



**EXAMINATION OPEN TO THE PUBLIC**

**DEVELOPMENTAL SERVICES REGIONAL  
RESIDENTIAL MANAGER**

**ANNUAL \$75,653  
SALARY: \$97,032**

**SALARY  
GROUP: MP 63**

**APPLICATION CLOSING  
DATE: NOVEMBER 30, 2011**

**EXAM  
NO: 110860CJR**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In a Department of Developmental Services region this class is accountable for directing the implementation and management of programs for persons with mental retardation or other developmental disabilities in agency community residential services and campus residential services OR developing and managing contracts for private community living arrangements.

**MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **NOVEMBER 30, 2011**:

**GENERAL EXPERIENCE:** Three years of supervisory experience with responsibility for implementing service delivery programs in the areas of residential services or family and individual support services for persons with developmental disabilities and related conditions. [Note: (1) Qualifying programs must provide services to twenty or more clients in group homes, supported living arrangements, regional centers or an institution. (2) For state employees the General Experience is interpreted as three years at the level of Developmental Services Residential Program Supervisor 1 OR one year at the level of Developmental Services Assistant Regional Residential Manager.]

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class may be required to be certified in accordance with Department of Developmental Services regulations for the administration of medication by certified unlicensed personnel. (2) Incumbents in this class may be required to travel.

**KNOWLEDGE, SKILLS AND ABILITIES:** 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 residential programs for persons with mental retardation or other developmental disabilities; considerable knowledge of goals, regulations and organization of intermediate care facilities and/or systems for persons with mental retardation; knowledge of interdisciplinary approach to program planning; knowledge of human rights for persons with mental retardation; knowledge of scope of services provided by major disciplines including psychology, social work and medicine for persons with mental retardation; considerable interpersonal skills; considerable oral and written communication skills.

**THE EXAMINATION WILL BE COMPOSED OF:**

| <b>PART</b>                    | <b>WEIGHT</b> |
|--------------------------------|---------------|
| <b>EXPERIENCE AND TRAINING</b> | <b>100%</b>   |

**APPLICATION/EXAMINATION PROCEDURE**

- APPLICANTS MUST SUBMIT:**
- (1) **Completed Application Form (CT-HR-12)**
  - (2) **Supplemental Examination Material (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Developmental Services Regional Residential Manager, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Developmental Services Regional Residential Manager cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience in program development, implementation and evaluation for individuals with developmental disabilities. Please describe in detail the types of programs (i.e. Community Living Arrangements, Community Training Homes, Institutional settings) that you have developed, implemented and/or evaluated (including goals and objectives of the program). Describe the extent of your involvement in the program(s) including whether you were independently responsible for the development, implementation, and/or evaluation or assisted others in these areas. Detail your experience in program monitoring to ensure proper quality of living conditions, utilization of community resources and services for clients. Explain any experience you have had developing plans of correction for quality enhancement of living arrangements, resources and services. (2) Administrative Experience. Describe your experience in the development, and implementation of departmental goals and objectives, preparing a budget and overseeing its administration, developing policy, interpreting and applying relevant laws and statutes, and interactions with community and private sector providers. (3) Supervisory Experience. Please describe your supervisory role(s) including the number and job titles of individuals directly reporting to you, the number and scope of the programs that you were responsible for overseeing and your involvement in staffing, scheduling, evaluation and performance appraisal, staff training and taking corrective disciplinary actions. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job.

**Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by November 30, 2011.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by January 11, 2012.** (8) A separate application/examination package must be submitted for each exam you are applying for.

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

**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.