



EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

EOA #: 2020-51

EOA Date: February 28, 2020

Reply BY: March 28, 2020

TITLE: Associate Commissioner- Statewide Services
SALARY GRADE: Exempt
SALARY: \$149,004-\$184,540
JURISDICTIONAL CLASS: Non-Competitive
NEGOTIATING UNIT: Management Confidential (M/C)
OFFICE/REGION: Office for People with Developmental Disabilities / Statewide
DIVISION/DEPARTMENT: Division of Service Delivery / State Operations / Central Office
LOCATION: 44 Holland Avenue, Albany, NY 12229

The New York State Office for People With Developmental Disabilities (OPWDD) operates six Developmental Disabilities State Operations Offices (DDSOO) and five Developmental Disabilities Regional Offices (DDRO) throughout the state. Each DDSOO is responsible for the direct provision of state operated person-centered services, supports and advocacy for persons with developmental disabilities, and each DDRO is responsible for service access, oversight, and collaboration with Voluntary provider partners.

POSITION DESCRIPTION:

As a member of the Division of Service Delivery leadership Team, the Associate Commissioner for Statewide Services will provide support to DDSOOs and DDROs throughout New York State under the direction of the Deputy Commissioner for State Operations and Statewide Services with the goal of identifying and advancing statewide priorities that support and promote innovative, individualized, community-based solutions that empower individuals with developmental disabilities to live richer lives.

PRIMARY DUTIES AND RESPONSIBILITIES:

Under the supervision of the Deputy Commissioner for State Operations and Statewide Services, and in collaboration with other executive level staff, the Associate Commissioner for Statewide Services will provide primary oversight, direction and support to a number of statewide functions including but not limited to Behavioral and Clinical Services, Clinical Project Management, the Bureau of Assessment Oversight and Coordination, Intensive Treatment Services, and the Institute for Basic Research. The Bureau of Behavioral and Clinical Services (BBCS) is comprised of Medical and Health Services, Pharmacy Services, Behavioral Health/Psychology services, Nutrition services, and Article 16 Clinic

services. BBCS staff are charged with fostering and supporting innovations in behavioral and clinical services that are responsive to the changing needs of individuals with developmental disabilities. BBCS plays a leadership role in advancing high quality behavioral and clinical supports and services through education and training, shaping policy and regulations that impact on clinical practice, establishing and nurturing clinical communities of practice, providing consultation and technical assistance, and building the clinical infrastructure and capacity in the field to foster enterprise level solutions. Procurement and implementation of an electronic health/medical record system is an example of one priority project currently underway within this bureau. BBCS also oversees the Article 16 clinic program in NY State, and the Preadmission Screening and Resident Review (PASRR) federal process for individuals with I/DD in NY State who may require care in a nursing home. BBCS provides support to both the State Operations Offices and the Regional Offices, as well as other divisions within OPWDD.

The START model of crisis intervention and prevention is in the process of implementation across the state, requiring establishing or expanding the collaborative working relationship with local mental health providers and creating a new "safety net" to meet the needs of individuals with DD and co-occurring mental health needs. Statewide Services has an active planning and implementation role with this important initiative in partnership with the Regional Offices.

Statewide Clinical Project Management entails provision of oversight, collaboration and/or support to a number of agency initiatives, including but not limited to development of clinically-informed Service Authorization Management tools and Utilization Management framework for service delivery and oversight, waiver-redesign activities, development and implementation of a specialized inpatient psychiatric unit for individuals with developmental disabilities and co-occurring mental health conditions (a partnership project with the Office of Mental Health) and a short term companion step-down residential program. The Statewide Clinical Project Management staff also provide clinical consultation and support to the OPWDD age-out unit and regional office staff, as well as counsel's office, regarding individuals who are currently served in residential school programs, both in-state and out-of-state. There is a focus on repatriating individuals from out-of-state residential school programs back to NY.

The Bureau of Assessment Oversight and Coordination (BAOC) oversees statewide implementation of adult and children's functional need and care planning assessment tools. This work includes collaboration with agency leaders to identify appropriate assessments tools, and then to manage the operational and quality assurance (QA) aspects related to assessment. The scope of this is statewide, assuring that all individuals served by OPWDD are properly assessed, that assessors are effectively trained and managed, that the information technology (IT) tools and contracts are in place to assure the effective oversight of this statewide process. Additional activities include collaborative work throughout OPWDD in the development of analytical and care planning processes focused on addressing agency resource balancing and proper care planning. The work involved in BAOB often requires use of research based analytical methods, modeling and reporting strategies to assure the effectiveness of the assessment processes and policy development.

