



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY

**DEVELOPMENTAL SERVICES PROGRAM MANAGER (GENERAL)
EAST HARTFORD**

(Repost due to revision of duties-previous applicants need not reapply)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open to: Candidates on Current Exam List or Lateral Transfer
Position: Developmental Services Program Manager (General)
Location: Private Division/CCH Program, East Hartford
Job Posting No: 00018971
Hours: Monday through Friday 8:30a-5:00p
RDO's: Saturday and Sunday
Salary: \$80,261 to \$109,428 annually *
*Incumbents new to state service begin at minimum
Closing Date: March 9, 2015

ELIGIBILITY REQUIREMENT:

Candidates must have applied for and passed the Developmental Services 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.**

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

This position is located in the CCH Program. Duties include, but are not limited to: Directs staff and operations of a unit; coordinates, plans and manages unit activities; formulates program goals and objectives; develops or assists in development of related policy; interprets and administers pertinent laws; evaluates staff; manages program budget for service area within a region or oversees distribution of funds among regions for a program area; maintains contacts with individuals both within and outside of unit who might impact on program activities; oversees accounts and funding related to CCH programs; analyzes cost data; participates in selection of providers including negotiation and monitoring of contracts; makes recommendations for service enhancements; organizes and/or manages task forces and community agencies and councils as well as ad hoc work groups; manages and/or coordinates development of reports and recommendations; keeps department managers informed of program activities; assists in identification and determination of priorities; may mediate disputes between providers and families; may manage implementation of demonstration of ongoing products; may collaborate with other state agencies; may manage activities to identify and/or adapt new concepts, ideas and state of the art programs; may serve as on-call officer for region.

Preferred Experience: Applicants with demonstrated qualification of QIDP will be given preference. Applicants must clearly state in their application the degrees of which they have received, the conferring institution, the date of conferment and the major area of study.

Special Requirement: Incumbent must possess and retain a valid Driver's License. Incumbent will be required to travel. Incumbent must be willing and able to work off hours including nights and weekends to meet the agency's and the individual served by the agency's needs.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

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.

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:

Two (2) years of the General Experience must have been in a supervisory capacity in a program providing services to persons with developmental disabilities.

Substitutions 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 equaling 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 Procedure:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of professional reference.

**All application materials must be received by 11:59pm on the closing date indicated above
Incomplete application materials will not be considered**

**Send application materials to:
Department of Developmental Services – North Region
155 Founders Plaza/255 Pitkin Street – 2nd Floor – East Hartford, CT 06108
Attn: Recruiter
Email: DDS.NR.Recruiting@ct.gov Phone: (860) 263.2623 Fax: (860) 706.1420
Application materials can be emailed, faxed or mailed**

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