

Class Concept

Work in this class involves supervision, consultation, coordination, and technical assistance in the development of program standards for a variety of services such as those in a Mental Health Services. Employee has statewide responsibility for identifying and developing standards. Duties include consulting and directing the program directors in determining what standards to develop, setting priorities and deadlines on projects, and providing technical assistance in the drafting of standards. Work involves evaluation, monitoring and revision of standards and to assure compliance and currency. Work involves evaluating the medical records section for quality and accuracy and coordinating the development and compliance with the Administrative Procedures Act. Work is performed independently with supervision and review from the Director of Support Services.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of rules and regulations pertaining to medical records
- Working knowledge of standards, regulations, and guidelines established by State and Federal standard groups
- Considerable knowledge of the principles and practices of programs involving mental illness, intellectual disability, alcoholism, and drugs or other programs in the area assigned
- Considerable knowledge of the methods of planning, writing, and editing publications
- Ability to assemble and evaluate information needed for inclusion in standards documents
- Ability to plan, supervise, and coordinate a statewide program
- Ability to deal tactfully, consistently, and with some judgment over a wide range of public contacts in personnel interaction concerned with program development, consultative services, and enforcement
- Ability to express ideas and opinions clearly in written and oral form

Minimum Education and Experience

Master's degree in social sciences, business administration, or communications from an appropriately accredited institution and four years of supervisory or consultative experience in human services program to which assigned; or

Bachelor's degree in social sciences, business administration, or communications from an appropriately accredited institution and five years of experience in the above; or an equivalent combination of education and experience

