

**STATE OF OHIO (DAS)**  
 CLASSIFICATION  
 SPECIFICATION

**CLASSIFICATION SERIES:**  
 Mental Health Administrator

**SERIES NO.:**  
 6522

**MAJOR AGENCIES:**  
 All Agencies

**EFFECTIVE DATE:**  
 09/29/2019

**SERIES PURPOSE:**

The purpose of the mental health administrator occupation is to plan, direct, implement & monitor all non-medical program services to be delivered institution-wide to persons who are mentally ill &/or developmentally disabled in order to enhance their abilities to function within society.

At the lowest level, incumbents coordinate & monitor development & implementation of individual treatment/habilitation plans on assigned residential unit (i.e., living area comprised of 3 or more wards), or coordinate, process & monitor all forensic & probate services for assigned facility.

At the second lowest level, incumbents are to assist higher level- administrator in achieving statewide &/or regional program goals & objectives & is independently responsible for one major program area & oversight of several sub programs, or in developmental centers operated by the Department of Developmental Disabilities, independently responsible for one major program area & sub programs defined by rule & management staff.

At the middle levels, incumbents plan, develop, implement &/or coordinate one, multiple or all services of one or more programs & supervise professional, supervisory &/or administrative staff engaged in service delivery & evaluate effectiveness of programs to assure quality of services.

At the highest level, incumbents develop, implement & coordinate statewide programs which impact administration of specific program areas of all operating institutions & community mental health & developmental centers, or act as assistant institution superintendent of assigned state facility &/or in community & supervise assigned staff, or act as central office chief or assistant deputy director.

NOTE: Whenever referenced herein, SOS (i.e., state operated services) means employees of state operated hospitals, in conjunction with community mental health boards, alcohol, drug addiction & mental health services boards &/or community agencies, who provide services for clients with severe mental disabilities in community settings.

**JOB TITLE**

Mental Health Administrator 1

**JOB CODE**

65221

**PAY RANGE**

30

**EFFECTIVE**

10/04/2015

**CLASS CONCEPT:**

The first managerial level class works under direction & requires extensive knowledge of mental health & developmental disabilities technology & regulations governing care, custody & programming of consumers/residents & mental health & developmental centers in order to coordinate & monitor professional & direct care staff, on assigned residential unit in institution or in community setting as part of SOS, in development & implementation of individual treatment/habilitation plans & to assure that care, safety, health, hygiene & required documentation of consumers/residents & their living areas meet state & federal regulations, or to coordinate, process & monitor all forensic & probate services for assigned facility.

**JOB TITLE**

Mental Health Administrator 2

**JOB CODE**

65222

**PAY RANGE**

11

**EFFECTIVE**

5/28/2017

**CLASS CONCEPT**

The second managerial level class works under general direction & requires thorough knowledge of mental health program policies & procedures in order to in Mental Health & Addiction Services, assist higher level administrator in achieving statewide &/or regional program goals & objectives & is independently responsible for one major program area & oversight of several sub programs, or in developmental centers operated by the Department of Developmental Disabilities, independently responsible for one major program area & sub programs defined by rule & management staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Mental Health Administrator 3	65223	12	10/04/2015

**CLASS CONCEPT:**

The third managerial level class works under general direction & requires extensive knowledge of manpower planning, general management principles & techniques & mental health & developmental disabilities technology in order to plan, implement & evaluate specialized program services for all eligible clients/consumers, or develop & implement one or multiple components of facility's quality assurance program & coordinate service delivery, or act as unit manager by directing care activities to ensure all inter-unit services institution-wide are provided in accordance with state, federal & court-ordered mandates, or manage seclusion/restraint monitoring system, incident review monitoring system &/or facility's at-risk management program, or manage admissions office, or manage components of one or more facility-wide programs & in addition to one of previous options, supervise subordinate direct care & management staff engaged in service delivery & related support activities, or supervise staff assigned to one SOS team in community, or in central office location develop & implement policies & procedures pertaining to specialized agency-wide programs.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Mental Health Administrator 4	65224	14	10/04/2015

