

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## Behavioral Health Administrator

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### Definition

Plans, coordinates, directs, and supervises the behavioral health programs and staff at a state institution; provides clinical supervision and oversees behavioral health services provided by behavioral health professionals at a state institution; performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### Work Examples

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.

Plans, directs and administers a wide variety of behavioral health tasks like diagnosis, assessment and evaluation, treatment planning, behavior management and modification, and continuous quality improvement.

Plans, organizes, and is otherwise responsible for procedures, policies, budgets, staff requirements, operating conditions, and long-range planning pertaining to the scope of behavioral health activities within the policies and procedures as set out by the institutional superintendent.

Guides, directs, and otherwise advises the institutional superintendent on policy, procedure, and program development to ensure it is clinically informed and aligned with best practices in behavioral health policy and procedure

Plans and directs an interdepartmental training program for new behavioral health professionals to acquaint them with the clinical and non-clinical aspects of their position and function within the state institution.

Attends professional meetings and conferences, keeping abreast of current trends and movements in the behavioral health field(s) relevant to the Administrator's professional background and population(s) served at the state institution.

Provides supervision, consultation, and direct service on complex or challenging cases that exceed the competency of team members.

### Competencies Required

Knowledge:

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Personnel and Human Resources – Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Administrative – Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.
- Psychology – Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Therapy and Counseling – Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- Education and Training – Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Sociology and Anthropology – Group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins.
- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Abilities:

- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension - Read and understand information and ideas presented in writing.
- Oral Comprehension - Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Category Flexibility – Generate or use different sets of rules for combining or grouping things in different ways.
- Fluency of Ideas – Come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Flexibility of Closure – Identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.

- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Originality – Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Negotiation – Bringing others together and trying to reconcile differences.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation – Actively looking for ways to help people.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Coordination – Adjusting actions in relation to others' actions.
- Persuasion – Persuading others to change their minds or behavior.
- Time Management – Managing one's own time and the time of others.

## Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a doctorate degree in psychology, applied behavior analysis, clinical social work, or a related field and post-degree experience equal to four years of full-time professional behavioral health work experience in an institutional or community mental health, intellectual disability, long-term care, or corrections program.

- 2) Current, continuous experience in the state executive branch that includes three years of full-time work as a Behavioral Health Professional 3 or 4.

**Notes**

Within a period of time after hire, as determined by the appointing authority, employees in this class may be required to obtain one or more of the following certificates, licenses, or endorsements:

- Licensed Mental Health Counselor (LMHC)
- Licensed Marriage and Family Therapist (LMFT)
- Licensed Clinical Social Worker (LCSW)
- Licensed Clinical Alcohol & Drug Abuse Counselor (LCADAC)
- Licensed Independent Social Worker (LISW)
- Board Certified Assistant Behavior Analyst (BCaBA)
- Board Certified Behavior Analyst (BCBA)
- Board Certified Behavior Analyst – Doctoral (BCBA-D)
- Licensed Behavioral Analyst
- Licensed Psychologist

*Effective date: 06/25 KC*