

CLASSIFICATION: DIRECTOR OF DEVELOPMENTAL DISABILITIES PLANNING AND POLICY

Class Code: 2212-27

Date Established: 01-25-74

Occupational Code: 7-7-7

Date of Last Revision: 7-9-13

BASIC PURPOSE: To direct and coordinate the mandated strategic planning, reporting and public policy work of the Council on Developmental Disabilities.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Monitors and evaluates government programs, community supports and data relative to the quality of life and achievements of children and adults with developmental disabilities in order to identify and predict current and future needs and create opportunities for improved outcomes.
- Oversees the development, evaluation and annual revision of the Five-Year State Plan and coordinates stakeholder input to the State Plan through surveys, forums and outreach with community partners.
- Reviews and analyzes implementation of Council activities and associated outcome measures and ensures the timely completion of the Council's Annual Performance Report and other required state or federal reports in coordination with other staff or contractors.
- Coordinates the Council's public policy work and represents and promotes the Council's goals, objectives and policy recommendations and initiatives to policymakers, state agencies, service providers and the public.
- Manages grants, including development of requests for proposal and contracts, reports from grantees and information on project outcomes and impacts.
- Oversees and supervises the work of employees, volunteers, consultants and contractors carrying out tasks related to the Council's Five-Year State Plan, Annual Performance Report and public policy work.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires direct supervision of other employees doing work which is related or similar to the supervisor, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

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Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires acting as the official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with a major study in public administration, human services, sociology, psychology, political science, law, education, social work or a related field. Each additional year of approved formal education may be substituted for one year of required work experience. Possession of a Juris Doctorate from an American Bar Association recognized law school may be substituted for three (3) years of the required work experience.

Experience: Five years' experience in an administrative or research capacity in public health, human services or education with responsibility for program planning, monitoring and evaluation. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

License/Certification: Eligibility for New Hampshire driver's license or access to reliable personal transportation.

RECOMMENDED WORK TRAITS: Knowledge of best practices in providing services and supports to individuals with developmental disabilities. Knowledge of federal and state programs which provide funding mechanisms for services and supports for people with disabilities. Knowledge of grant administration. Considerable knowledge of social and economic problems associated disability. Knowledge of group facilitation and coalition development. Knowledge of self-determination and self-advocacy and their application in the context of formal service delivery systems. Skill in the use of electronic communication systems. Ability to communicate effectively both orally and in writing to diverse audiences. Ability to conduct web-based research. Ability to analyze complex and technical information relative to its impact on people with developmental disabilities and summarize key issues in a simple manner. Ability to establish and maintain harmonious working relationships with fellow employees, local and state officials and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.