**CLASS CONCEPT:**

The fourth managerial level class works under general direction & requires extensive knowledge of federal & state regulations, standards & court orders governing care, custody, treatment, programming & environment of consumers/residents in mental health & developmental centers & manpower planning in order to, in regional psychiatric hospital or developmental center, plan, direct & implement two or more non-medical program services, or direct & implement all non-medical & direct care services to all residents/consumers on dual-diagnostic unit/units, or manage entire SOS program for one hospital, or manage SOS programs in three or more county board areas, & in addition to each option, supervise assigned staff; or in central office location, to serve as field representative participating in development of regional community & state mental health programs, or plan, coordinate & implement specialized program statewide, analyze, manage & defend pre-admission screening annual resident review (i.e., PASRR) determinations at state hearings & appeals, or plan, implement & manage delivery of regional psychiatric services to paroled & released inmates diagnosed with mental illness, or manage all SOS for assigned region service area, or develop statewide compliance review protocols for mental health financial compliance & accountability to ensure community boards & agencies meet all state & federal regulatory standards; or in Central Office of Department of Developmental Disabilities, to conduct mock surveys in developmental centers, intermediate care facilities, health care providers &/or county boards to ensure compliance with client programs & applicable rules & standards, assist in preparing corrective action plans, conduct exit interviews, conduct follow-up surveys & exit interviews to determine compliance with corrective action plans & formulate & implement program policy, or plan, coordinate, direct & administer licensing & home community based services Medicaid waivers program for eligible individuals in purchase of service homes with developmental disabilities throughout one half of state (i.e., western region or eastern region), direct & monitor licensure & compliance enforcement activity & supervise licensure staff & rehabilitation program specialists throughout one-half of state, develop & conduct quality assurance reviews of home community based services waiver program for individuals receiving waiver services & prepare quality assurance reviews for submission to health care financing administration & Ohio Department of Job & Family Services.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Mental Health Administrator 5	65225	15	09/29/2019

**CLASS CONCEPT:**

The fifth managerial level class works under administrative direction & requires extensive knowledge of general management principles & techniques, budgeting, manpower planning & regulations governing care, custody, treatment, programming & environment of consumers/residents in mental health centers & community programs in order to serve as senior mental health service coordinator planning, developing, implementing & monitoring over-all community & state mental health institution programs; or serve as assistant to deputy director for program development or program support; or serve as assistant bureau or office chief in large bureau or office (i.e., 2 or more sections & 10 or more employees) having state-wide administrative or complex program responsibility (e.g., support services, fiscal, education & training); or manage entire quality assurance/process improvement program for assigned regional psychiatric hospital/facility & in addition to one of previous options, supervise staff; or manage complex programs on state-wide basis (e.g., state operated services, psychiatric services to paroled & released inmates diagnosed with mental illness) in Central Office location only; or manage & coordinate statewide forensic psychiatry programs; or plan, develop & analyze financial strategies for department to ensure integration of mental health services within Ohio's health care delivery system &

supervise assigned staff, or to manage all maximum security mental health facilities located in assigned region to ensure all clinical services & treatment team services are functioning optimally in Ohio Department of Mental Health & Addiction Services; or to serve as administrator for regional state operated services (i.e., SOS) programs/teams for all counties assigned to region & supervise assigned staff; or serve as administrator for regional state programs for all counties assigned to region, provide administrative direction, development & planning of service areas & supervise assigned staff in Department of Developmental Disabilities; or administer all services (i.e., sex offender, substance abuse, mental health & mental retardation) in all operated facilities/institutions & supervise assigned staff in Department of Youth Services, or administer all services (i.e., sex offender, substance abuse, mental health & mental retardation) in all contracted operations (e.g., Lighthouse Youth Center; Boys Village) & supervise assigned staff in Department of Youth Services.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Mental Health Administrator 6	65226	16	10/04/2015

