DIRECTOR OF RESEARCH AND EVALUATION

DISTINGUISHING FEATURES OF THE CLASS:

This is a high level position responsible for managing and directing information technology within the Department of Mental Hygiene. This work involves managing a Wide Area Network that encompasses multiple locations throughout the County, and a variety of server computer platforms. The incumbent is responsible for statistical reporting and evaluation functions as well as the Medical Records Department. Work is performed under the general direction of the Commissioner of Mental Hygiene with wide leeway allowed for planning and organizing projects. Supervision is exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1.   Manages the Wide Area Network, including frame-relay circuits, internal networks, routers, servers and workstations;
2.   Plans, develops and manages data and information within the department;
3.   Plans and develops the reporting mechanisms for contracting agencies;
4.   Provides overall management of statistical reporting and evaluation systems;
5.   Provides overall management of patient service reporting information used for production of billing and statistical data;
6.   Provide overall management of Medical Records Department;
7.   Develops, plans, organizes and implements information technology projects
8.   Attends committee meetings and meets with a large variety of people both within and outside of the department in the course of meeting work requirements;
9.   Participates in Executive Council meetings.

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of Wide Area and Local Area Networks, including hardware and software needed to manage the computer needs of the department such as installing, configuring and upgrading networks as well as troubleshooting, linking and the such;
Knowledge of statistical research practices needed to gather, organize and make available technical information for various situations;
Ability to plan, organize, direct and control the activities of a work unit;
Ability to communicate effectively both orally and in writing;
Ability to read and interpret complex information;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: (A)   Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Computer Science and five years of post baccalaureate experience working in the Information technology field and which must have included team project planning;

OR: (B)   Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and eight years of post baccalaureate experience working in the information technology field which must have included team project planning;

OR: (C)   A satisfactory equivalent combination of training and experience which must have included the specialized experience contained in (A) or (B) above.

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