



## EXAMINATION OPEN TO THE PUBLIC

### QUALITY REVIEW SPECIALIST SUPERVISOR

**ANNUAL \$60,166**  
**SALARY: \$81,307**

**SALARY**  
**GROUP: HC 25**

**APPLICATION CLOSING**  
**DATE: APRIL 22, 2014**

**EXAM**  
**NO: 140500OCDM**

#### [SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW](#)

**PURPOSE OF CLASS:** In the Department of Developmental Services this class is accountable for supervising Quality Review Specialists engaged in the evaluation and monitoring of facilities, programs and agencies for persons with developmental disabilities or other related conditions and/or determining eligibility for state licensure and other programs.

#### MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **APRIL 22, 2014**.

**GENERAL EXPERIENCE:** Eight years of experience working in a health facility or defined service setting serving persons with developmental disabilities or other related conditions.

**SPECIAL EXPERIENCE:** Two years of the General Experience must have been in the evaluating and monitoring of programs and services for persons with developmental disabilities or other related conditions. **Note:** For state employees this will be interpreted at the level of Quality Review Specialist.

**SUBSTITUTIONS ALLOWED:** (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year 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:** Considerable knowledge of and ability to apply relevant state and federal laws, statutes and regulations and local ordinances; considerable knowledge of relevant agency policies and procedures; considerable knowledge of principles and practices of inspection, evaluation, compliance and quality improvement; considerable knowledge of modern methods of care, treatment and or education of persons served with developmental disabilities such as mental retardation or autism spectrum disorder; considerable interpersonal skills; considerable oral and written communication skills; ability to evaluate active treatment service; supervisory ability.

**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 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 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 Quality Review Specialist Supervisor 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 Supervisor 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 performing inspections and/or evaluations of facilities/programs and agencies for persons with developmental disabilities or other related conditions. 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 information you gathered/analyzed/evaluated, how you obtained the data, (i.e. record review, interview, observation, etc.) and what the results were of your evaluations/inspections. Describe any experience you have had in implementing corrective action plans and the outcome of the situation(s) involved. (2) Consultative/liaison experience. Be specific in describing the consultation/liaison activities you were involved in, to whom it was provided and the intended outcome. Detail any consultation in relation to Title 19 funds, quality review, certification and regulatory compliance. Be specific as to the facilities/agencies/organizations with which you dealt and the nature and purpose of the contacts. Include your experience providing technical assistance to others. Be specific as to the nature of the assistance provided, to whom it was provided and the outcome. (3) Administrative/supervisory/lead experience. Describe your experience developing and implementing program and/or administrative policies and procedures including the nature and purpose and on whom they impacted. Detail your experience in the preparation or administration of a program budget, including the dollar amounts involved. Detail your experience directing and supervising staff, coordinating staff and program activities and developing and conducting staff training. Include the number and job titles of staff that you led/supervised and indicate any experience conducting performance evaluations, taking necessary disciplinary action, scheduling, assigning and reviewing work. (4) Oral/written communication experience. Detail your experience writing and reviewing documents, correspondence and narrative reports relative to the findings of a facility inspection. Include the nature and purpose of these reports or written materials, for whom they were prepared and the outcome. Also, detail your experience with others that you feel demonstrate your oral and interpersonal communication skills in the areas of problem solving, trouble-shooting, citation and enforcement. Be specific in explaining the nature of those dealings, with whom you dealt and the outcome. **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 April 22, 2014.** (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, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. 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 June 6, 2014.** (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>) or 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, persons with disabilities and military veterans.