**CLASS CONCEPT:**

The sixth managerial level class works under administrative direction & requires extensive knowledge of federal & state standards, regulations & court orders governing care, custody, treatment programming & environment of consumers/residents in mental health & developmental centers & community programs & general management principles & techniques in order to act as assistant institution superintendent when assigned to Mental Health & Addiction Services (Note: No more than 2 positions for each institution) or developmental center (i.e., no more than 1 position in the Department of Developmental Disabilities), to assure all consumer/resident needs are met in accordance with federal & state regulations & court orders & supervise assigned staff, or when assigned to central office position, to develop, implement & coordinate statewide program which impacts administration of all program areas of all operating institutions/developmental centers & community mental health/developmental centers, or in Ohio Department of Developmental Disabilities, to act as office chief in Division of Children/Family/Adult Services which involves developing policies & procedures, establishing statewide eligibility criteria for assigned statewide program which affects individuals & private & public service providers & develop & coordinate program, or act as assistant deputy director of Division of Community Services & is responsible for waiver services, supported living & licensure & in addition to either option, supervise assigned supervisory, support & professional staff, or in Department of Youth Services, develop, implement & coordinate statewide clinical service operations (i.e., mental health, developmental disabilities, social services & juvenile correctional officer clinical training services) impacting administration of all clinical services for all Department of Youth Services institutions/facilities & supervise assigned staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Mental Health Administrator 1	65221	14	10/04/2015	30

**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.)**

On assigned residential unit (i.e., living area comprised of 3 or more wards) in institution or in community setting as part of SOS, coordinates & monitors professional &/or direct care staff (e.g., hospital aide supervisors, hospital aides, therapeutic program workers, social workers, general activities or activity therapy specialists) in development & implementation of individual treatment/habilitation plans for all consumers/residents, monitors consumers/residents programming to ensure appropriateness of individual placement on wards & that program activities & goals are consistent with consumers/residents' needs & abilities & recommends alternate placement or ensures that treatment/habilitation plans are appropriately revised, ensures that care, safety, health & hygiene of consumers/residents & their living areas & documentation meet federal & state regulations & standards & plans or assists in planning budget for unit;

OR

Coordinates, processes & monitors all forensic & probate services for assigned facility which includes ensuring admissions, discharges & movement of consumers comply with statutes, court orders, hospital & departmental policy, promotion of quality services & minimization of risk to consumers, staff & community.

Investigates complaints or concerns of staff; conducts &/or attends variety of meetings.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of general management\*; manpower planning; employee training & development; public relations\*; federal & state standards & regulations governing care, custody & programming of consumers/residents in mental health & developmental centers; mental health & mental retardation technology, social work or comparable field, special education, psychology or rehabilitation; budgeting\*. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare &/or review & edit individual treatment/habilitation plans & related documentation; gather, collate & classify information about data, people or things.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in mental health & developmental disabilities technology, social work or comparable field (e.g., child & family community services), special education, psychology or rehabilitation; 12 mos. exp. as lead worker providing work direction & training for other employees; 12 mos. trg. or 12 mos. exp. in state &/or federal regulations & standards governing care, custody & programming of consumers/residents in mental health or developmental centers.

-Or 24 mos. exp. in development & implementation of treatment/habilitation plans for individuals who are mentally ill or mentally retarded developmentally disabled & working as part of inter-disciplinary team to assess individual's needs & abilities; 12 mos. exp. as lead worker providing work direction & training for other employees; 12 mos. trg. or 12 mos. exp. in state &/or federal regulations & standards governing care, custody & programming of consumers/residents in mental health or developmental centers.

-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:**

May require travel; exposed to communicable diseases & consumers/residents who may display erratic &/or violent behavior.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Mental Health Administrator 2	65222	EX	5/28/2017	11

**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.)**

In Mental Health & Addiction Services assists higher level-administrator in achieving statewide &/or regional program goals & objectives & is independently responsible for one major program area & oversees several sub programs (e.g. conducts administrative investigations relative to behavior, conduct, & efficiency of mental health programmatic staff, leads, participates in &/or monitors projects or committees, manages mental health programmatic budgets, coordinates & oversees contract employees & volunteers, manages & tracks program service delivery &/or living arrangements for assigned population, local systems program training development, provides technical assistance to program participants and other stakeholders), or in developmental centers operated by the Department of Developmental Disabilities, independently responsible for one major program area & sub programs defined by rule & management staff.

Writes, develops & implements mental health program policies; transmits mental health programmatic decisions & directives; coordinates & monitors expenditures/budgets for program area (e.g., mental health programmatic area to include budgets such as capital, budget, community programs budget, contract management; monitor expenditures of mental health regional & statewide programs & sub programs budgets, or in developmental centers participates in the Individual Assessment Form process (e.g., assessments, exceptions, reconsiderations); provides regional technical assistance (e.g., Mobile Crisis team); serves as a liaison between County Boards of Developmental Disabilities & independent providers of services.

