

PROGRAM  
DEVELOPMENTAL DISABILITIES<sup>A</sup> SPECIALIST

NATURE OF WORK IN THIS CLASS:

This is complex professional and administrative work in planning, research and program evaluation of developmental disability programs and services.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Plans, researches and evaluates the Developmental Disability Plan; conducts a need assessment of the Developmental Disabilities service population; identifies territorial resources and service gaps; and collates these data into the territorial state plan for developmental disabilities.

Provides technical assistance in the interpretation of federal regulations and fulfillment of continuous requirements of the provisions involving the Developmental Disability Plan.

Assists in the preparation of long and short range objectives and evaluation of program effectiveness; develops, monitors and evaluates programs and grants funded under the Developmental Disability Act.

Informs the public, agencies and interested parties of the available services provided to the disabled.

Prepares and submits required reports, plans and other necessary data.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and methods of planning, research and evaluation.

Knowledge of current social, economic, and health problems and available resources with special emphasis on factors regarding the disabled.

Knowledge of public and private agencies and institutions and community groups in order to develop functional relationships in the developmental disability program.

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Knowledge of employment practices, skills, abilities, and physical demands of the more common occupations.

Ability to make decisions in accordance with appropriate laws, regulations, and other program guidelines.

Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies, and procedures.

Ability to work effectively with the clients, public and employees.

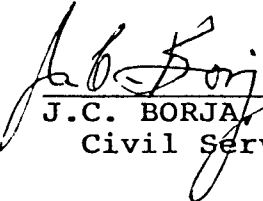
Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

a) Three years of experience in professional planning, research and administrative work and graduation from a recognized college or university with a Bachelor's degree in rehabilitation, guidance and counseling, special education, psychology, sociology, or closely related field; or

(b) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

  
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J.C. BORJA, Executive Director  
Civil Service Commission

ESTABLISHED: December, 1984

PR: 32