



AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF DEVELOPMENTAL SERVICES
QUALITY REVIEW SPECIALIST

ANNUAL \$53,143 SALARY **SALARY** **APPLICATION CLOSING** **EXAM**
SALARY: \$72,033 **GROUP: HC 23** **DATE: MARCH 19, 2012** **NO: 120400APJR**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Developmental Services this class is accountable for independently performing a full range of tasks in the evaluation and monitoring of programs and services for persons with developmental disabilities or other related conditions.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF DEVELOPMENTAL SERVICES** WHO BY **MARCH 19, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE IN THE **DEPARTMENT OF DEVELOPMENTAL SERVICES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:*

GENERAL EXPERIENCE: Six years of experience in writing, implementing and/or evaluating individual client programs for persons with developmental disabilities or other related conditions.

SPECIAL EXPERIENCE: One year of the General Experience must have included **professional** level experience on an interdisciplinary team addressing the residential, programmatic or educational needs of persons with developmental disabilities or other related conditions.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling six months of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in the behavioral sciences, child development, counseling, education, nursing, psychology or licensure as a Physical Therapist or Occupational Therapist may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to possess a current Connecticut license for the appropriate disciplines. (2) Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of and ability to interpret and apply relevant state and federal laws, statutes and regulations; knowledge of principles and practices of inspection, evaluation, compliance and quality improvement; knowledge of state policies and local ordinances; knowledge of principles and practices of health inspectors and fire inspectors; knowledge of modern methods of care, treatment and education of persons served with developmental disabilities such as mental retardation or autism spectrum disorder; interpersonal skills; oral and written communication skills; ability to perform inspections and client reviews; ability to utilize computer software; ability to evaluate active treatment service.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT: (1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Materials (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 examination materials as detailed below. Applicants who do not submit the required application and examination supplemental 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 Quality Review Specialist, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Quality Review Specialist 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 providing, designing, implementing and monitoring programmatic services to persons with developmental disabilities or related conditions. Be specific as to the type of services/programs in which you were involved, the number of clients you served and the setting in which you worked. Describe your actual duties in designing, implementing, providing and monitoring program services and activities to ensure proper quality of living conditions and whether you handled these responsibilities independently or as a member of a team. Detail any experience you have had developing plans of correction for quality enhancement. (2) Experience performing inspections and/or evaluations of client programs or facilities. Be specific as to the type of facility/program you were inspecting/evaluating, the number of clients and facilities involved, and your role in this process. Include in your description the type of programmatic information you gathered/analyzed/evaluated and how you obtained the data, (e.g., record review, interview, observation, etc.) and what the results were of your evaluations/inspections. Detail your experience interpreting and applying local, state, and federal laws and regulations in order to ensure facility or program, compliance with ICF/MR requirements. Also include your experience investigating complaints. Be specific in detailing the nature of the complaint(s) and the intended outcome. (3) Experience providing technical assistance. Be specific as to the liaison activities you were involved in, the purpose and the intended outcome. Be specific as to the facilities/agencies/organizations/offices with which you dealt and the nature and purpose of the contacts. Be specific as to the kind of assistance provided, for whom it was provided and the intended outcome. Also detail any training you have provided. Be specific as to the nature of the training, for whom it was provided and the intended outcome. (4) Oral/written communication experience. Detail your experience preparing technical reports, documents, guidelines, procedures and other correspondence pertaining to findings of the inspections and quality assurance. Be specific as to the nature and purpose of these reports or written materials, for whom they were prepared and the intended outcome. Also detail your experience with others which you feel demonstrates your interpersonal and oral communication skills. Be specific in explaining the nature of those dealings and who they were with. Detail your experience speaking to groups and interviewing guardians, clients and staff including the nature and purpose and intended outcome. Also detail your experience in documenting observations of client activities. **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 March 19, 2012.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910). 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 April 30, 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 Department of Developmental Services.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

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, persons with disabilities, and military veterans.