

NEW MEXICO JUDICIAL BRANCH

AOC STATEWIDE BEHAVIORAL HEALTH PROGRAM MANAGER SENIOR (Classified)

TARGET SALARY: \$75,893-\$151,786 annually, or \$36.487-\$72.974 hourly depending upon experience (pay range MM)
LOCATION: Santa Fe, New Mexico
FLSA STATUS: Exempt
JOB CODE: 2516JB
BENEFITS: Competitive benefits package offered

ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

The Administrative Office of the Courts exists to enable the courts of New Mexico to accomplish their mission through:

- Ensuring that the courts have adequate, equitably distributed resources.
- Ensuring that the courts have and use current technology.
- Providing a fair and equitable statewide human resources system.
- Developing and implementing improved court processes and supporting courts in their use.
- Collecting and providing information on and for the courts.
- Ensuring sound financial, budgeting and procurement practices in the management of court resources.
- Maintaining liaison with the legislative and executive branches of state government.

GENERAL STATEMENT OF DUTIES

Under general direction, oversee the Administrative Office of the Courts (AOC) Behavioral Health Program. Provide operational support in behavioral health projects, work in collaboration with internal programs such as the Pretrial Program, and Therapeutic Justice Program, as well as develop state and national relationships to support behavioral health initiatives in support of the courts. Provide analysis, development and implementation support for Judiciary behavioral health initiatives aimed at increasing and improving access to evidence-based, high quality behavioral health assessment and treatment services throughout the court system.

EXAMPLES OF JOB DUTIES

- **The AOC Behavioral Health Program Manager Senior** provides analysis and recommendations regarding behavioral health proposals, rules or policies.
- Provides leadership support and/or represents the New Mexico Judicial Branch, seeking ways to examine and improve state courts' responses to mental illness.
- Integrates mental health treatment into court procedures and outcomes.
- Collaborates with court administration, state and county agencies, law enforcement, and high level-decision makers in community organizations with the goals of building system bridges, addressing program inefficiencies, and recommending system improvements to mental health program issues on the behalf of the judicial branch.
- Organizes statewide behavioral health training, education, and summits.
- Manages statewide behavioral health grants, and manages, directs, and provides operational support to behavioral health courts.
- Communicates with courts, treatment providers, and others regarding legal and evidence-based practices for individuals with behavioral health disorders involved in the justice system.

- Consults and collaborates with Judicial Branch employees, other state agencies, Legislators, the public, private vendors and corporate entities, as assigned.
- Designs, monitors, and reports on quality assurance approaches and methods for the justice system and behavioral health treatment system as it pertains to the Judiciary's priorities. .
- Works in collaboration with other AOC programs to foster implementation of recommendations for quality improvement of the treatment provided to individuals in the New Mexico court system.
- Ensures ongoing communication among agencies and branches of government on behavioral health issues.
- In collaboration with courts, statewide and internal AOC programs, develops and maintains statewide policies and procedures to guide the operations of the Behavioral Health Court(s) in compliance with legal and evidence based practices.
- Communicates statewide program design and goals to courts, staff, participants/clients, and community.
- Develops workshops and other training materials.
- Represents the Court on internal, governmental, and community committees and task forces, as assigned.
- Prepares and delivers presentations to governmental agencies, the public, civic groups, and educational institutions.
- Develops and prepares statewide program budgets and budget expenditures. Ensures consistency statewide and finding-free audits.
- Ensures performance measures are met.
- Ensures compliance with statutory deadlines and budgetary limitations.
- Identifies and acquires additional funding sources to maintain adequate resources for statewide program operations.
- Prepares specifications, drafts Requests for Proposals, Invitations to Bid, and contracts and conducts bid conferences in compliance with state procurement code.
- Monitors budget allocations and expenditures.
- Provides qualitative data and fiscal projections to upper management, special committees, boards, and the legislature.
- Tracks projected and expended project funds.
- Analyzes and projects staffing requirements and operational needs for the program(s).
- Directs, coordinates, and oversees contracts and professional services.
- Coordinates and communicates with court personnel, system users, providers of data, and others about behavioral health and treatment elements related to various court operations.
- In collaboration with internal AOC Programs, develops and maintains statewide policies and procedures to guide the operations of the Behavioral Health initiatives in compliance with best practices.
- Oversees federal, state and district court contracts and professional services with community agencies, monitors and evaluates contract compliance and scope of work.
- Collects court data related to behavioral health initiatives for analytics.
- Reviews and approves initiatives for statewide Behavioral Health programs, based on the Judiciary priorities.
- Prepares and monitors budgets, and establishes budget priorities to assist in the preparation and support of behavioral health initiatives.
- Works with internal and external partners to develop and provide oversight of services to assist with stabilization, resources, housing, disability, medication, guardianship, and.

- Assesses needs of, and advocates for, appropriate resources for programs within the Behavior Health court(s).
- Prepares bill analyses during the legislative session. May assist in the assessment of the impact of the proposed legislation and assist in developing strategies for passage of legislation.
- Serves on statewide or local committees.
- Performs other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of New Mexico state courts, including court procedures and rules, court organization and administration, services, functions and jurisdictions; public policy analysis and evaluation; techniques in managing multiple and diverse statewide program(s); conference and program planning; budget management including: performance based budgeting, project/program budget preparation, tracking projected and expended project/program funds; grant procedures and grant writing; state and federal grant compliance rules and regulations; state procurement rules; legislative processes; New Mexico Criminal Justice Information System; basic contract law; community resources; media relations; research and evaluation techniques; methods of data collection; and supervisory techniques.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Behavioral Sciences, Psychology, Social Work, Mental Health Counseling or other related field; a Master's Degree is preferred. Licensed social workers, or individuals who are Licensed Professional Clinical Counselor (LPCC), and/or Psychologist (PsyD or Ph. D) are encouraged to apply.

Education Substitution: None.

Experience: Six (6) years of experience in managing behavioral or mental health programs, to include experience with criminal justice systems, budget, finance, contract administration, management of specialty court programs including behavioral health, mental health, and/or problem-solving courts and may include drug courts or pretrial services.

Experience Substitution: Additional relevant education at the Master's degree level may substitute for experience at a rate of thirty (30) semester hours equals one year of experience.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

COMPETENCIES / QUALIFICATIONS

The successful applicant should have advanced knowledge of the principles and practices of public and court administration, behavioral health, and management practices and techniques for managing multiple and diverse statewide projects. Experience with legislative and budget processes, organization and general operations of a court system and government as well as skill analyzing and assessing court

operations, and evaluating court program services.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed **

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [<http://www.mybenefitsnm.com/>]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid time off, up to eight (8) weeks
- Paid time off and retirement buyback
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation [457\(b\) plan](#)
- Lifetime Defined Benefits Retirement Plan [<http://www.nmpera.org/>]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility ([Stay Well Health Center](#)) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education [opportunities](#), educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program ([PSLF](#))
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click [here](#) to find out

These benefits vary by job classification or need

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply [here](#)!

History of Job Description: Dev: 2/2/24, Rev: 03/15/24 removed supervisory substitution

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.