

**STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION**

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV38027</b>
<b>Job Class Code:</b>	<b>580</b>	<b>Salary Schedule:</b>	<b>ASRRPSYRN</b>
<b>EEO Category:</b>	<b>01</b>	<b>Grade:</b>	<b>23</b>
<b>Workers Comp Code:</b>	<b>8833</b>		
<b>Job Code Established:</b>	<b>02/01/85</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>12/16/86</b>	<b>Effective Date:</b>	<b>09/28/92</b>

**JOB CODE SERIES:** Psychiatric Administration Series

**JOB CODE TITLE:** PSYCHIATRIC NURSING TREATMENT ASSISTANT ADMINISTRATOR

**HRIS TITLE:** PSY NRSNG TRTMT ASST ADMR

**CHARACTERISTICS OF THE CLASS:** Reports to the Psychiatric Nursing Treatment Director. Has the authority to call and chair committee meetings, make decisions; to make changes in unit policies and procedures. Assists in directing and coordinating nursing services for application of psychiatric nursing principles and techniques of treatment of patients, nursing administration and educational programs; chairs committee formulating policies and procedures for nursing services and peer review. Work product consists of treatment goals of patients met; quality nursing care instituted; hospital and treatment unit policies and procedures developed; leadership and consultative services provided to nursing/treatment managers. Responsible for administrative review and evaluation processes of nursing standards and services; conferences with psychiatric nursing/ treatment managers related to unit operation; representing the program in committee leadership and review.

**EXAMPLES OF DUTIES:** Directs, instructs, and counsels subordinate personnel who are managers carrying out tasks requiring considerable judgment. Writes policy and operating procedures for division subject to guidelines and regulations set forth by laws and regulations. Attends, as discussion leader, staff meetings relating to patient care or client treatment, gives and receives information, participates in problem solving and decision making. Evaluates work performance of subordinate managers or administrators over a period of time; completes report form. Reads, examines, and reviews reports prepared by subordinate management; makes corrections, adjustments, raises questions, routes back to writer or approves for routing to destination. Organizes, plans, and arranges for professional meetings/conferences to take place a specified time and place. Attends interdisciplinary team leader meetings, task forces or ad hoc work on advisory groups closely related to the work system, goals, and objectives. Confers with superior, who is head of a major operational division, concerning work of the work system; gives information and advice; receives instruction and guidance. Confers and consults with agency officials on many aspects of training programs. Topics covered include materials to be issued and their preparations, scheduling of classes, curricula, and results of training for employees and agency. Learning and skill development at advanced management level in work system; integrate into work routine, time set aside for training, acquire knowledge and skills needed for advancement to or for effective performance as an advanced-level manager in the work system. Performs related work as required.

**WORK CONDITIONS:** Some degree of hazard is present working in close proximity to psychiatric patients.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** administrative/supervisory practices involved in a nursing service; current developments in the field of psychiatric nursing; nursing education and teaching/training principles and methods; short- and long-range planning processes for developing and presenting a sound quality assurance nursing program.

**Skill/Ability to:** direct and supervise subordinate managers in complex patient care situations; developing significant policies and procedures; designing improved psychiatric nursing care and practices by multiple disciplines; preparing special administrative reports; problem-solving concerning clinical care and quality assurance; communicating effectively; interpersonal relationships. Direct and supervise subordinate managers in complex patient care situations; develop significant policies and procedures; design improved psychiatric nursing care and practices by multiple disciplines; prepare special administrative reports; solve problems concerning clinical care and quality assurance; communicate effectively verbally and in writing; establish and maintain effective work relationships.

**SPECIAL SELECTION FACTORS:** Required at time of appointment: possession of a current license or a temporary permit to practice as a registered nurse in the State of Arizona. Required for permanent status: possession of a current license to practice as a registered nurse in the State of Arizona.