

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

Tentative Classification Standard

**Occ. Code 6177100**

<b>Deputy Director Developmental Disabilities Research Institute, M-8</b>	<b>6177100</b>
<b>Director Developmental Disabilities Research Institute, M-8</b>	<b>6177200</b>

Brief Description of Class Series

Positions in this class lead and direct comprehensive research programs at the Institute for Basic Research in Developmental Disabilities (IBR). Incumbents oversee the IBR's operations, including research departments responsible for conducting basic and clinical research examining the causes, treatment, and prevention of developmental disabilities; clinical operations; and specialized treatment centers.

Positions are non-competitive and classified in the Office for People With Developmental Disabilities (OPWDD), IBR.

Distinguishing Characteristics

*Deputy Director Developmental Disabilities Research Institute:* one-position class; assists the Director Developmental Disabilities Research Institute in the oversight and direction of IBR operations, including research departments, the Jervis Clinic, and other specialized treatment centers.

*Director Developmental Disabilities Research Institute:* one-position class; reports directly to the Commissioner of OPWDD or their designee; oversees IBR operations; and directs the Institute's research agenda, goals, objectives, and priorities.

Illustrative Duties

*Deputy Director Developmental Disabilities Research Institute*

Functions as the IBR's contact with OPWDD's Developmental Disabilities State Operations Offices, Central Office, and outside agencies, for research projects and operational inquiries.

Supervises subordinate staff, and oversees human resources, physical plant, safety and security, staff development and training, and business office functions in support of the IBR's research and clinical operations.

Assists the Director Developmental Disabilities Research Institute in determining goals, objectives, and research priorities for the IBR; assists in the review and approval of research proposals, and the development and review of scientific publications disseminated by the Institute.

Participates in and directs special research projects as assigned.

*Director Developmental Disabilities Research Institute*

Oversees all IBR programs, including the Jervis Clinic, research departments, education programs, and specialized treatment centers.

Directs the Institute's research agenda, goals, objectives, and priorities.

Supervises the development of scientific reports and publications; and evaluates the outcomes of research studies conducted by the Institute.

Develops and implements Institute-wide policies and procedures governing all operational areas of the organization.

Supervises the preparation of the IBR's operating budget, and the acquisition of grant funding to advance the Institute's research priorities.

Represents the work of the Institute at the State, federal, and international level; presents findings of significant scientific importance to interested parties, including the academic community and the public.

Minimum Qualifications

*Deputy Director Developmental Disabilities Research Institute*

Non-competitive: a doctorate in medicine and five years of progressively responsible experience in clinical research, three years of which must have involved teaching as a faculty member of an approved medical school. Two years of teaching experience must have involved administrative responsibility for planning and coordinating a major developmental disabilities' clinical or research program.

*Director Developmental Disabilities Research Institute*

Non-competitive: a doctorate in medicine and six years of progressively responsible experience in clinical research, three years of which must have involved teaching as a faculty member of an approved medical school, and three years of which must have involved supervision and direction of a clinical research and teaching program which included the publication of research findings as an integral part of the program.

**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 the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 6/2025

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