Attends program related meetings with representatives from community mental health agencies, county mental health boards, local, regional & state chapters & consumer groups, meets with managerial programmatic staff; prepares & maintains programmatic records & reports, or in the developmental centers provides community training (e.g., Positive Culture); provides case consultation as assigned; completes Ohio Developmental Disability Profile (ODDP), as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of general management; manpower planning; employee training & development; public relations; Ohio Department of Mental Health & Addiction Services program policies & procedures; finance; federal & state standards & regulations governing care, custody & programming of consumers/patients in regional psychiatric hospitals; mental health technology, social work or comparable field, special education, psychology or rehabilitation; budgeting, provide lead work. Ability to define problems, collect data, maintain records, establish facts & draw valid conclusions; write, letters, papers & reports; handle sensitive telephone & face-to-face inquiries & contacts with general public; prepare &/or review & edit individual treatment/habilitation plans & related documentation; gather, collate & classify information about data, people or things.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in mental health, social work or comparable field (e.g. child & family community services, special education, social or behavioral sciences); 12 mos. trg. in employee training & development (e.g. provides work direction & training); 12 mos. trg. or 12 mos. exp. in state &/or federal regulations & standards governing care, custody & programming of mental health consumers/residents.

-Or completion of associates core program in mental health, social work or comparable field (e.g. child & family community services, special education, social or behavioral sciences); 12 mos. trg. or 12 mos. exp. in state &/or federal regulations & standards governing care, custody & programming of mental health consumers/residents; 12 mos. trg. or 12 mos. exp. in mental health programmatic project management.

-Or 4 yrs. administrative exp. commensurate with mental health program area to be assigned per approved Position Description on file.

-Or 6 mos. exp. as Mental Health Administrator 1, 65221.

-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:**

May require travel; exposed to communicable diseases & consumers/residents who may display erratic &/or violent behavior.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Mental Health Administrator 3	65223	EX	10/04/2015	12

**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.)**

In assigned facility, plans, implements & evaluates specialized program services for all eligible consumers/residents (e.g., deaf & hearing impaired program, pre-vocational or vocational program);

OR

Develops & implements one or multiple components of facility's quality assurance program & coordinates delivery of services to ensure that care, custody, treatment, programming & environment of all units, institution-wide, meet state & federal regulations, standards & court orders & participates in policy development;

OR

Acts as unit manager by directing care activities to ensure all inter-unit services are delivered to all consumers/residents (e.g., medical, nursing, educational, occupational & physical therapy, speech, hearing, recreational) & physical environment is maintained in accordance with state, federal & court ordered mandates on assigned residential unit (i.e., living area comprised of 3 or more wards, but excludes dual diagnostic unit/units where administrator is personally responsible for ensuring operations meet accreditation/certification standards & ensuring delivery of services to dual-diagnosed consumers/residents who are housed off unit due to bed shortage on assigned dual diagnostic unit/units), or supervises staff assigned to one SOS team in community which may include SOS billing & computer entry or data, or manages seclusion/restraint monitoring system, incident review monitoring system &/or facility's at-risk management program, or manages admissions office, or manages components of one or more facility-wide programs;

AND

In addition to one of previous options, supervises subordinate direct care &/or management staff engaged in service delivery & related support activities (e.g., direct care supervisors, professional staff, lower-level mental health administrators, administrative support staff such as peer review nurse, administrative assistant, management analyst, typist), schedules, trains, counsels & evaluates staff & interviews, selects or recommends selection of applicants for employment;

OR

In Central Office location, develops & implements policies & procedures pertaining to specialized agency-wide program(s) (e.g., educational/vocational services, community support program for consumer involvement, advocacy & self-help, technical assistance planning for county coordinating clusters for children services, case management), provides leadership & technical assistance, formulates strategies to improve planning & service delivery, coordinates program development within agency, other participating local governmental agencies & various consumer groups, designs guidelines & other explanatory materials & directs on-going training in specialized area & assesses program impact & evaluates effectiveness.

