**CLASS SERIES CONCEPT AND ACCOUNTABILITIES**

The Behavioral Health DOC Administrator sets the direction, goals, and objectives of the Behavioral Health Services program, providing mental health and substance abuse treatment services to adults-in-custody (AIC) who suffer from mental illness, intellectual disabilities, and substance use disorder.

**TYPICAL JOB DUTIES**

Determine, formulate, and authorize policies and provide the overall direction of an agency or large division within the guidelines set by executive order, the Governor, or a board of directors. Provide reports and testimony to legislative committees. Plan and direct operational activities at the highest level of management with the help of subordinate executives and managers.

Develop and prepare long-term strategic objectives. Determine strategic plans that outline the mission, vision, and high-level goals for an agency or large division.

Direct the administration of agency programs and set the quality of services provided.

Oversee the division budget development and forecast additional funds needed for staffing, equipment, materials, and supplies. Control amounts expended from the budget(s), allocate resources, and monitor performance. Authorize redistribution of available resources to meet changing program needs.

Direct treatment and service philosophies, modalities, and methods.

Oversee substance use disorder treatment programs provided by contracted agencies.

Represent the agency and collaborate with other state and federal agencies, community mental health programs, service providers, coordinated care organizations, families, advocates, the press, and other interested parties. Participate in or coordinate interagency or interstate committees and task forces. Provide expert consultation to the Governor, the Legislature, or other high-level official(s). Address professional organizations and citizen groups to advocate and explain policy and the needs of target populations served.

The accountabilities and job duties are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the accountabilities and job duties listed, as well as other related responsibilities.

**DISTINGUISHING FEATURES**

This is a single-level classification.

Administrators are accountable for preparing long-term (three- to five-year) strategic objectives, and authorizing policies and plans covering an entire agency. Administrators determine strategic plans which outline the mission, vision, and high-level goals.

**Administrator 3**

Positions at this level are typically found only in the largest agencies and administer the largest, most impactful programs throughout the State of Oregon. At this level, employees work closely with the agency head, Governor’s Office, Legislature and other key agency stakeholders in the establishment of the agency’s overall policies, goals, and priorities.

**Administrator 2**

Positions at this level administer resources and operations and achieve outcomes through management of diverse mid-level managers. At this level, employees manage divisions or units that are diverse in function and represent a significant portion of the agency’s operations. Typically manage major programs for large to mid-sized agencies, or manage portions of major programs within the largest agencies.

**Administrator 1**

Positions at this level administer agency operations through the management of lower level managers or a team of mid to upper-level professionals. Typically manage divisions or units that are related in function and have considerable latitude to change the scope of operations and develops and implements policy changes. May report to a higher level administrator.

**EXPERIENCE AND EDUCATION**

**Administrator 3**

Nine years of management experience; OR six years of management experience and a bachelor’s degree in a related field.

**Administrator 2**

Seven years of management experience; OR four years of management experience and a bachelor’s degree in a related field.

**Administrator 1**

Five years of management experience; OR two years of management experience and a bachelor’s degree in a related field.

**ENTERPRISE COMPETENCIES**

Oregon State Government has established a set of enterprise-wide values and competencies to inform what characteristics and behaviors to seek in managers.

Administrators should have a proficiency of proficient- to advanced-level for the enterprise competencies below:

**•** Communication

• Innovation

• Intentional Engagement

• Mentoring and Developing People

• Stewardship

• Business Acumen

For more information on the enterprise competencies and proficiency levels visit https://www.oregon.gov/das/HR/Documents/mgr\_comp.pdf.

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Adopted: