

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 5204200

Developmental Disabilities Program Planner 2, M-1

Brief Description of Class

Positions perform a wide range of activities to support the Standing Committees of the Developmental Disabilities Planning Council (DDPC), including development, implementation, monitoring, and evaluation of DDPC State Plans and related initiatives/activities; conducting policy research and development for the DDPC; reviewing and commenting on plans, activities, and budgets of State service agencies; and coordinating advocacy activities.

Positions are only located at OPWDD, DDPC.

Distinguishing Characteristics

Developmental Disabilities Program Planner 2: non-competitive; reports to the Executive Director of the DDPC; performs professional activities in support of the DDPC and its Standing Committees.

Illustrative Tasks

Drafts appropriate sections of DDPC State Plans and annual reports in support of the plans.

Develops and implements Request for Proposal processes and rating systems for DDPC grant-related activities, and reviews resulting proposals.

Negotiates budget and contract agreements with grantees; travels to project sites; and monitors and assesses progress and outcomes of grant funded projects.

Assists the DDPC in the review of the developmental disabilities services system to determine gaps and deficiencies that guide future plan efforts.

Attends and participates in DDPC Committee meetings and interagency workgroups; provides DDPC-specific input at official functions, conferences, and meetings at the local, State, and national level.

Drafts and analyzes documents to be disseminated to DDPC members which are necessary to support the development of DDPC positions on issues, problems, and concerns facing people with developmental disabilities; prepares and presents initiatives to DDPC members.

Serves as a community resource to individuals seeking disability related information from the DDPC.

Minimum Qualifications

Developmental Disabilities Program Planner 2

Non-Competitive: possession of a bachelor's degree and four years of professional experience in an agency or program providing services to people with developmental disabilities, or populations requiring like services. One year of this experience must have been at a supervisory level, and two years of this experience must have been in the administration of service delivery system program areas, such as the development of funding proposals, budget preparation, and/or monitoring the expenditure of funds.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 8/2017

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