

Minimum Qualification Specifications
for the Class:

PROGRAM SPECIALIST (DEVELOPMENTAL DISABILITIES) IV
(PRGM SPCLT [DEVLPMTL DISAB] IV)

Basic Education/Experience Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitution provided below, applicants must have had experience of the kind and quality described below and in the amounts shown in the following paragraphs, or any equivalent combination of training and experience:

Specialized Experience: Two and one-half (2-1/2) years of progressively responsible professional experience in social work, public health, or other related fields which demonstrated knowledge of current social and economic conditions, community organizations and the services and/or programs they offer to the community. The applicant's overall experience must demonstrate knowledge and understanding of the problems and needs of the developmentally disabled. It also must have demonstrated the applicant's ability to conduct studies and analyses of ongoing programs through active participation in the planning, coordination and development of programs and/or program activities.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Substitution Allowed:

A master's degree in sociology, social work, special education, psychology, or other closely related field may be substituted for one (1) year of the Specialized Experience.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class PROGRAM SPECIALIST (DEVELOPMENTAL DISABILITIES) IV, which were approved on September 30, 1977.

DATE APPROVED: 2/1/2012



BARBARA A. KRIEG, Interim Director
Department of Human Resources Development