

Minimum Qualification Specifications
for
CHILD & ADOLESCENT MENTAL HEALTH ADMINISTRATOR
(CHILD & ADLSCNT MNTL HLTH ADMR)

Education Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional, or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level, and quality as to assure the possession of comparable knowledge, skills, and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience:

Specialized Experience: Three and one-half (3-1/2) years of progressively responsible professional work experience in a child and adolescent mental health program concerned with the promotion, protection, preservation, care, and improvement of the mental health of children and adolescents. Such experience must have demonstrated the applicant's knowledge of providing mental health services including treatment, consultative, and preventive services relating to children and adolescent mental health and mental illness.

Supervisory Experience: Two (2) years of work experience which involved supervising a professional staff and included: 1) planning and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult problem areas; 4) timing and scheduling their work; 5) training and developing new employees; and 6) disciplining them when necessary.

Administrative Experience: Two (2) years of progressively responsible professional work experience which included active participation in and major

responsibility for the development, management, execution and coordination of policies, activities, and programs. Such experience must have demonstrated the applicant's knowledge of the principles and practices of administration and the ability to plan, organize, coordinate and direct the work of others; evaluate and resolve difficult program problems; plan broad program goals and objectives; develop and implement methods of evaluating program effectiveness; prepare and execute budgets including manpower, materials and equipment; develop and execute policies, rules, regulations and procedures; advise and consult with experts and leaders; and analyze and review reports, publications, and programs prepared by assistants for soundness and accuracy.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. Applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that they have the ability to perform the duties of the position for which they are being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is the first minimum qualification specifications for the new class CHILD & ADOLESCENT MENTAL HEALTH ADMINISTRATOR (CHILD & ADLSCNT MNTH HLTH ADMR).

DATE APPROVED: October 26, 2022

Raynell Gee
for RYKER WADA, Director
Department of Human Resources Development