OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Mental Health Administrator 4	CODE: 65224C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

NEW AUG 0 2 1997

FUNCTION: Under administrative direction from institution superintendent or deputy director, implements & coordinates statewide program which impacts on administration of specific program areas of all operating institutions & community mental health/mental retardation & developmental centers & directly supervises assigned staff; or acts as assistant institution superintendent of assigned state facility;

Note: Classification is not to be used for positions that are solely of fiscal management or of internal auditing nature or focus on human resources training & development. 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 PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	81-91	A-In central office location of Department of Mental Health or Department of Mental Retardation & Developmental Disabilities, develops, implements & coordinates statewide program which impacts on administration of all program areas of all operating institutions & community mental health/mental retardation & developmental disabilities centers & directly supervises assigned staff (e.g., Standards, Quality Assurance & Licensing System). B-In mental health institution or developmental center, acts as assistant institution superintendent (e.g., reviews & approves activities regarding budget, personnel, support, administrative & patient care services; supervises development & develops & implements policies & procedures for facility; participates in development of departmental policies & procedures regarding programs; responsible for all institution operations in absence of institution superintendent; assures all client/resident needs are met through compliance with all state & federal regulations & standards & court orders; advises institution superintendent regarding admissions, transfers & discharges; analyzes human resource needs & monitors staff development; designs appropriate evaluation tools to determine effectiveness of facility programs).	Knowledge of (1) management, (2) budgeting & spending, (3) manpower planning, (4) employee training & development, (5) federal & state regulations & standards & court orders governing care, custody, treatment, programming & environment of clients/residents in mental health & developmental centers & community programs, (6) mental health & mental retardation technology, social work or comparable field, special education, psychology or rehabilitation; ability to (7) deal with many variables & determine specific action, (8) gather, collate & classify information about data, people or things, (9) develop & edit program policies & guidelines, assess needs of defined population & develop services to meet those needs & evaluate effectiveness of services delivered, (10) use statistical analysis, (11) establish friendly atmosphere as program manager. *Developed after employment

(835) 123:1-7-17

UNUSUAL WORKING CONDITIONS: Requires travel; may be on 24-hour call, 7 days per week, when employed as assistant institution superintendent.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* For all "programmatic" positions, applicant must have completed undergraduate major program core coursework in mental health & mental retardation technology, or social work or comparable field (e.g., child & family services), special education, psychology or rehabilitation (or 24 mos. exp. in assessing clients/residents' needs & abilities as part of interdisciplinary team & in development of habilitation/treatment plans or programs for mentally ill or mentally retarded/de-

FUNCTION: 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
2	9-19	Represents department or institution at or attends various meetings & conferences to transmit & interpret policies or exchange information to resolve concerns & problems; conducts special studies as requested by institution superintendent; hears Step 2 grievances in absence of institution superintendent, provides in-service & staff development training when necessary; conducts inspection visits of private psychiatric facilities in assigned district & recommends licensure.	Knowledge of 5, 6, (12) public relations; ability to 7, 8, (13) handle sensitive contacts with & resolve complaints & concerns from representatives of state facilities, community programs & other governmental agencies & public.

(83%) 123.1-7-17

Minimum Class Requirements: (continued)

velopmentally disabled clients/residents); 1000 hrs. training in federal & state regulations governing care, custody, treatment, programming & environment of clients/residents in state facilities & serviced by community programs); 600 hrs. training in budgeting & spending (or 6 mos. exp. in determining budget & spending for operational unit or program of agency or firm); 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 program & policy development for operational unit or program of firm or agency & monitoring implementation thereof); 1000 hrs. training in budgeting & spending (or 12 mos. exp. in determining budgetary needs & spending for operational unit or program of agency or firm); or equivalent. In addition to one of preceding categories, each applicant must also have 600 hrs. training in manpower planning (or 6 mos. exp. in scheduling personnel for adequate coverage & making staff projections); 300 hrs. training in employee training & development (or 3 mos. exp. in writing training materials or conducting training) 1 course in public relations (or 1 mo. exp.); or equivalent.