



EXAMINATION OPEN TO THE PUBLIC

DIRECTOR OF COUNCIL ON DEVELOPMENTAL DISABILITIES

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

**SALARY
GROUP: MP 63**

**APPLICATION CLOSING
DATE: MARCH 18, 2011**

**EXAM
NO: 110150OCFD**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Council on Developmental Disabilities this class is accountable for directing operational activities through encouragement in advocacy, capacity building and systems change activities on behalf of people with developmental disabilities, their families and their communities.

EXAMPLES OF DUTIES: Directs staff and operations of Council on Developmental Disabilities by providing overall leadership and management in development and implementation of state, federal, national and local Council policy, programs and operational activities; coordinates, plans and manages Council activities to ensure goals, objectives and activities are in compliance with state and federal laws; formulates program goals and objectives; develops or assists in development of related policy; interprets and administers pertinent laws; evaluates staff; prepares or assists in preparation of Council budget; prepares applications for Council funds and manages program funding; maintains contacts with individuals both within and outside of Council who might impact on program activities; acts as liaison to federal and state agencies and other outside officials, including National Association of Councils on Developmental Disabilities, regarding new approaches to services and supports, policies and procedures; prepares reports including federally required State Plan, annual Amendments, Program Performance and federal financial reports; prepares budget for Council's and federal government's approval and monitors expenditures and funds designed to create opportunities for inclusion of people with developmental disabilities in community life; prepares applications for Council funds and manages program funding; may publicly speak before policymakers, service providers and communities.

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 **MARCH 18, 2011**:

GENERAL EXPERIENCE: Seven years of experience in care, education, rehabilitation, training or treatment of persons with developmental or physical disabilities.

SPECIAL EXPERIENCE: One year of the General Experience must have been in a **management capacity**. [Note: Managerial capacity is defined as full time managerial responsibility for major programs. Position will have supervisory responsibilities but the emphasis should be managerial activities: planning, organizing, directing and controlling resources of a major subdivision of an agency or organization.]

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 business administration, public administration, public policy, special education or related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENT: 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 social role valorization theory or normalization theory and practice; considerable knowledge of practices regarding services and supports for people with developmental disabilities and their families; knowledge of budget development and management; knowledge of legislative process; considerable interpersonal skills; considerable oral and written communication skills.

THE EXAMINATION WILL BE COMPOSED OF:

**PART
EXPERIENCE AND TRAINING**

**WEIGHT
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 supplemental 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 Director of Council on Developmental Disabilities include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title Director of Council on Developmental Disabilities 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 with programs and services for persons with developmental disabilities. Describe your experience identifying and evaluating the needs of persons with disabilities and your experience developing plans for addressing those needs. Provide information on your experience servicing as an advocate. Be specific as to your role in the planning process and whether you worked independently, as part of a team or lead/supervised others in the process. Be specific as to the nature, size and scope of the program(s), the population served and the types of services provided. (2) Managerial/administrative experience. Detail your experience directing staff and operations, coordinating, planning and managing business activities. Describe your supervisory experience including specifics as to the number of employees you directly supervised and in what settings and your responsibility for employee counseling/discipline, performance evaluations, scheduling, work assignment, and training. Describe your experience developing, implementing, and evaluating programs, policies, procedures, goals, and objectives; projecting, preparing and administering office/program budgets; developing or assisting in the development of legislative proposals and regulations; applying innovative solutions to complex organizational problems and developing and implementing cost saving strategies. (3) Interpersonal/oral and written communication skills. Detail any experience acting as a consultant/liaison to other organizations, departments or the public regarding developmental disabilities. Be specific as to the purpose and nature of such contacts/consultations and the level of the individuals contacted/consulted. Describe any written materials you have prepared including correspondence, presentations, narrative reports, and written analyses and include the audience for whom they were prepared and the purpose. Detail any experience in testifying before legislative or other governing bodies.

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 18, 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. 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 15, 2011.** (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.

NOTE: This is a full-time state classified/competitive management position funded under the Federal Developmental Disabilities Act. The position is exempt from state hiring freezes, reductions in force, and prohibitions on travel under the noninterference clause of the Federal Developmental Disabilities Act, Section 125(c)(8)(B). The position is federally funded.

NOTE: **Please note the revised salary group. Applicants who applied for and passed the recent examination for Director of Council on Developmental Disabilities (#101360OCFD) do not need to reapply. The lists from examination #101360OCFD and examination #110150OCFD will be consolidated.**

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.