Meets with supervisory/management personnel of other program areas; represents unit, program area or superintendent before community groups interested in rights of persons who are institutionalized; 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 consumer/resident habilitation plans when necessary; assists institution superintendent &/or operations director (i.e., higher-level mental health administrator) in developing goals & long-range plans, or community service agreements with providers; trains institutional & regional staff; prepares required reports.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of general management; supervisory principles/techniques; manpower planning; employee training & development; public relations; federal & state standards, regulations & court orders governing care, custody, treatment, programming & environment of consumers/residents in regional psychiatric hospitals & developmental centers; mental health & developmental disabilities technology, social work or comparable field, special education, psychology or rehabilitation; budgeting. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare &/or edit unit or program policies, goals & objectives; gather collate & classify information about data, people or things; cooperate with co-workers on group projects; handle sensitive contacts with community groups, public & representatives of governmental agencies; prepare &/or review & edit individual consumer/resident habilitation plans &/or prepare

meaningful, concise & accurate reports.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in mental health & developmental disabilities technology, social work or comparable field (e.g., child & family community services), special education, psychology or rehabilitation; 12 mos. exp. as lead worker providing work direction & training for other employees; 12 mos. trg. or 12 mos. exp. in state &/or federal regulations & standards governing care, custody & programming of consumers/residents in mental health or developmental centers; 6 mos. exp. in writing &/or assisting in development of policies, procedures, goals & objectives of operational unit or program of agency or firm; 1 course in manpower planning or 3 mos. exp. scheduling staff to ensure adequate coverage or projecting adequate staff levels; 3 mos. trg. in budgeting or 3 mos. exp. preparing or assisting in preparation of budget for operational unit or program of agency or firm.

-Or 24 mos. exp. in development & implementation of treatment/habilitation plans for individuals who are mentally ill or developmentally disabled & working as part of inter-disciplinary team to assess individual's needs & abilities; 12 mos. exp. as lead worker providing work direction & training for other employees; 12 mos. trg. or 12 mos. exp. in state &/or federal regulations & standards governing care, custody & programming of consumers/residents in mental health or developmental centers; 6 mos. exp. in writing or assisting in development of policies, procedures, goals & objectives of operational unit or program of agency or firm; 1 course in manpower planning or 3 mos. exp. scheduling staff to ensure adequate coverage or projecting adequate staff levels; 3 mos. trg. in budgeting or 3 mos. exp. preparing or assisting in preparation of budget for operational unit or program of agency or firm.

-Or 6 mos. exp. as Mental Health Administrator 2, 65222.

-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:**

Travel may be required; exposed to communicable diseases & consumers/residents who may display erratic &/or violent behavior.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Mental Health Administrator 4	65224	EX	10/04/2015	14

**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.)**

In regional psychiatric hospital or developmental center, plans, directs & implements two or more non-medical program services (e.g., clinic services, educational, recreational, pre-vocational, nursing & direct care, volunteer, psychological, social service, speech & hearing therapy, plant services, safety, admissions) to be delivered institution-wide to all consumers/ residents & supervises subordinate professional & managerial personnel 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; directs preparation of clinical, administrative & evaluative records, reports & correspondence; recommends & administers budget for various units which may include patient payroll monies);

OR

Directs & implements all non-medical program & direct care services to all residents/consumers on dual-diagnostic unit/units, to include delivery of services to dual-diagnosed residents/consumers housed elsewhere in institution/developmental center due to bed shortage on assigned dual-diagnostic unit/units (e.g., all consumers categorized with developmental disabilities & mental illness in institution under Department of Mental Health & Addiction Services), is personally responsible for assuring operations/services meet accreditation/ certification standards, plans budget & monitors expenditures;

OR

Manages entire SOS program for one hospital, supervises two or more SOS team supervisors & coordinates delivery of services between hospital & community;

OR

Manages SOS programs in three or more county board areas & coordinates delivery of services between hospital & community;

AND

In addition to one of previous options, supervises assigned staff & evaluates effectiveness of service delivery;

OR

In Central Office location, serves as field representative to participate in development of regional community & state mental health programs, capital plans &/or budgets (e.g., provides consultation & direction; reviews submitted plans; assesses assigned region's mental health needs; proposes goals, objectives & priorities for long & short term plans & recommends approval of plans to senior mental health services coordinator), facilitates unification of delivery of mental health services between state institutions & community service agencies & assists in allocating or facilitating delivery of funds (e.g., reviews state & federal grant applications);

