

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

Tentative Classification Standard

Occ. Code 2839100

Developmental Disabilities Operations Director 1, M-4	2839100
Developmental Disabilities Operations Director 2, M-5	2839200
Developmental Disabilities Operations Director 3, M-6	2839300

Brief Description of Class Series

Developmental Disabilities Operations Directors manage the planning, development, implementation, monitoring, and evaluation of programs and services for individuals with intellectual and/or developmental disabilities with statewide impact. Incumbents direct professional, administrative, analytical, and technical functions; oversee and monitor program operations to ensure compliance with applicable laws, rules, and regulations; develop and implement policies and procedures; and work with various internal and external stakeholders to achieve program goals and objectives.

Positions are classified at the Office for People With Developmental Disabilities (OPWDD).

Distinguishing Characteristics

Developmental Disabilities Operations Directors perform similar duties in the management and oversight of OPWDD programs. Levels are distinguished by the size and scope of the program(s) managed; the range and impact of program functions overseen; and the number and level of subordinate staff.

Developmental Disabilities Operations Director 1: director level; under the direction of a higher-level Developmental Disabilities Operations Director or executive, manages, directs, oversees, and coordinates the operations of a regional or statewide program(s) and/or bureau(s), including supervision of lower-level managers; and may function as a deputy director to a higher-level Developmental Disabilities Operations Director or executive.

Developmental Disabilities Operations Director 2: director level; under the direction of a Developmental Disabilities Operations Director 3 or higher-level executive, manages, directs, oversees, and coordinates the operations of a statewide program(s) and/or bureau(s), including supervision of Developmental Disabilities Operations Directors 1 and lower-level managers; and may function as a deputy director to a Developmental Disabilities Operations Director 3 or higher-level executive.

Developmental Disabilities Operations Director 3: non-competitive; director level; under the direction of a Deputy or Associate Commissioner, manages, directs, oversees, and coordinates the operations of multiple statewide programs and/or bureaus, including supervision of lower-level Developmental Disabilities Operations Directors and managers; and may function as a deputy director to a higher-level executive.

Illustrative Duties

Developmental Disabilities Operations Director 1

Directs, manages, oversees, and coordinates the operations of a regional or statewide program(s) and/or bureau(s).

- Leads professional, administrative, and technical functions related to the planning, development, implementation, and evaluation of programs and services for individuals with intellectual and/or developmental disabilities.
- Identifies strategic priorities, establishes objectives, and determines methods to review and evaluate programs.
- Develops and implements policy recommendations based on operational needs; oversees the development of implementation plans.
- Communicates policy directives and guidelines to program managers, State Operations and Regional Offices, and voluntary providers; and monitors implementation to ensure consistent interpretation and application of program policy, and compliance with State and federal laws, rules, and regulations.
- Coordinates and oversees the completion and submission of required reports, assessments, and analyses.
- Monitors and evaluates program performance; prepares reports; develops progress indicators and performance measures; identifies trends and compliance issues; and makes recommendations to executive staff for improvement.
- Develops and oversees allocation strategies to maximize resource availability; monitors expenditures; manages the use of resources; and participates in the development of annual budget requests.
- Monitors and reviews State and federal statutes, regulations, and policies for consistency with OPWDD strategic initiatives and operational requirements; and assesses programmatic and financial impact.

- Represents OPWDD on committees and task forces; and collaborates with State and federal agencies, community organizations, local governments, provider agencies, advocates, and other stakeholders to increase awareness, resolve issues, and ensure program success.
- Performs the full range of supervisory duties over lower-level managers and supervisors.

May serve as deputy director to a higher-level Developmental Disabilities Operations Director or executive and as director in their absence.

Developmental Disabilities Operations Director 2

Performs the tasks and activities of a Developmental Disabilities Operations Director 1.

Directs, manages, and manages, oversees, and coordinates the operations of statewide program(s) and/or bureau(s).

May serve as deputy director to a Developmental Disabilities Operations Director 3 or higher-level executive and as director in their absence.

Developmental Disabilities Operations Director 3

Performs the tasks and activities of a Developmental Disabilities Operations Director 2.

Manages, directs, oversees, and coordinates the operations of multiple statewide programs and/or bureaus.

May serve as deputy director to a higher-level executive and as director in their absence.

Minimum Qualifications

Developmental Disabilities Operations Director 1

Promotion: one year of service in an administrative, fiscal, or programmatic title allocated to Grade 29/M-3; or two years of service in an administrative, fiscal, or programmatic title allocated to Grade 27/M-2.

Open Competitive: a bachelor's degree and seven years of experience in the delivery of services to individuals with intellectual and/or developmental disabilities. Two years of this experience must have been at a managerial level.

Developmental Disabilities Operations Director 2

Promotion: one year of service as a Developmental Disabilities Operations Director 1 (all parentheses).

Open Competitive: a bachelor's degree and eight years of experience in the delivery of services to individuals with intellectual and/or developmental disabilities. Three years of this experience must have been at a managerial level.

Developmental Disabilities Operations Director 3

Non-Competitive: a bachelor's degree and nine years of experience in the delivery of services to individuals with intellectual and/or developmental disabilities. Four years of this experience must have been at a managerial level.

Parenthetics Attachment

Developmental Disabilities Operations Director 1 (Audit): directs, manages, oversees, and coordinates statewide audit functions in the Office of Audit Services, including supervision of lower-level Auditors.

Developmental Disabilities Operations Director 1 (BITS): directs, oversees, and manages the Bureau of Intensive Treatment Services (BITS); and provides statewide policy direction on matters involving individuals with intellectual and/or developmental disabilities who present with high-risk behaviors, have a history of complex behavioral challenges, and/or involvement with the criminal justice system.

Minimum Qualifications

Developmental Disabilities Operations Director 1 (Audit)

Promotion: one year of service as an Assistant Director Audits; or two years of service as an Auditor 3 or Internal Auditor 3.

Developmental Disabilities Operations Director 1 (BITS)

Promotion: one year of service as a Developmental Disabilities Forensic Program Administrator or Forensic Services Program Administrator 2.

Open Competitive: a bachelor's degree in criminal justice, criminology, or closely related field and seven years of progressively responsible administrative experience in the delivery of services to individuals with intellectual and/or developmental disabilities. Two years of this experience must have been at a managerial level, involving administration of a forensic program for individuals with intellectual and/or developmental disabilities.

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: 6/2023

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