

## ASSISTANT COMMISSIONER-PLANNING AND ANALYSIS

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves directing activities for system planning, research and information management for the Department of Mental Health. The work includes the coordination of staff functions relating to ensuring the appropriateness and effectiveness of the mental disability system's structure, performance and increased public awareness of available services. The incumbent provides general staff supervision and maintains liaison with Federal, State and local resources. The work is performed under the general supervision of a higher ranking professional administrative employee. Supervision is exercised over lower level, professional, administrative and clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, directs, coordinates and supervises all functions of the department related to mental disability system planning and program development, research and evaluation and information management;

Supervises the preparation of plans and the planning process and reconciles such plans to need assessment and performance data;

Develops and coordinates departmental efforts to secure grants, awards, and funding for special projects;

Supervises and coordinates the flow of information, assuring the appropriate match of form and content to needs of various groups, professional and non-professional;

Supervises and coordinates the work of professional and technical staff in planning and program development, research and evaluation, and information management and dissemination;

Examines and compares alternate courses of action to achieve specific departmental goals and objectives in terms of performance, cost, legislative and political feasibility;

Prepares and distributes regular management reports on resources and services output;

Acts as staff to Commissioner in development of the Community Services Board and its subcommittees to assure community responsiveness of mental disability programs;

Identifies system constraints and obstacles to department goals and objectives and develops approaches and solutions to problems;

Develops and coordinates departmental efforts to assess impact and effectiveness of departmental programs on community as a whole.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices, procedures and terminology employed in the field of mental health services; thorough knowledge of the managerial theory and concepts underlying program planning, evaluation, budgeting and information management; thorough knowledge of Federal, State and local legislation as related to mental health services; good knowledge of grant writing procedures and grant application processes; ability to initiate and innovate resource and organizational development; ability to communicate effectively, both orally and in writing; ability to supervise and evaluate the work of subordinate professional and technical staff; initiative; resourcefulness; tact; dependability; sound professional judgment; physically capable of performing the essential functions of the position with or without reasonable accommodation.

### **MINIMUM QUALIFICATIONS:**

- A) Candidates must have graduated from a regionally accredited or New York State registered college or university with a Master's Degree in Business Administration, psychology, psychiatric nursing, psychiatric social work, administrative science, or closely related human services field, supplemented by six (6) years of experience in the administration of a health or mental health related program, which involved planning, administration and system development responsibilities; or
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in psychology, psychiatric nursing, psychiatric social work, administrative science, or a closely related human services field and eight (8) years of responsible professional or administrative experience of a health or mental health related program, which involved planning, administration and system development responsibilities; or
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

**NOTE:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.