OR

Plans, coordinates & implements specialized program statewide (e.g., Ohio Special Olympics; volunteer program & centralized recruitment function housing & homeless of persons with mental disabilities; displacement of consumers from nursing homes; review of major unusual incidents reported by assigned hospitals; clozapine; consumer operated businesses; certification standards & certificate of need for private psychiatric hospitals; ICF/IID with Medicaid conditions of participation & DD licensure of group homes; community-level implementation of mental health housing & residential policies & procedures; compliance review for mental health boards; linkage with colleges & universities; client rights/client advocacy; capital planning & project management; local system development);

OR

Analyzes, manages & defends pre-admission screening annual resident review (i.e., PASRR) determinations at state hearings & appeals;



OR

Manages all SOS for assigned region service area;

OR

Plans, directs & implements delivery of regional psychiatric services to paroled & released inmates diagnosed as having mental illness;

OR

Plans, coordinates & evaluates educational, recreational & vocational programs for developmental centers located in assigned region;

OR

Develops statewide compliance review protocols for mental health financial compliance & accountability to ensure community boards & agencies meet all state & federal regulatory standards;

OR

In Central Office of Ohio Department of Developmental Disabilities, conducts mock surveys in developmental centers, intermediate care facilities, health care providers &/or county boards by monitoring programs to ensure compliance with client programs, ICF/MR, HCFA, Medicaid licensure, ACDD & other applicable standards, assists in preparing corrective action plans, conducts exit interviews, conducts follow-up surveys & exit interviews to determine compliance with corrective action plans & formulates & implements program policy in relation to Medicaid &/or licensure standards &/or MR/DD people too sensitivity awareness programs;

OR

Plans, coordinates, directs & administers licensing & home community based services Medicaid waivers program for eligible individuals in purchase of service homes with DD throughout one half of state (i.e., western region or eastern region), directs & monitors licensure & compliance enforcement activity & supervises licensure staff & rehabilitation program specialists throughout one-half of state, develops & conducts community based services waiver program for individuals receiving waiver services & prepares quality assurance reviews for submission to health care financing administration & Ohio Department of Job & Family Services.

Coordinates services between units of institution or developmental center or divisions within assigned department & with other state & local agencies; attends various meetings, seminars & workshops; prepares & delivers speeches; completes reports; conducts training sessions.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of general management; supervisory principles/techniques; manpower planning; public relations; employee training & development; federal & state regulations, standards & court orders governing care, custody, treatment, programming & environment of consumers/residents in regional psychiatric hospitals & developmental centers; mental health & mental retardation technology, social work or comparable field, special education, psychology or rehabilitation; budgeting. Ability to define problems, collect data, establish facts & draw valid conclusions; handle sensitive contacts with public, community groups & other governmental agencies; gather, collate & classify information about data, people or things; write &/or edit program policies & guidelines & reports, assess needs of defined population & evaluate services delivered; prepare & deliver speeches before technical & general audiences.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

For all "programmatic" positions, completion of undergraduate core program in one of following fields: mental health & developmental disabilities 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 persons who are mentally ill or developmentally disabled & working as part of interdisciplinary team to assess consumers'/residents' needs & abilities; 12 mos. trg. or 12 mos. exp. in state & federal regulations, standards & court orders governing care, custody, treatment, programming & environment of consumers/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 & court orders must be linked directly to type of facility & services being provided).

For all "administration staff" positions, completion of undergraduate core program in business administration/management sciences or 12 mos. exp. developing goals, objectives, policies & procedures of operational unit or program of agency or firm & monitoring implementation of same.

In addition to one of preceding categories (i.e., programmatic positions or administrative staff), 6 mos. trg. in supervisory principles/techniques or 6 mos. exp. scheduling, monitoring & evaluating personnel; 6 mos. trg. in budgeting or 6 mos. exp. determining budget needs & spending for operational unit or program of agency or firm; 6 mos. trg. in employee training & development or 6 mos. exp. writing training materials or conducting training; 3 mos. trg. in manpower planning or 3 mos. exp. scheduling personnel for adequate coverage & making staff projections.

-Or 6 mos. exp. as Mental Health Administrator 3, 65223.

