

TOMPKINS COUNTY CIVIL SERVICE
VACANCY
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: Deputy Commissioner of Mental Health Services

SALARY: \$49.38 per hour - 2020 Hire Rate (Approximately \$102,710 annually)

LOCATION: Mental Health Department

TYPE OF EMPLOYMENT: Full Time

ISSUE DATE: 10/10/19

THE FINAL DATE TO FILE APPLICATIONS: 09/03/20

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 09/04/20

RESIDENCY WAIVED

MINIMUM QUALIFICATIONS:

Candidates for Deputy Commissioner of Mental Health Services (considered to be the Director of Community Services under NYS Mental Hygiene Law), must have obtained their degree or degrees from a regionally accredited college or university, as recognized by the New York State Education Department, or from a New York State registered institution **AND** the candidate shall meet the following criteria:

- (a) A physician licensed to practice medicine in New York State who shall be deemed board certified or board eligible in psychiatry, neurology, pediatrics; **OR**
- (b) A psychologist who is currently licensed as a psychologist by the New York State Education Department; **OR**
- (c) In possession of a master's degree in social work, and currently licensed as a licensed master social worker or as a licensed clinical social worker by the New York Education Department; **OR**
- (d) In possession of a master's degree in psychiatric mental health nursing and shall be licensed by the New York State Education Department as a registered nurse; **OR**
- (e) The individual shall have obtained a master's degree in rehabilitation counseling, psychology, social work, public health administration, public administration, hospital administration, human services administration, business administration or other equivalent degrees as determined by a curriculum reviewed and approved by the New York State Education Department; **AND**

In addition to the requirements in (a), (b), (c), (d) or (e) above, the individual must also possess at least five years of progressively responsible clinical and/or administrative experience in a governmental, private, not-for-profit or proprietary program providing services for people who have a diagnosis of mental illness, developmental disabilities, or substance abuse. At least two of the five years of experience must have been in an administrative capacity in which the candidate was responsible for the overall direction and control of an identifiable organizational unit or program. Such experience shall be specifically related to the powers and duties of the director of community services in accordance with section 102.7 of this Part. Please make this information clear

in your application for employment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

NOTES:

If Tompkins County chooses to appoint a director of community services with an administrative degree as defined in paragraph (e) above, Tompkins County shall also designate a senior level clinician with responsibilities for supervision of clinical services. Such designee shall have a clinical degree and licensure or certification in addition to demonstrable clinical work experience.

The County Administrator's appointment to the title of Deputy Commissioner of Mental Health Services (as our Director of Community Services) shall be subject to review and approval of the local Community Mental Health Board, the Tompkins County Legislature, and the New York State Department of Mental Hygiene.

DISTINGUISHING FEATURES OF THE CLASS:

The Deputy Commissioner of Mental Health Services is a senior position that encompasses both policy and operating responsibilities in a local mental health department. Duties include directing, planning, and coordinating operations of the department, and serving as a key policy advisor. The Deputy may serve as the Director of Community Services. The position will help lead a department that provides a full range of mental health services on behalf of a County government—and a community — that recognizes the value of those services. The Department operates an array of direct services, including the County mental health clinic, and manages multiple millions of dollars in contracts to agency providers. In addition to providing policy advice, you will manage most of the day-to-day activities of the Department. You will have extensive interaction with staff and be an important part of a team committed to quality client care and to constructive change that adapts to our rapidly changing policy and regulatory environment. Duties include directing, planning, coordinating, and the operation of the mental health, developmental disabilities, and substance abuse services provided to the community. In addition, the incumbent has direct responsibility for the implementation, coordination, and supervision of the clinical services provided through the Department. As Deputy Commissioner, you will serve under administrative direction as designated by the County Administrator. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Hires staff of the Mental Health Services office and supervises the directors of direct service agencies;
- Assists with the annual evaluation of direct and contract agencies, with attention to program effectiveness, client outcomes, use of evidence-based practices, and fiscal responsibility;
- Researches and assists with the presentation of complex Mental Hygiene issues, including recommendations for decision making, or to facilitate policy and priority deliberations of the Mental Health Board and/or the Legislature;
- Assists with the development of the annual Mental Hygiene local services plan, with input from the Mental Health Services Board and its sub-committees, and other relevant community agencies;
- May report to the Health and Human Services Committee of the Legislature and may routinely interact with other state regulatory agencies, including Behavioral Health Organizations and Health Homes, as a representative of the Tompkins County Mental Health Department;
- Performs public relations duties with media and with representatives of the public as necessary;
- Represents the office of Mental Health Services in community planning for all mental health related services with a view toward filling gaps and minimizing duplication;
- Pursues alternative sources of funding for mental health agencies;
- Assists the Commissioner in the development of, and implementation, of new initiatives in the Behavioral Health Care field;
- Assists the Commissioner in community integration of Physical Health and Behavioral Health Services;
- Direct oversight of Continuous Quality Initiatives (CQI) for direct and contract agencies;
- Exercises general supervision over the various programs of the Mental Health Services Department;
- Plans, directs and coordinates all Clinical functions of the Department;
- Formulates policies and procedures for the Clinical Programs;
- Monitors clinical performance, productivity, and client outcomes;
- Direct oversight of personnel matters;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern theory and practice of psychiatry and other mental health clinical interventions;

- Thorough knowledge of current administrative practices in Community Mental Health;
- Thorough knowledge of the principles and practices of departmental budgeting;
- Good knowledge of the principles and practices of public fiscal administration;
- Good knowledge of the modern account-keeping practices and terminology;
- Thorough knowledge of modern supervision practices and personnel management;
- Ability to prepare and present complex information in a clear and meaningful manner;
- Ability to develop, organize, and supervise the implementation of plans for the provision of mental health, substance abuse, and developmental disabilities services that promote wellness, recovery, and independence;
- Ability to work with community groups, agency Boards of Directors, public officials, and media representatives;
- Ability to organize data for fiscal, evaluative, and planning purposes;
- Ability to analyze trends affecting the overall operation of the direct and contract agencies, including fiscal and clinical performance;
- Possess strong leadership and supervisory skills;
- Ability to prepare and present ideas clearly and concisely, both orally and in writing;
- Initiative, resourcefulness, accuracy, tact, and good judgment are required;
- Physical condition commensurate with the demands of the position;
- Regular and reliable full-time attendance, as scheduled and assigned, shall be a requirement of this position.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. As a result, the job requires considerable visual effort. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment requiring moderate precision, coordination, operating knowledge and skill. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. There is some risk of minimal injury involved as a result of the patient/client contact. Environmental factors include the ability to work cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job.

Originally Created 7/2000

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.

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