NEW MEXICO JUDICIAL BRANCH

AOC BEHAVIORAL HEALTH INTEGRATION AND REFORM ADMINISTRATOR

(At-Will)

TARGET SALARY: $87,828-$175,656 annually, or $42.225-$84.450 hourly depending upon experience **(**pay range NN)
LOCATION: Santa Fe, New Mexico
FLSA STATUS: Exempt
JOB CODE: 2509JB
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, responsible for the direction and leadership of operational, and sequential intercept mapping activities related to statewide behavioral health services. Coordinate with state and local stakeholders, collaboratively develop strategies for the continuation of behavioral health services and the expansion of comprehensive professional and ancillary services for treatment, rehabilitation, prevention, and identification of mental illnesses and substance misuse, consistent with the Behavioral Health Reform and Investment Act. This position may also serve as staff to or a member of the Behavioral Health Executive Committee at the discretion of the AOC Director.

EXAMPLES OF JOB DUTIES

- **The Behavioral Health Integration and Reform Administrator** serves as the behavioral health reform leader on behalf of the New Mexico Judiciary.
- Collaborates with court administration, state and county agencies, law enforcement, the health care continuum, and other high-level decision-makers and stakeholders with the goal of ensuring local-level communities statewide develop and formulate a robust behavioral health services plan.
- Collaboratively evaluates and develops a continuity of care plan, identifying the interrelationship of available and prospective behavioral health services for patients and a plan for those services to remain consistent and coordinated among health care providers.
- Organizes sequential intercept model (SIM) mapping across designated behavioral health regions and develops a timeline for local-level SIM mapping and regional plan development.
- Conducts gap analyses in the behavioral health regions, identifies gaps, and convenes stakeholders to fill identified gaps in order to effectively develop regional behavioral health plans.
- Ensures integration with existing AOC behavioral health staff in the planning and SIM mapping process.

- Develops monthly and quarterly reports on the status of mapping and planning.
- Incorporates generally recognized behavioral health standards, including evaluation guidelines for services included in the regional plan.
- Builds effective relationships across branches of government, including local-level governments, as well as within the judiciary to effectively meet the judiciary's obligations under the Behavioral Health Reform and Investment Act.
- Works closely with the Health Care Authority leadership and stakeholders, the Legislative Finance Committee (LFC) programmatic staff, and others as needed.
- Prepares a timeline and budget for approval by the Supreme Court and AOC Director.
- Sends statewide communications regularly relative to regional planning and mapping events.
- Reports to the Supreme Court and AOC Director any issues that may arise throughout the process in order to effectively develop solutions.
- Provides recommendations on statutory updates to the AOC General Counsel, AOC Director, and Supreme Court.
- Researches and drafts proposed legislation, and provides testimony to the Legislature and advocacy for the Judiciary's legislative priorities.
- Prepares bill analyses to assess the impact of proposed legislation and assist in developing strategies for passage of legislation, including lobbying in support of the Judicial Branch.
- Coordinates regional meetings related to sequential intercept resources mapping reporting requirements, which may include the preparation and presentation of materials, reports, and findings.
- Serves on statewide or local committees.
- May speak at national, state, and local conferences regarding project initiatives.
- Follows and stays up-to-date on the latest trends in court management locally and nationally.
- Collaborates with court administration, state, tribal, municipal, 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 behalf of the judicial branch.
- Communicates with courts, treatment providers, and others regarding legal and evidence-based practices for individuals with behavioral health disorders involved in the justice system.
- Works in collaboration with other AOC and court programs to foster the implementation of recommendations for quality improvement of the treatment provided to individuals in each behavioral health region.
- Problem solves providing follow through on all matters, including innovative approaches and solutions to ensure successful regional plans statewide.
- Confirms appropriate education and outreach are being provided statewide.
- Works with internal and external partners to develop and implement process improvements to the behavioral health system.
- Conducts evaluations to assess and report on statewide regional treatment plans to monitor and ensure quality assurance.
- Reviews, develops, and implements evidence-based practices and procedures and stays current on policy updates and changes that are implemented, and ensures policy practices are maintained.
- Identifies new opportunities or strategies in addressing any changes to the behavioral health treatment.
- Articulates and enforces standards addressing and maintaining the behavioral health goals and needs across the state within each region.
- Leads strategic planning and data analysis to determine best practices.
- May manage grants as they relate to the behavioral health treatment plans for each region.

- Assumes a leadership role to ensure the successful implementation of behavioral health services across the state.
- May supervise programmatic staff and oversee contractors.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of New Mexico state courts, New Mexico behavioral health systems; 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; fundamental contract law; community resources; research and evaluation techniques; methods of data collection; New Mexico Medicaid; successful convening, a general understanding of competency; diversion and outpatient treatment models; supervisory techniques; and extensive experience in public administration, an understanding of existing local, tribal and state agencies that provided or fund behavioral health services, and an understanding of state resources that provide or fund behavioral health services.

MINIMUM QUALIFICATIONS

Education: Master's degree from an accredited college or university in Business Administration, Behavioral Science, Psychology, Social Work, Mental Health, Counseling, Public Administration, Judicial Administration, Criminal Justice, Criminology, Social Sciences, Management, or a related field.

> **Education Substitution:** Bachelor's degree from an accredited college or university in Business Administration, Behavioral Science, Psychology, Social Work, Mental Health, Counseling, Public Administration, Judicial Administration, Criminal Justice, Criminology, Social Sciences, Management, or a related field and two (2) years of directly related or relevant experience.

Experience: Ten (10) years of experience in public or program administration including treatment, healthcare, diversion, and pretrial services-related programs, to include three (3) years of experience with budget, finance, contract administration, and managing programs that provide direct service delivery of behavioral health or mental health services.

> **Experience Substitution**: Additional relevant education at the Master's or Doctoral 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.

** 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 vacation and sick leave up to eight (8) weeks
- 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: 02/27/25, Rev: 7/05/25, Rev Pay Range: 07/04/26

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.