-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:**

Travel may be required; may be exposed to communicable diseases & consumers/residents who may display erratic or violent behavior.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Mental Health Administrator 5	65225	EX	09/29/2019	15

**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.)**

In Department of Mental Health & Addiction Services, serves as senior mental health service coordinator over assigned geographic district, plans, develops, implements & monitors over-all community & state mental health institution programs, capital plans & budgets, assumes responsibility for implementing & coordinating statewide programs for delivery of mental health services between state institutions & community service agencies in absence of deputy director & supervises staff;

OR

Serves as assistant to deputy director of program development or deputy director of program support by assisting in management of mental health offices/bureaus, assists in developing policies, plans, implements & monitors statewide programs, operations & budgets & supervises staff;

OR

Serves as assistant bureau or office chief in large bureau or office (i.e., office comprised of 2 or more sections & 10 or more employees) having statewide administrative or complex program responsibility (e.g., office of support services, fiscal, education & training), assists in development of policies & manages one or more sections, implements & coordinates specialized programs statewide &/or multi-state (e.g., human resource development plan, federally funded grants), manages bureau or office in absence of chief & supervises staff;

OR

Manages complex programs on state-wide basis in Central Office location only;

OR

Plans, develops & analyzes financial strategies for Department of Mental Health & Addiction Services to ensure integration of mental health services within Ohio's health care delivery system & supervises assigned staff;

OR

Manages & coordinates statewide forensic psychiatry programs which include community forensic evaluation services for common pleas criminal courts, in-patient psychiatric treatment programs in state hospitals for forensic patients & technical assistance to community mental health boards & agencies regarding psychiatric services to forensic patients, consults with various department officials to establish statewide goals, priorities & policies regarding persons with mental illnesses involved in criminal justice system;

OR

Serves as administrator for regional state operated service (i.e.,SOS) programs/teams for all counties assigned to region, is responsible for administrative direction, development, planning & coordination of service area of network, designs, develops, implements & expands community development services throughout assigned region, develops & administers overall community development annual budget, monitors expenditures & fiscal responsibilities, analyzes reports & statistics related to services delivered, identifies trends & issues affecting quality of service offered & provides needed resolutions & adjustments & supervises assigned staff;

OR

Manages entire quality assurance/process improvement program for assigned hospital/facility:

OR

Manages all maximum security mental health facilities located in assigned region to ensure all clinical services & treatment team services are functioning optimally (e.g., coordinates & manages all clinical, forensic restoration & ancillary services & patient movement activity internally & externally; manages all bed capacity issues; works with correctional staff in integrating correctional/security issues with management of facilities & programs; works with other department heads in

assuring approximate services to all patients) & develops & implements regional & hospital policy regarding management of facilities & handling of patients in maximum security setting;

OR

In Ohio Department of Developmental Disabilities, plans, develops, implements & monitors entire statewide residential contracts;

OR

Plans, develops, coordinates & manages statewide programs in areas of safety & health, loss control & code compliance programs & plans, develops, implements & monitors transitional work program to allow workers who have been injured on job to return to work while temporarily disabled;

OR

Serve as administrator for regional state programs for all counties assigned to region, is responsible for administrative direction, development, planning & coordination of service areas, designs, develops, implements & expands community development; initiates & implements administrative rule development, directs review of county board & provider compliance, develops & interprets compliance standards; review & initiates statewide policy development & program protocols; resolves most difficult program problems/issues; develops & assists with overall annual budget, monitors expenditures & fiscal responsibilities, analyzes reports & statistics related to services delivered, identifies trends & issues affecting quality of service offered & provides needed resolutions & supervise assigned staff;

OR

In Department of Youth Services, administers all services (i.e., sex offender, substance abuse, mental health & mental retardation) in all operated facilities/institutions, or administers all services (i.e., sex offender, substance abuse, mental health & mental retardation) in all contracted operations (e.g., Lighthouse Youth Center; Boys Village);

AND

In addition to any of preceding options, supervise assigned staff;

OR

Represents department or office/bureau at or attends/chairs various meetings &/or conferences to transmit & interpret policies or exchange information to resolve concerns & issues; coordinates activities with community mental health boards, state institutions &/or other service providers.

Assists higher-level managers in developing legislation &/or administrative rules; reviews &/or prepares required reports & records; answers inquiries.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of general management; budgeting & spending; manpower planning; supervisory principles/techniques; employee training & development; federal & state regulations, standards & court orders governing care, custody, treatment, programming & environment of consumers/ residents in regional psychiatric hospitals & developmental centers & community programs\*; business administration or mental health technology (e.g., psychology, rehabilitation, social work); statistics; public relations. Ability to deal with many variables & determine specific action; gather, collate & classify information about data, people or things; develop & edit program policies & guidelines, assess needs of defined population & develop services to meet those needs & evaluate effectiveness of services delivered; handle sensitive contacts with & resolve complaints & concerns from representatives of state facilities, community programs & other governmental agencies & public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in business administration or mental health technology (e.g., psychology, rehabilitation, social work); 12 mos. exp. in area to be assigned.

