

TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity



OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Medical Director - Mental Health

EXAM NO: 10901

SALARY: \$52.21 per hour - 2018 Hire Rate

EXAM DATE: 08/30/18

ISSUE DATE: 08/03/18

THE FINAL DATE TO FILE APPLICATIONS: 08/18/18

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 08/19/18

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

LOCATION OF POSITIONS/VACANCIES:

There is currently one position available in the title of Medical Director - Mental Health in the Tompkins County Mental Health Department. The eligible list resulting from this training and experience examination may be used to fill any full-time, part-time or temporary vacancies that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS:

Possession of a license to practice medicine in the State of New York, Board Eligibility or certification to practice psychiatry **AND** one year of supervisory and administrative experience.

SPECIAL REQUIREMENT:

Possession of a license to practice medicine and registered to practice medicine in the State of New York at the time of application.

DISTINGUISHING FEATURES OF THE CLASS:

The Medical Director - Mental Health will provide out-patient and emergency service assessments and treatment as required by the Commissioner of Mental Health Services. He or she will perform psychiatric consultation with individual patients, provide

emergency medical and psychiatric services, as well as psychiatric consultations, examination and emergency backup for law enforcement agencies and courts within the county. The Medical Director will perform court evaluations as requested and order hospital commitments as indicated. He or she will apply psychiatric expertise to the planning, coordination and operation of the mental health, substance use disorder and developmental disability services provided within Tompkins County. The employee will make recommendations to the Commissioner of Mental Health towards attaining an effective and comprehensive community mental health, substance use disorder and developmental disability program. He or she will assist the Commissioner of Mental Health Services in direct services and duties of the Local Government Unit. The incumbent exercises general supervision over Psychiatrists and various program directors. Acts as a medical director for Clinical Services and Director of Community Services in accordance with New York State Mental Hygiene Law, 7.09, 41.04. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Provides out-patient and emergency service assessments and treatment as required by the Commissioner of Mental Health Services;
- Performs psychiatric consultation with individual patients, provide emergency medical and psychiatric services, as well as psychiatric consultations, examination and emergency backup for law enforcement agencies and courts within the county.
- Performs court evaluations as requested and order hospital commitments as indicated.
- Assures that all clients/patients receive medical screening and appropriate evaluation, diagnosis and treatment;
- Participates in the development of policies and procedures necessary to assure that all clinical staff receive appropriate clinical supervision;
- Exercises general supervision over the physicians;
- Assures that the quality of services provided is proper;
- Assures the appropriate implementation of clinical staff development and staff training;
- Assures the appropriate privileging and regular review of all clinical staff;
- Assists the Commissioner of Mental Health Services in direct service and duties of Local Government Unit;
- Liaison with community physicians, hospital staff and other professionals and agencies;
- Develops and maintains, whenever possible, educational programs in concert with various medical schools and community educational programs;
- Execute backup arrangements for the preceding services, as planned with the Commissioner;
- Reviews, alters or approves clinical treatment plans for patients served in programs of the Department of Mental Health;
- Provides community-based evaluations and treatment plans; and
- Works with the Commissioner in the preparation of a common system of evaluation (to include accountability) of mental health, substance use disorder and developmental disability programs.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of the modern theory and practice of psychiatry;
- Through knowledge of basic psychiatric sciences, community psychiatry, medical and social psychology, psychopathology, psychotherapy and the function and pertinent pathology of the nervous system;
- The ability to evaluate the effectiveness of services designed to prevent psychiatric disabilities and to promote care, treatment and training appropriate for this purpose;
- Thorough knowledge of local ordinances, state and federal laws bearing on the care and treatment of persons with mental disabilities or disorders;
- Ability to supervise and train others, and to work effectively with associates;
- Ability to exercise sound judgment in appraising situations and making decisions; and
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

Originally created 04/19/1994

M21.doc

SCOPE OF THE EXAMINATION:

There is no written or oral test for this examination.

The only examination will be an evaluation of your training and experience. You are, therefore, asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position.

In your **Summary of Training**, include all college course work (an original transcript is required), formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. Also include a copy of your professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued.

In your **Summary of Experience**, you must specify the dates of your employment, the number of hours worked per week, your title and the main duties for each. Be specific, vagueness and ambiguity WILL NOT be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified. Submission of a resume does not relieve a candidate of his/her responsibility for properly completing the official Tompkins County Application for Examination/Employment. Candidates who fail to adequately complete the application will be disqualified.

NOTE: An original transcript must be submitted for this position.

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850