



Office for People With Developmental Disabilities

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

EOA #: 2020-31

EOA DATE: February 10, 2020

REPLY BY: March 10, 2020

TITLE: Associate Commissioner - Regional Office

NUMBER OF POSITIONS: 1

SALARY GRADE: NS

SALARY: \$149,004-\$184,540

JURISDICTIONAL CLASS: Exempt

NEGOTIATING UNIT: Management Confidential (M/C)

OFFICE/REGION: Office for People With Developmental Disabilities / Central Office

DIVISION/DEPARTMENT: Division of Service Delivery / Regional Offices

LOCATION: 44 Holland Avenue
Albany, NY 12229

The New York State Office for People With Developmental Disabilities (OPWDD) is seeking a creative, innovative leader who is capable of executing strategic decisions to serve as the Associate Deputy Commissioner – Regional Offices. This position serves at the pleasure of the Commissioner of OPWDD.

POSITION DESCRIPTION

The Associate Deputy Commissioner, under the direction of the Deputy Commissioner, Division of Service Delivery, Regional Offices, is responsible for overseeing a comprehensive and integrated system of person-centered services, supports and advocacy for individuals with intellectual/developmental disabilities. In this capacity, the incumbent assists in the direction and management of five regionalized service offices, providing oversight and support to program and service development and administration activities for voluntary service agencies, and serving as a program and service resource for individuals and their families seeking comprehensive, high-quality, and person-centered intellectual/developmental disabilities services.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Assist in the direction and management of a staff of 700 professionals in five regions with 13 satellite offices across the State.
- Oversee and coordinate services with over 700 voluntary agencies statewide.
- Manage service access and person-centered options for all New Yorker's seeking OPWDD services through OPWDDs regional offices.
- Lead the regional offices efforts with various individual and family advocacy groups including local councils and county based Mental Hygiene sub committees.
- Work with multiple voluntary and governmental agencies to coordinate and fund services.
- Ensure the distribution of annual resources for development of new services and supports and the equitable and appropriate allocation of resources for those in need of new or enhanced services.
- Manage the allocation of development of resources connected with the expansion of residential opportunity development for individuals.
- Implement federal regulations for Home and Community Based settings rules which will have far reaching effects on many of the providers, requiring actions by the regional offices.
- Manage the collaborative working relationship with local mental health providers to implement and further develop crisis intervention and prevention services.
- Manage auspice change and rate rationalization impacts within the provider community.
- Manage the creation of and timely access to OPWDD services for priority populations such as those aging out of residential schools both in and out of state, individuals who are dually diagnosed who remain in emergency or acute care hospital settings, and those who are moving out of institutional settings including developmental centers and skilled nursing facilities and ensure timely access to services.
- Manage the transition to a managed care model for long term services and supports, requiring a major shift in how OPWDD manages its service system and the vast network of service providers, thereby creating new entities for oversight, funding and overall management of care.

MINIMUM QUALIFICATIONS:

Possession of a master's degree in a mental hygiene discipline (e.g., occupational therapy, physical therapy, social work, speech pathology and audiology, psychology, recreation, rehabilitation counseling, education or nursing), hospital administration, business or public administration or other area specifically related to health care, behavioral or social science, statistics, quantitative research;

OR

a valid license to practice medicine in New York State or Canada; **AND** five years of progressively responsible administrative, management, or supervisory experience in a mental hygiene or health/human services setting, or comparable setting, delivering individualized and customized services. Experience must be at a leadership level, with broad policy-influencing responsibility for fiscal and program administration.

OR

A Bachelor's Degree in any of the disciplines listed above and seven years of progressively responsible administrative, management, or supervisory experience in a mental hygiene or health/human services setting, or comparable setting, delivering individualized and customized services. Experience must be at a leadership level, with broad policy-influencing responsibility for fiscal and program administration.

OR

Ten years of progressively responsible administrative, management, or supervisory experience in a setting whose purpose is to serve the needs of a developmentally disabled population by delivering individualized and customized services. Seven years of this experience must be at a leadership level with broad policy-influencing responsibility for fiscal and program administration.

Preferred Qualifications:

This position requires a person with demonstrated ability to plan and execute strategic decisions, implement critical management and business practices and deliver the outcomes expected by the individuals we serve. Experience with the developmental disabilities service system, knowledge and experience of public and/or private sector programs, services and state regulations are required. Highly developed organizational, leadership and communication skills, both written and oral are essential. Must be able to communicate clear, complex messages at all levels of the organization consistently, accurately and in a timely manner.

APPLICATION PROCEDURE: Submit cover letter and résumé by **March 10, 2020** to:

ATTN: Danielle Schittino
OPWDD, Human Resources
44 Holland Avenue
Albany, NY 12229
Phone: 518-473-4785
Fax: 518-474-9902
E-mail: opwdd.sm.COrecruitment@opwdd.ny.gov

Please reference the above EOA #2020-31 in all correspondence.

Please note:

- Preference will be given to OPWDD employees impacted by closures. If you are being impacted by closure, please indicate this on your resume/cover letter.
- In order to be eligible for appointment and to maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid and Medicare exclusion lists (or excluded from any other Federal or Federally assisted program). If you are appointed and subsequently listed as an excluded individual or entity on any of these lists (or excluded from any other Federal or Federally assisted program), you may be terminated from your employment.
- OPWDD is an Equal Opportunity/Affirmative Action Employer.