-Or completion of graduate core program in public administration or business administration.

-Or 12 mos. exp. as Mental Health Administration 4, 65224, in Department of Mental Health.

Note: prior training &/or experience must be directly related to area to be assigned.

-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:**

May require travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Mental Health Administrator 6	65226	EX	10/04/2015	16

**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.)**

In Central Office location of Department of Mental Health & Addiction Services or Department of 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 & supervises assigned staff (e.g., standards, quality assurance & licensing system, behavioral health managed care, program evaluation & research, office of support services);

OR

In mental health institution (note: no more than 2 positions for each institution) or developmental center (i.e., no more than 1 position in the Department of Developmental Disabilities), acts as assistant institution superintendent (e.g., reviews & approves activities regarding budget, personnel, support, administrative & patient care services; oversees 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 consumer/resident needs are met through compliance with all state & federal regulations & standards & court orders; analyzes human resource needs & monitors staff development; designs appropriate evaluation tools to determine effectiveness of facility programs; hears step 2 grievances in absence of institution superintendent) & supervises assigned staff;

OR

In Ohio Department of Developmental Disabilities, acts as office chief in central office division of children/family/adult services (i.e., develops policies & procedures; establishes statewide eligibility criteria for assigned statewide program) & develops & coordinates program affecting individuals & private & public service providers, or acts as assistant deputy director in central office Division of Community Services & is responsible for waiver services, supported living & licensure & in addition to either option, supervises assigned supervisory, support & professional staff;

OR

In Department of Youth Services, develops, implements & coordinates statewide clinical service operations (i.e., mental health, mental retardation, social services & juvenile correctional officer clinical training services) impacting administration of all clinical services for all department of youth services institutions/facilities & supervises assigned staff.

Represents department or institution or attends various meetings & conferences to transmit & interpret policies or exchange information to resolve concerns & problems; conducts special studies as requested; provides in-service & staff development training when necessary; conducts inspection visits of private psychiatric facilities in assigned district & recommends licensure.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of general management; budgeting & spending; manpower planning; employee training & development; federal & state regulations & standards & court orders governing care, custody, treatment, programming & environment of consumers/residents in regional psychiatric hospitals & developmental centers & community programs; mental health & developmental disabilities technology; social work or comparable field; special education; psychology or rehabilitation; statistics; public relations. Ability to handle sensitive contacts with & resolve complaints & concerns from representatives of state facilities, community programs & other governmental agencies & public; deal with many variables & determine specific action; gather, collate & classify information about data, people or things; develop & edit program policies & guidelines; assess needs of defined population & develop services to meet those needs & evaluate effectiveness of services delivered.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

For all "programmatic" positions, completion of undergraduate core program in mental health & developmental disabilities technology, or social work or comparable field (e.g., child & family services), special education, psychology or rehabilitation or 24 mos. exp. in assessing consumers/residents' needs & abilities as part of interdisciplinary team & in development of habilitation/treatment plans or programs for persons who are mentally ill or developmentally disabled; 12

mos. trg. or 12 mos. exp. in federal & state regulations governing care, custody, treatment, programming & environment of consumers/residents in state facilities & serviced by community programs; 6 mos. trg. in budgeting & spending or 6 mos. exp. determining budget & spending for operational unit or program of agency or firm.

For all "administrative staff" positions, completion of undergraduate core program in business administration/management sciences or 12 mos. exp. in program & policy development for operational unit or program of firm or agency & monitoring implementation; 12 mos. trg. in budgeting & spending or 12 mos. exp. determining budgetary needs & spending for operational unit or program of agency or firm.

In addition to one of preceding categories (i.e., programmatic positions or administrative staff), 6 mos. trg. in manpower planning or 6 mos. exp. scheduling personnel for adequate coverage & making staff projections; 3 mos. trg. in employee training & development or 3 mos. exp. writing training materials or conducting training.

-Or 6 mos. exp. as Mental Health Administrator 5, 65225.

-Or equivalent of Minimum Qualifications for Employment noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

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