

**EMPLOYMENT OPPORTUNITY  
DEPARTMENT OF DEVELOPMENTAL SERVICES  
Central Office  
460 Capitol Avenue, Hartford, CT 06106**

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

**POSTING DATE:** September 20, 2011

**CLOSING DATE:** October 3, 2011

**POSITION:** Disability Policy Specialist  
**POSITION #:** 99375  
**LOCATION:** CT Council on Developmental Disabilities, 460 Capitol Ave., Hartford  
**SCHEDULE:** Mon-Fri 8:30am-5:00pm (though periodic schedule adjustments may be required)  
**HOURS:** Full-Time (40 hours per week/80 hours per pay period)  
**SALARY:** \$47,330 – \$60,713 (annually)

**EXAMPLES OF DUTIES**

Participates in and gives presentations at meetings of state agencies and private organizations of people with disabilities and families of children with developmental disabilities; develops and disseminates informational material concerning the Connecticut Council on Developmental Disabilities and its initiatives to state agencies, people with disabilities, families of children with developmental disabilities and the public; participates in writing the State Plan on Developmental Disabilities, federally mandated progress reports and other required documents; participates in developing proposals for public policy change and council initiatives; plans, organizes and convenes meetings of various stakeholders; prepares documents and other materials utilizing personal computer software applications; performs other related duties as required.

**EXPERIENCE & TRAINING**

**General Experience:** Four (4) years of experience either as an employee or as a volunteer working with an organization(s) or advocacy group(s) involved in issues impacting the lives of individuals with disabilities and/or their families.

Note: Volunteer or part time work will be prorated to its full time equivalent.

**Special Requirements:** Incumbents in this classification may be required to travel.

**Preferences:** A parent of a child with disabilities is preferred.

**NOTE:** This is a federally funded position under the Developmental Disabilities Act and will be working for the CT Council on Developmental Disabilities. Further information about the Council at [www.ct.gov/ctcdd](http://www.ct.gov/ctcdd)

**TO APPLY:** Please complete a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam) including the Position #, a writing sample, and 3 references. All application materials must be received by 11:59 p.m. on the closing date indicated above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

**SEND APPLICATIONS TO:**

**Department of Developmental Services — Central Office**  
460 Capitol Avenue  
Hartford, CT 06106  
Attn: Ms. Daimar Ramos  
Email: [Daimar.Ramos@ct.gov](mailto:Daimar.Ramos@ct.gov) Phone: 860-418-6121 Fax: 860-418-6004

**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.