

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

Classification Standard

**Occ. Code 5212200**

<b>Developmental Disabilities Policy Development Specialist 2, Grade 23</b>	<b>5212200</b>
<b>Developmental Disabilities Policy Development Specialist 3, Grade 27</b>	<b>5212300</b>
<b>Developmental Disabilities Policy Development Specialist 4, M-3</b>	<b>5212400</b>

Brief Description of Class Series

Positions in this title series develop, implement, review, and revise policies and standards related to people with developmental disabilities, and interact with federal and state agency program partners at a statewide level. Incumbents analyze policy-related issues, laws, rules, and regulations; prepare recommendations for the improvement of agency policy; develop and supervise the development of agency-wide policy initiatives; and address policy-related questions and issues with internal and external groups.

These positions are only classified at the Office for People With Developmental Disabilities (OPWDD).

Distinguishing Characteristics

*Developmental Disabilities Policy Development Specialist 2:* analyzes policy-related issues that impact OPWDD operations; writes policy papers and memoranda for upper-level review; and assists in the creation of new policies and standards.

*Developmental Disabilities Policy Development Specialist 3:* supervisory level; supervises staff in the analysis of policy-related issues; develops, reviews, and proposes changes to statewide policies and standards.

*Developmental Disabilities Policy Development Specialist 4:* managerial level; supervises multiple staff in policy and standards development and review; directs the development, review, and revision of policies and standards; interprets state and federal laws, rules, and regulations to executive-level staff; and provides consultation to executive-level staff to inform policy decisions.

Related Classes

Standards Compliance Analysts perform on-site and field inspection, survey, and certification activities for developmental disabilities treatment, service, and care

providers funded and regulated by the federal government and/or New York State. Positions also resolve technical issues and assist treatment, service, and care providers in developing plans for remediation and corrective action.

### Illustrative Tasks

#### *Developmental Disabilities Policy Development Specialist 2*

Identifies and analyzes policy issues related to people with developmental disabilities, and prepares written recommendations to address these issues.

Researches applicable laws, rules, regulations, and literature, and drafts policy papers to assist upper level staff with policy and standards development.

Reviews established policies and standards to ensure consistency with OPWDD, state, and federal laws, rules, and regulations.

Establishes work committees to address policy-related issues and coordinates information flow between staff performing policy and standards development work.

Drafts memoranda for review to inform OPWDD staff of regulatory changes which may impact OPWDD operations.

#### *Developmental Disabilities Policy Development Specialist 3*

May perform the duties of Developmental Disabilities Policy Development Specialist 2.

Supervises staff performing policy and standards analysis work.

Provides training to OPWDD staff regarding policy initiatives, policy, and standards changes impacting OPWDD operations.

Prepares written analyses of legislation, federal rule changes, and their impact on OPWDD operations, and recommends changes to OPWDD policies and standards to ensure compliance.

Reviews and comments on policy papers and memoranda created by lower-level staff for use in briefings of executive-level staff.

Develops new policies, standards, and initiatives based on review of changing federal and state laws, rules, and regulations.

Provides technical assistance and advice to OPWDD staff, provider agencies, the Developmental Disabilities Planning Council, and other groups involved in policies and standards development and implementation.

Drafts policy guidance documents for review to aid statewide implementation of new OPWDD policies and standards.

*Developmental Disabilities Policy Development Specialist 4*

May perform the duties of Developmental Disabilities Policy Development Specialist 3.

Supervises multiple subordinate staff involved in policy and standards development, analysis, and review.

Directs statewide policy and standards implementation by setting priorities and deadlines for completion.

Oversees the development of OPWDD policies, standards, and regulatory agenda.

Develops guidelines and frameworks for policy analysis in order to assist executive-level staff with policy and strategic planning activities.

Oversees the editing of policy papers being prepared for executive-level review and publication.

Serves as a liaison with other state executive agencies to develop policies and standards beneficial to all involved groups.

Provides training to OPWDD staff regarding policy and regulatory matters, OPWDD's regulatory agenda, and changes impacting OPWDD operations.

Ensures compliance of OPWDD policies and standards with the New York State Administrative Procedure Act, legislation, and Executive Orders.

Consults and works with executive staff in the development, implementation, and revision of policies and standards.

Represents OPWDD at the state and federal level as it relates to policy matters.

Conducts public hearings and presentations to discuss proposed policy and standard changes, and to solicit public feedback.

Reviews policy guidance documents produced by lower level staff to aid implementation of OPWDD policies and standards.

Provides interpretation of state and federal laws, rules, and regulations to executive-level staff to inform agency-wide policy and standards decisions.

## Minimum Qualifications

### *Developmental Disabilities Policy Development Specialist 2*

Open Competitive: possession of a bachelor's degree and three years of professional administrative experience in the field of developmental disabilities. Two of the three years must have included responsibility for policy development and analysis, and/or standards development.

### *Developmental Disabilities Policy Development Specialist 3*

Open Competitive: possession of a bachelor's degree and five years of professional administrative experience in the field of developmental disabilities. Three of the five years must have included responsibility for policy development and analysis, and/or standards development; and two years of experience must have been at a supervisory level.

Promotion: one year of permanent competitive service as a Developmental Disabilities Policy Development Specialist 2.

### *Developmental Disabilities Policy Development Specialist 4*

Open Competitive: possession of a bachelor's degree and six years of professional administrative experience in the field of developmental disabilities. Four of the six years must have included responsibility for policy development and analysis, and/or standards development. In addition, three of the six years must have been at a supervisory level, or one of the six years must have been at a managerial level.

Promotion: one year of permanent competitive service as a Developmental Disabilities Policy Development Specialist 3.

**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.

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