The Bureau of Intensive Treatment Services is pivotal to establishing and maintaining adherence to legal requirements, clinical competence, fiscal sustainability and regulatory compliance when individuals have legal/forensic issues at play. Best practices in the complex and highly specialized field of developmental disabilities are continuously evolving; as such, there is an ongoing need for the Bureau of Intensive Treatment Services to research, review and disseminate new information to staff working in the state operated programs and field offices. This includes researching and disseminating emerging evidence-based forensic/short-term inpatient treatment practices, which directly translates to improving the health and safety of these individuals in state operated programs and services and improves the safety of OPWDD staff who work directly with this population. The integration and consistent application of regulatory mandates and rights protections into the planning and delivery of specialty interventions requires an additional degree of professional development of clinical staff, and a significant investment in supervision, training, and oversight activities. BITS provides support to both the State Operations Offices and the Regional Offices, as well as other divisions within OPWDD.

Statewide Services also provides oversight to the Institute for Basic Research in Developmental Disabilities (IBR), which is the research arm of OPWDD, and consists of 7 departments and 48 laboratories that conduct basic and clinical research in the field of developmental disabilities. The IBR complex consists of five separate buildings on a 45-acre parcel of the former Willowbrook Campus. In addition to conducting research, IBR also provides extensive, specialized biomedical, psychological, and laboratory services to individuals with developmental disabilities and their families, and educates the public, researchers, and health and education professionals regarding the causes, diagnosis, prevention, and treatment of developmental disabilities.

The Associate Commissioner will assist the Deputy Commissioner in the development, organization, and tracking of progress in specific Statewide Services goals consistent with OPWDD's mission, vision, values, and continuous quality improvement philosophy. He/she will also be a primary link to the DDSOO and DDRO Directors in assuring that activities necessary for achieving targeted goals across the service system are in place and on track to meet stated objectives and timelines. The Associate Commissioner will work with relevant stakeholders to achieve consistency of practice in centralized functions across all relevant areas under the purview of Statewide Services (e.g., eligibility, behavioral/clinical services, intensive treatment strategies, NY START, Assessment, etc.). The Associate Commissioner will assume back-up responsibility in the absence of the Deputy Commissioner and will directly initiate and oversee projects and new initiatives as assigned.

The Associate Commissioner position is characterized by the performance of policy-making and policy-influencing activities. As a member of the Division of Service Delivery Leadership Team, he/she will frequently be called upon to represent the Deputy Commissioner and OPWDD with various public and private sector entities as well as with families and collaterals of persons we support.

Executive management at OPWDD involves shared leadership, collaboration and responsibility across all administrative areas. The Associate Commissioner will partner with other OPWDD divisions in agency-wide projects, activities and initiatives. The Associate Commissioner will assist the Deputy Commissioner in the development, organization, and tracking of progress in specific Statewide Services goals consistent with OPWDD's mission, vision, values, and continuous quality improvement philosophy. He/she will also be a primary link to the DDSOO and DDRO Directors in assuring that activities necessary for achieving targeted goals across the service system are in place and on track to meet stated objectives and timelines. The Associate Commissioner will work with relevant stakeholders to achieve consistency of practice in centralized functions across all relevant areas under the purview of Statewide Services (e.g., eligibility, behavioral/clinical services, intensive treatment strategies, NY START, Assessment, etc.). The Associate Commissioner will assume back-up responsibility in the absence of the Deputy Commissioner and will directly initiate and oversee projects and new initiatives as assigned.

The Associate Commissioner position is characterized by the performance of policymaking and policy-influencing activities. As a member of the Division of Service Delivery Leadership Team, he/she will frequently be called upon to represent the Deputy Commissioner and OPWDD with various public and private sector entities as well as with families and collaterals of persons we support.

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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 individuals with developmental disabilities 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.

APPLICATION PROCEDURE: Submit cover letter and résumé by **March 28, 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 #2020-51 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