

ASSISTANT COMMISSIONER OF HEALTH (SERVICES FOR CHILDREN WITH
DISABILITIES)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Second Deputy Commissioner of Health, the incumbent manages the clinical, fiscal and programmatic components of the Health Department's Services for Children with Disabilities (SCD) bureau. The incumbent plans, directs, coordinates, supervises and evaluates the delivery of services to children with disabilities, and is responsible for assuring that these services are available to all County residents. This position has direct responsibility for personnel under its administrative jurisdiction and delegates accountability for operations to the Health Care Administrator (Services for Children with Disabilities). The incumbent formulates, develops, and changes unit policies and procedures in order to ensure compliance with applicable Federal, State and Local laws, rules and regulations and is responsible for ensuring that the bureau delivers appropriate, quality services and monitors outside agencies within the scope of state regulations, while monitoring the established budget. Supervision is exercised over a large number of professional, administrative and support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs and coordinates the development, administration and operation of services for children with disabilities.

Formulates policies and program goals for the delivery of services to children with disabilities in compliance with federal, state and local regulations;

Hires, deploys and monitors productivity of staff to insure that service needs and mandates are met and to assure accomplishment of unit objectives;

Evaluates program effectiveness and recommends reorganization strategies to insure compliance with regulations, meet the needs of targeted population and adhere to funding guidelines;

Conducts investigation of complaints or problems and takes corrective action and participates in mediation and fair hearings as needed;

Delegates operational responsibility for the Service Unit, Operations Unit, and Evaluation Unit programs, and provides administrative direction and guidance to them as needed, consulting with the Second Deputy Commissioner as appropriate;

Prepares the unit's annual budget, with the assistance of the Second Deputy Commissioner, based on service indicators submitted from each program and projected service growth and determines the allocation and distribution of available resources within the bureau;

Monitors expenses against available budgeted resources;

Monitors productivity of staff and utilization of services in order to insure the most efficient provision of services to the public;

EXAMPLES OF WORK: (Cont'd)

Acts as liaison with New York State agencies and other regulating bodies regarding standards of care, quality assurance, and utilization review;

Represents the Health Department at meetings with various agencies and with legislative and administrative bodies;

Initiates contracts and agreements between Westchester County Department of Health and other proprietary and non-profit agencies, as well as individuals for the purchase of services and/or equipment, utilizing appropriate County procedures;

Oversees the development and operation of third party and Medicaid billing systems;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May act as the Early Intervention Official in the absence of the Second Deputy Commissioner.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of standards and regulations relating to educational and clinical services for infant, toddlers and preschoolers with disabilities; thorough knowledge of the principles and techniques used in coordinating the delivery of said services; ability to coordinate the work of a large number of employees; ability to deal effectively with a variety of administrative, clerical and clinical personnel; ability to work effectively with agencies and service providers and with representatives of State and local government; ability to delegate responsibility effectively; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative in recommending needed policy review and revision; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* in Public Administration, Public Health, Social Work, or a related health field or an Education field, and five years experience in a facility or agency where the position was primarily responsible for the administration or management of a program providing clinical and/or technical services to children with disabilities, two of which must be at the supervisory level, or; (b) a Master's Degree* in one of the above fields and four years of experience as described in (a) two of which must have been at the supervisory level; or (c) a satisfactory combination of foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J. C.: Competitive
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Job Class Code: E0686
Job Group: XVI