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Class Specifications
for theMENTAL HEALTH SUPERVISOR SERIES

This series includes classes encompassing supervisory positions in the State's mental health program.

The State's mental health program is concerned with the promotion, protection, preservation, care and improvement of the mental health of the people in the State. To accomplish these objectives, community and/or statewide mental health programs are established and operated to include but are not limited to the following: 1) Informational and educational services to the general public and to lay and professional groups; 2) Collaborative and cooperative services with public and private agencies and groups for prevention of mental illness, drug addiction and alcoholism; 3) Consultative services to the judiciary, to educational institutions, and to health and welfare agencies; and 4) Clinical, hospital and rehabilitation services and facilities for children, adolescents and adults with mental illness, drug addiction or alcoholism. Also, the mental health program includes/provides for the establishment of standards and regulations for and licensing of psychiatric facilities; the evaluation of preventive and treatment services in the field of mental health within the State; the promotion and conduct of research, demonstration projects and studies concerned with the nature, treatment and consequences of mental illness, drug addiction and alcoholism within the State; and cooperation with public and private groups, agencies and institutions in establishing coordinated services to meet the mental health needs of the people.

Supervisory positions are allocated to classes in this series on the basis of the kind and degree of supervision exercised over subordinate positions and by the scope and variety of operations supervised as indicated by the volume, nature, breadth and intensity of services offered by the organizational unit, the type of professional disciplines and number of subordinate professional supervisory levels and the inherent complexity of the workload.

Exclusions:

Excluded from this series are:

1. Positions which are limited to providing technical supervision to a group of employees in the same discipline. These positions are classified in the appropriate professional series.

2. Positions which have limited supervisory and coordinative responsibility, by virtue of having a very limited subordinate staff. These positions are classified in the appropriate professional series.

MENTAL HEALTH SUPERVISOR I & II

2.015
2.016

Distinguishing Characteristics

These classes involve responsibility for the management of a clinic providing a variety of mental health services and are responsible for directing, supervising, and coordinating a multidisciplinary staff of several types of professionals and, typically, paraprofessionals, clerical staff and other personnel.

Level I: This class is distinguished by its responsibility for directing, supervising, and coordinating a limited variety of mental health services with limited types and number of multidisciplinary professional staff.

Level II: This class is distinguished by its responsibility for directing, supervising, and coordinating a broad variety of mental health services with more types and a larger number of multidisciplinary professional staff, including subordinate supervisory staff.

Examples of Duties

Plans, organizes, directs, supervises, and coordinates a variety of mental health program services such as screening, emergency, crisis intervention, diagnostic, outpatient treatment, intermediate care, partial hospitalization, day activity, social activity, inpatient treatment, consultation, etc.; refers patients requiring specialized and intensive treatment services to appropriate centralized mental health services; establishes and implements operational procedures to make services readily accessible and to assure continuity of care; participates in the development of clinic and/or other specialized mental health program services' policies, standards and other guidelines and oversees conformance; prepares data and other information for program evaluation; coordinates mental health services with other clinics, specialized units and affiliated private agencies; implements authorized new services or special projects; participates in planning for the orderly development of essential services to meet the mental health needs of children and adolescents, adults and the elderly, alcohol and other substance abusers, and the mental health concerns of other public and private agencies and groups; initiates personnel and fiscal actions; as necessary, handles

personnel grievances; prepares budget; prepares correspondence, operational and other reports.

Knowledge and Abilities Required

Knowledge of: State public health laws, rules and regulations pertaining to mental health; available community mental health resources; principles and practices of supervision.

Ability to: Direct, supervise, and coordinate mental health program services over a multidisciplinary professional staff, paraprofessional, clerical and others; establish and maintain effective relationships with other governmental agencies, professional and lay groups in the community; speak effectively before groups; prepare clear and concise reports.

This is an amendment to the class specifications for the classes MENTAL HEALTH SUPERVISOR I & II, which were approved on September 7, 1982. The class Mental Health Supervisor III has been abolished.

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Per JAMES K. NISHIMOTO, Director
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