

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

DEVELOPMENTAL DISABILITIES MANAGER

JOB DESCRIPTION

Employees in this job serve as professional managers over resident care staff and/or professional Developmental Disabilities Programmers. Employees may also direct the work of resident care staff through resident care supervisors. Under general supervision, the employee works within general methods and procedures and exercises considerable judgment to adapt and apply the guidelines to specific situations. The work requires knowledge of the policies, procedures, and regulations of developmental disabilities programs, and supervisory techniques, personnel policies, and procedures.

There are three classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Developmental Disabilities Manager-1

Developmental Disabilities Manager 12

The employee functions as a first-line professional manager of a professional position in a standard work area or a first-line professional manager of nonprofessional positions in a standard work area.

Position Code Title – Developmental Disabilities Manager-2

Developmental Disabilities 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 – Developmental Disabilities Manager-3

Developmental Disabilities 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.

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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.

Identifies and requests specialized services for residents such as physical therapy, hearing, psychiatric, medical, dental, vocational assessments, and psychological testing.

Confers with parents, relatives, and staff regarding a resident's program plan and offers constructive suggestions on how they can aid in promoting functional growth.

Schedules program activities and coordinate the necessary support services such as dietary, recreation, housekeeping, clothing, and transportation.

Identifies program goals and plans program design for twenty-four hour activities.

Directs developmental disabilities programmers in the development, implementation, and evaluation of a program plan for each resident.

Schedules and conducts pre-release conferences concerning residents and makes recommendations as to type of placement, location, physical needs, activities, and degree of needed supervision.

Acts as a liaison between the facility and community schools/workshop programs.

Initiates resident transfers to other programs that can better meet the assessed needs of the residents.

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Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 12 level and thorough knowledge is required at the 13 and 14 levels.

Knowledge of the nature of developmental disabilities.

Knowledge of the objectives and methods in the training of the developmental disabilities programming and its practical application.

Knowledge of the techniques for observing and assessing resident behavior.

Knowledge of training and supervisory techniques and methods.

Knowledge of current research in the field of developmental disabilities programming and its practical application.

Knowledge of the principles of administrative management.

Knowledge of community treatment support programs.

Knowledge of employee policies and procedures.

Knowledge of budgeting methods.

Ability to instruct, direct, and evaluate employees.

Ability to coordinate and direct the developmental disabilities program development, implementation, and evaluation activities of a specific work area.

Ability to identify and resolve administrative problems.

Ability to observe, assess, and modify the behavior of the developmentally disabled.

Ability to allocate, direct, and coordinate the work of resident care staff.

Ability to formulate policies and procedures.

Ability to coordinate support services and program activities with other units of the facility and/or community agencies.

Ability to maintain records, prepares reports, and composes correspondence.

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Ability to effectively communicate with others.

Working Conditions

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

Some jobs require an employee to work in adversarial situations.

Physical Requirements

The job duties require an employee to be absent of any physical limitation which would impair effective performance in the Department of Community Health.

Education

Possession of a bachelor's degree in psychology, social work, nursing, special education, audiology, speech pathology, recreation therapy, speech therapy, occupational therapy, or physical therapy.

Experience

Developmental Disabilities Manager 12

Three years of professional experience working with developmentally disabled persons, including one year equivalent to a Developmental Disabilities Programmer P11.

Developmental Disabilities Manager 13

Four year of professional experience working with developmentally disabled persons, including two years equivalent to a Developmental Disabilities Programmer P11, or one year equivalent to a Developmental Disabilities Programmer 12 or Developmental Disabilities Manager 12.

Developmental Disabilities Manager 14

Five years of professional experience working with developmentally disabled persons, including three years equivalent to a Developmental Disabilities Programmer P11, two years equivalent to a Developmental Disabilities Programmer 12 or Developmental Disabilities Manager 12, or one year equivalent to a Developmental Disabilities Manager 13.

Special Requirements, Licenses, and Certifications

None.

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

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

DEVDISMGR

Job Code Description

Developmental Disabilities Manager

Position Title

Developmental Disabilities Manager-1
Developmental Disabilities Manager-2
Developmental Disabilities Manager-3

Position Code

DEVDMGR1
DEVDMGR2
DEVDMGR3

Pay Schedule

NERE-137
NERE-140
NERE-143

ECP Group 3
Revised 6/1/06
TeamLeaders