

DEPARTMENT OF DEVELOPMENTAL SERVICES  
JOB OPPORTUNITY  
DEVELOPMENTAL SERVICES PROGRAM MANAGER (GENERAL)

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** Candidates on a current examination list.  
**Location:** SR Private Administration/Resource Management, Wallingford Office  
**Job Posting No:** 022544  
**Hours:** Monday – Friday, 8:00 AM to 4:30 PM  
**Salary:** \$2,898.59 Bi-Weekly  
**Closing Date:** August 27, 2012

**Eligibility Requirement:** Candidates must have applied for and passed the DS Program Manager (General) exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:** This DS Program Manager (General) oversees a staff of 12. The position is responsible for administering the South Region budget for private residential and day supports, forensics, rent subsidy and regional transfers. This position provides oversight of individual budgets and the Fiscal Intermediary Liaison role. It is responsible for reviews and approval of all contract service authorizations. Tracks, reviews, and approves all one-time requests through the Planning and Resource Allocation Team (PRAT) process. It is the contact for DCF to develop and obtain approvals from the Regional Director for Memorandum of Agreements; develops spreadsheet for a quarterly transfer invoice from DCF; develops and process all Residential School Agreements; and approves/processes monthly billings. Oversees review of various financial reports such as the Operational Plan, End of Year report, and Annual Reports. Strong skills are needed in the areas of fiscal analysis and management, knowledge of e-CAMRIS and Medicaid Waiver, Purchase of Service contracting processing. Schedules and conducts annual quality review meetings and assists private agencies in the development of Quality Improvement plans. Assistants in the development of Request for Proposals and participates in the Request For Proposal review process for regional and statewide RFPs, monitors referral and placement activity for residential and day services, Assists in emergency planning and service development, manages age out planning and graduate funding; assists in coordination of individuals returning to Connecticut from out of state settings. Serves as a member of PRAT, Forensic Committee (regional and statewide) and various DDS committees and work groups. Participates in regional Leadership Forum and Enhanced Contract Monitoring meetings. Must perform periodic regional Manager-on-call duties for the region. Performs other related duties as required.

Must be able to work independently, have strong ability to problem solve, develop creative solutions and strong communication skills.

**Minimum Skills Required:** Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of modern principles and practices of community based integrated services for persons with developmental disabilities and related conditions; considerable interpersonal skills; considerable oral and written communication skills. Lastly, to be successful in this position requires a comfort level in working with numbers and ability to process funding authorizations.

**General Experience:** Eight (8) years of professional experience in the provision of human services programs for persons with development disabilities and related conditions.

**Special Experience:** BIRTH TO THREE PROGRAM: Two (2) years of the General Experience must have been in early intervention services for children birth to three years old including one (1) year in a supervisory capacity.

ALL OTHER PROGRAMS: Two (2) years of the General Experience must have been in a supervisory capacity in a program providing services to persons with developmental disabilities and related conditions.

**Substitution Allowed:** 1. College training in education, psychology, rehabilitative therapy, social work or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

2. A Master's degree in education, psychology, rehabilitation therapy, social work or a closely related field may be substituted for one (1) additional year of the General Experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 employment application which can be located at [www.das.state.ct.us](http://www.das.state.ct.us), cover letter, resume, last two (2) performance appraisals or two (2) letters of reference. Please reference the position number on submitted documentation. **Incomplete application packets will not be accepted.** All application materials must be received by 11:59 pm on the closing date provided above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
104 SOUTH TURNPIKE ROAD  
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FAX: 203-294-5160 OFFICE: 203-294-5123**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.