

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**DEVELOPMENTAL DISABILITIES PROGRAMMER**

**JOB DESCRIPTION**

Employees in this job complete and oversee a variety of professional assignments for the development, implementation, and evaluation to improve the quality of living for patients in residential state facilities for the developmentally disabled.

There are four classifications in this job.

**Position Code Title – Developmental Disabilities Programmer-E**

**Developmental Disabilities Programmer 9**

This is the entry level. As a trainee, the employee carries out a range of professional developmental disabilities programmer assignments while learning the methods of the work.

**Developmental Disabilities Programmer 10**

This is the intermediate level. The employee performs an expanding range of professional developmental disabilities programmer assignments in a developing capacity.

**Developmental Disabilities Programmer P11**

This is the experienced level. The employee performs a full range of professional developmental disabilities programmer assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title – Developmental Disabilities Programmer-A**

**Developmental Disabilities Programmer 12**

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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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.

Serves as an active member of the interdisciplinary team and assists in the development of initial plans of service and annual renewals of plans of service.

Reviews each resident's progress on a monthly basis.

Reviews, analyzes and summarizes each resident care plan in terms of the success and/or failure of the resident in each factor incorporated in the service care plan.

Designs, implements and monitors individual-training programs to meet the resident's specific needs as defined in the interdisciplinary team process.

Maintains contact with parents/guardians of resident; reports on progress; solicits input or consent for treatment; addresses questions raised.

Participates in the coordination of clinical staff support services.

Observes residents' progress and makes appropriate changes in the plan of service to maximize the individual's development; makes notes and reports as needed.

Reviews individual resident care plans of service for weekly updating by support staff providing service to the resident.

Participates in the training of staff in the techniques of working with the developmentally disabled.

Learns new techniques in developmental disabilities programming.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

### Additional Job Duties

#### Developmental Disabilities Programmer 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

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**Developmental Disabilities Programmer 12 (Senior Worker)**

Performs on a regular basis professional developmental disabilities programmer assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the nature of developmental disabilities.

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

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

Ability to overview and coordinate the work of resident care staff.

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

Ability to integrate and apply program progress information into all aspects of a resident's life.

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

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

**Additional Knowledge, Skills, and Abilities**

**Developmental Disabilities Programmer 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

**Developmental Disabilities Programmer 12 (Senior Worker)**

Knowledge of the objectives and methods in the training of the developmentally disabled.

Knowledge of the techniques for observing and assessing resident behavior.

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Knowledge of staff training techniques.

### **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 Programmer 9**

No specific type or amount is required.

#### **Developmental Disabilities Programmer 10**

One year of professional experience providing resident care program development services equivalent to a Developmental Disabilities Programmer 9.

#### **Developmental Disabilities Programmer P11**

Two years of professional experience providing resident care program development services equivalent to a Developmental Disabilities Programmer, including one year equivalent to a Developmental Disabilities Programmer 10.

#### **Developmental Disabilities Programmer 12**

Three years of professional experience providing resident care program development services equivalent to a Developmental Disabilities Programmer, including one year equivalent to a Developmental Disabilities Programmer P11.

### **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**

DEVDISPRG

**Job Code Description**

Developmental Disabilities Programmer

**Position Title**

Developmental Disabilities Programmer-E

Developmental Disabilities Programmer-E

Developmental Disabilities Programmer-A

Developmental Disabilities Programmer-A

**Position Code**

DEVDPGE

DEVDPGE

DEVDPGA

DEVDPGA

**Pay Schedule**

W22-007

NERE-134

W22-041

NERE-137

ECP Group 2  
Revised 6/1/06  
TeamLeaders