exp. in developing goals, objectives, policies & procedures of operational unit or program of agency or firm & monitoring implementation of same); or equivalent. In addition to one of preceding categories, applicant must also have 600 hrs. training in supervision (or 6 mos. exp. in scheduling, monitoring & evaluating personnel); 600 hrs. training in budgeting (or 6 mos. exp. in determining budget needs & spending for operational unit or program of agency or firm); 600 hrs. training in employee training & development (or 6 mos. exp. in writing training & development (or 6 mos. exp. in writing training materials or conducting training); 300 hrs. training in manpower planning (or 3 mos. exp. in scheduling personnel for adequate coverage & making staff projections); 1 course in public relations (or 1 mo. exp.); or equivalent.