

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: DIRECTOR III –
Director of Mental Health Services

SALARY GROUP: B28

DEPARTMENT: Health Services Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Robert Williams DATE: 08/20/2012

POSITION #: 030255

I. JOB SUMMARY

Performs highly advanced managerial work providing direction and guidance in strategic operations and planning of mental health programs in the Health Services Division. Work involves establishing the strategic plan and goals and objectives; developing policies; reviewing guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities; and planning, assigning, and supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Directs the activities of staff within the Office of Mental Health Monitoring and Liaison program areas; develops and evaluates goals and objectives that support the mental health programs and strategic plan for the agency; plans, develops, and approves schedules, priorities, and standards for achieving goals; directs evaluation activities; and provides direction, guidance, and assistance in the program areas.
- B. Plans, develops, implements, coordinates, monitors, and evaluates policies and procedures; develops and implements techniques for evaluating mental health services activities; identifies the need to revise program areas; and develops and reviews program budgets.
- C. Reviews and approves management productivity and financial reports and studies; reviews mental health care guidelines, procedures, rules, and regulations and monitors program compliance; reviews results of special investigations, research studies, and internal audits to provide direction and guidance; audits correctional managed mental health care providers for compliance with policies; and oversees operational review audits, administration segregation audits, and mental health and mental retardation intake screening processes.
- D. Directs the preparation, development, review, and revision of legislation and develops the agency position regarding legislative impact; represents the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars and on boards, panels, and committees to include the Joint Mental Health Working Group and other intra-agency and external meetings related to mental health services; testifies at hearings, trials, and legislative meetings; provides liaison for other local, state, or federal agencies; responds to public inquiries regarding mental health services; and ensures compliance with laws pertaining to the program area.

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- E. Monitors and reviews biomedical research proposals; verifies Institutional Review Board approval; prepares evaluation reports of completed research; serves as research consultant and liaison to agency staff; and develops plans, policies, and procedures used in conducting and administering biomedical research, demonstration and evaluation activities.
- F. Plans, assigns, and supervises the work of others; and identifies staff development and training requirements.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Doctoral degree in Psychology from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE).
2. Two years full-time, wage-earning clinical psychology experience.
3. Experience in administration or management in a psychological therapeutic environment preferred.
4. Psychological testing experience preferred.
5. Correctional clinical psychology experience preferred.
6. Current, active, unrestricted license as a Psychologist by the Texas State Board of Examiners of Psychologists or by a state with which the Board has reciprocity.

Must maintain valid license for continued employment in position.

B. Knowledge and Skills

1. Knowledge of principles, techniques, procedures, terminology, and ethics of psychological assessment.
2. Knowledge of theories, practices and procedures of psychological research.
3. Knowledge of psychological evaluation and statistical reporting methods.
4. Knowledge of local, state, and federal laws and regulations relevant to human resources operations.
5. Knowledge of the principles and practices of public administration and management.

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6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to direct and organize program activities.
8. Skill to plan, assign, and supervise the work of others.
9. Skill in administrative problem-solving techniques.
10. Skill to interpret and apply rules, regulations, policies, and procedures.
11. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
12. Skill to review technical data and prepare technical reports.
13. Skill to communicate ideas and instructions clearly and concisely.
14. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
15. Skill in psychological test administration and interpretation.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.