

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
BEHAVIOR ANALYST MANAGER

JOB DESCRIPTION

Employees in this job supervise the work of professional Behavior Analysts in a variety of behavioral health treatment programs of applied behavior analysis services, assessments, training, and research activities. The employee works within general methods and procedures and exercise considerable independent judgment to adapt and apply the guidelines to specific situations. The work requires knowledge of the policies, procedures, and regulations of the science discipline of applied behavior analysis, training and research programs, and supervisory techniques, personnel policies, and procedures.

There are three classifications in this job. The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

Position Code Title - Behavior Analyst Mgr-2

Behavior Analyst Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

Position Code Title - Behavior Analyst Mgr-3

Behavior Analyst Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title - Behavior Analyst Mgr-4

Behavior Analyst Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained. Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Administers patient services and is responsible for directing an applied behavioral treatment unit.

Directs a professional staff of behavior analysts and direct care staff in providing behavior analysis services.

Plans, organizes, directs, and controls a applied behavior treatment and evaluation program.

Monitors and evaluates program and organizational performance to assess efficiency and effectiveness.

Formulates clinical, psychological, diagnostic counseling, and treatment procedures and evaluates results.

Coordinates services with others in the facility and with medical, social, and placement programs.

Participates in making the recommendations of the combined diagnostic and treatment staff.

Conducts clinical interviews, administers behavioral assessments, and assists in development of behavioral plans.

Assigns, coordinates, and outlines the work methods of subordinate employees through supervisors.

Plans and develops the educational program; conducts seminars and training conferences; acts as liaison with approved educational institutions; integrates training in behavior analysis with allied divisions of the facility.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of basic behavior-analytic skills including experimental design and measurement.

Thorough knowledge of the fundamental elements of behavior change, including behavior change considerations, systems, and procedures.

Thorough knowledge of client-centered responsibilities including assessment, measurement, intervention, implementation and management.

Thorough knowledge of the methods of collecting, compiling, organizing, and analyzing data.

Thorough knowledge of the procedures and methods of statistical analysis.

Thorough knowledge of the methods of psychological research. Thorough knowledge of federal and state laws related to behavior analysis.

Thorough knowledge of factors in the analysis of data to provide the basis for supporting findings, recommendations, and strategies.

Thorough knowledge of the methods of presenting results of behavioral analysis.

Thorough knowledge of employee policies and procedures and equal employment opportunity policies and procedures.

Thorough knowledge of administrative techniques.

Strong ability to plan, organize, and direct a behavior analysis service unit or a behavior analysis program of a facility.

Strong ability to prepare charts, maps and other graphs to display the analysis of data.

Strong ability to organize and write planning reports.

Strong ability to interpret and apply the principles, practices, and techniques of behavioral analysis.

Strong ability to train others to implement components of treatment plans.

Strong ability to interpret pertinent laws and regulations.

Strong ability to communicate effectively with others.

Strong ability to maintain records, and prepare reports and correspondence related to the work.

Ability to maintain favorable public relations.

Ability to instruct, direct, and evaluate employees.

Ability to train students, behavior analysis interns, and professional personnel.

Ability to apply treatment methods.

Ability to identify and solve administrative problems. Ability to initiate and direct research.

Ability to deal tactfully with others.

Ability to maintain records, prepare reports, and compose correspondence.

Working Conditions

Employees may be on-call evenings, weekends, and holidays.

Some jobs require an employee to work in an environment that includes individuals with significant behavior challenges that may put the individual and/or others at risk.

Some jobs require an employee to work in a hostile environment.

Some jobs require travel.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to be exposed to disease and illness.

Some jobs require direct contact with prisoners and/or patients.

Physical Requirements

None

Education

Possession of a master's degree in applied behavior analysis, psychology, or education.

Experience

Behavior Analyst Manager 13

Four years of professional experience equivalent to a Behavior Analyst, including two years equivalent to a Behavior Analyst P11 or one year equivalent to a Behavior Analyst 12.

Behavior Analyst Manager 14

Five years of professional experience equivalent to a Behavior Analyst, including three years equivalent to a Behavior Analyst P11, two years equivalent to a Behavior Analyst 12, or one year equivalent to a Behavior Analyst Manager 13.

Behavior Analyst Manager 15

Six years of professional experience equivalent to a Behavior Analyst, including two years equivalent to a Behavior Analyst Manager 13 or one year equivalent to a Behavior Analyst Manager 14.

Special Requirements, Licenses, and Certifications

Certification as a Board Certified Behavior Analyst by the Behavior Analyst Certification Board.

Possession of a license to practice behavior analysis in the State of Michigan.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

BEHALTMGR

Job Code Description

BEHAVIOR ANALYST MANAGER

Position Title

Behavior Analyst Mgr-2

Behavior Analyst Mgr-3

Behavior Analyst Mgr-4

Position Code

BEHAMGR2

BEHAMGR3

BEHAMGR4

Pay Schedule

NERE-153

NERE-157

NERE-159

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02/20/2022