

MENTAL HEALTH SYSTEMS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the oversight of mental health information systems for all billing and related department activities. The incumbent performs related liaison work with the county information services department and outside software vendors. Work is performed under the general supervision of a higher level mental health department administrative staff member, with technical support provided by the county information services department. Supervision is exercised over subordinate employees.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Manages the mental health software used in all billing and related activities;

Reviews, assesses, and implements all software upgrades and application enhancements;

Participates in local area network management;

Troubleshoots and resolves problems in the software;

Functions as departmental lead person in the planning and installation of software changes and new software related to areas such as, but not limited to Medicaid, Medicare and third party billing systems, the managed care software module, and the methadone software module;

Provides input into hardware acquisition;

Acts as liaison to county information services, and software vendors on a variety of issues;

Conducts systems planning for using automated systems in improving and enhancing the department's business and clerical activities;

Trains staff in the use of automated systems and software;

Uses various software applications to manipulate and analyze financial and other data in work related to billing issues;

Produces a variety of automated reports using report generation software.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONNEL

CHARACTERISTICS: Thorough knowledge of systems analysis principles and practices as it applies to the management information requirements of mental health administration; thorough knowledge of the principles and practices of mental health administration; thorough knowledge of the techniques and methods used in administrative analysis; good knowledge of computers and information systems; good knowledge of the department's organization, policies, procedures and objectives; ability to establish and maintain effective working relationships with personnel at all levels; ability to supervise the work of others; ability to communicate

effectively, both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State recognized college or university with a Masters Degree in Mental Health Administration, or a recognized mental health discipline, and two (2) years of experience in mental health administration which must have included functional analysis for computerized systems; **OR**
- B. Graduation from a regionally accredited or New York State recognized college or university with a Bachelors Degree, and three (3) years of experience in mental health administration, two (2) years of which must have included functional analysis for computerized systems.

ULSTER COUNTY
4326 MH SYS SUP
Classification: Competitive
Grade: 18
Union: CSEA

Draft: October 9, 1996
Adopted: October 17, 1996