

ASSISTANT COMMISSIONER OF HEALTH (SERVICES FOR CHILDREN WITH  
DISABILITIES)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the 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;

Prepares the unit's annual budget, in consultation with the Director of Fiscal Operations, 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;

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

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EXAMPLES OF WORK: (Cont'd)

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

Initiates and oversees 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 for services provided through programs;

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

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed.

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 in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative in recommending needed policy review and revision; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in Public Administration, Public Health, Social Work, Health, Education, or related field, and five years experience in a facility or agency where the primary function of the position was

the administration or management of a program providing clinical and/or technical services to children with disabilities, two of which must been at the supervisory level.

SUBSTITUTION: A Master's Degree\* in Public Administration, Public Health, Social Work, Health, Education or related field may be substituted for one year of the general experience, but not for the two years of supervisory experience.

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\*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.

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  
PQS

Job Class Code: E0686  
Job Group: XVI