

Minimum Qualification Specifications
for the Class:

DEVELOPMENTAL DISABILITIES ADMINISTRATOR
(DEVLPMTL DISABILITIES ADMR)

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

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience.

Specialized Experience: Three and one-half (3-1/2) years of progressively responsible professional experience in social work, public health, or other related fields which demonstrated knowledge and understanding of the social, emotional, economic and health needs of the developmentally disabled (including the Intellectually/Developmentally Disabled); State and federal laws pertaining to the developmentally disabled; basic concepts and developments in developmental disabilities programs; current social and economic conditions, community organizations and the services and/or programs they offer to the community. Such experience also must have demonstrated the applicant's ability to conduct studies and analyses of on-going programs through active participation in the planning, coordination and development of programs and/or program activities.

Supervisory Experience: Two (2) years of professional work experience which involved supervising a professional staff. The experience must have demonstrated an applicant's ability to: 1) plan, organize, schedule, and direct the work of others; 2) assign and review their work; 3) advise them on difficult work problems; 4) train and develop subordinates; and 5) evaluate their work performance.

Administrative Experience: One (1) year of professional work experience which involved active participation in and major responsibility for the development, management, execution and coordination of a health program. The work must have demonstrated responsibility for the formulation of policies and/or guidelines and the general framework of procedures governing the assigned program and demonstrated knowledge of and ability to apply public health laws and regulations.

Substitutions Allowed

- I. A master's degree in sociology, social work, special education, psychology, or other closely related field, from an accredited college or university, which provided the applicant with the knowledge and abilities mentioned above, may be substituted for one (1) year of the Specialized Experience.
2. A Ph.D. degree in sociology, social work, special education, psychology or other closely related field, from an accredited college or university, which provided the applicant with the knowledge and abilities mentioned above, may be substituted for two (2) years of the Specialized Experience.

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.

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 functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class DEVELOPMENTAL DISABILITIES ADMINISTRATOR (DEVLPMTL DISABILITIES ADMR) which were approved on September 17, 2014.

Date Approved: 10/2/14

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