

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 5286001

Early Intervention Specialist 1, Grade 20 5286001

Early Intervention Specialist 2, Grade 23 5286002

Early Intervention Specialist 3, Grade 25 5286003

Early Intervention Specialist 4, Grade 27 5286004

Brief Description of Class Series

Early Intervention Specialists administer and oversee New York State's Early Intervention Program (EIP) in the Department of Health's (DOH) Bureau of Early Intervention (BEI). Incumbents review and approve provider applications for program participation; develop, implement, and revise protocols to ensure access equity, quality, and consistency of program services; provide training and technical assistance to local governments, providers, and parents regarding EIP laws and rules; and provide administrative support to the Early Intervention Coordinating Council.

Distinguishing Characteristics

Early Intervention Specialist 1: full performance level; assists in the development and implementation of EIP policies and procedures for program oversight and administration; and provides guidance and technical assistance to prospective and participating providers.

Early Intervention Specialist 2: first supervisory level; supervises Early Intervention Specialists 1 in the performance of administrative and oversight functions; may be responsible for a unit under direction of an Early Intervention Specialist 3 or 4.

Early Intervention Specialist 3: second-supervisory level; supervises Early Intervention Specialists 2 and assists Early Intervention Specialist 4 in managing and implementing the statewide EIP.

Early Intervention Specialist 4: managerial level; supervises Early Intervention Specialists 3 and directs a BEI section responsible for administration and oversight, provider approvals, and/or program quality assurance on a statewide basis under the general direction of a Community Health Program Manager 2.

Illustrative Tasks

Early Intervention Specialist 1

Reviews and approves applications for new and existing EI providers to ensure that providers are qualified to participate in the program.

Provides technical assistance to municipal EI officials and providers to develop service networks, remove barriers to care, and provide up-to-date educational materials.

Assesses the development needs of EI providers, service coordinators, and government officials, and coordinates the provision of training to improve the operation of the EIP program, and the quality and effectiveness of services.

Performs administrative activities to support the statewide Early Intervention Coordinating Council.

Reviews and evaluates the work of contractors to ensure that EIP training is appropriate and effective.

Reviews State and national EI trends and proposes program improvements to upper-level staff based on the review.

Drafts reports on program operations for presentation to upper-level staff.

Develops educational materials for families, municipal EI officials, and providers on the benefits of EI services, program developments, and clinical best practices.

Develops documents to communicate EI program policies and procedures to various groups; and presents for upper-level review.

Develops and delivers presentations to educate various groups on the EIP program.

Reviews data from the New York Early Intervention System (NYEIS) and follows-up with providers and municipal officials about reported data to ensure the effective operation of the program.

May assist municipal EI officials by conducting site visits to review program operations, investigate complaints, and provide technical assistance in EI program operations.

May supervise support staff assigned to the program.

Early Intervention Specialist 2

Supervises multiple Early Intervention Specialists 1 in the administration and oversight of the statewide EIP program.

Reviews staff work to ensure that policies and procedures are consistently interpreted and applied.

Evaluates funding provided to municipal governments for the administration of the EIP program, proposes recommendations to upper-level staff based on program outcomes and developments.

Early Intervention Specialist 3

Supervises multiple Early Intervention Specialists 2 in the administration and oversight of the statewide EIP program.

Participates in workgroups and advisory committees to advance EIP program goals and discuss relevant statewide policy proposals.

Responds verbally and in writing to information requests about EIP policies and procedures, providers, and program operations.

Assists Early Intervention Specialists 4 in drafting practice guidelines, and standards for the administration of EI services.

Early Intervention Specialist 4

Supervises multiple Early Intervention Specialists 3 in the administration and oversight of the statewide EIP program.

Drafts memoranda of understanding and other documents to ensure coordination of EI services across all State agencies; and meets with interagency stakeholders to coordinate services.

Oversees the EI provider certification process through sign-off on provider certifications.

Drafts, reviews, and approves documents for distribution to municipal EI officials, providers, and families.

Manages program activities by setting priorities, developing goals, implementing program outreach activities, and ensuring EIP program funds are administered appropriately.

Minimum Qualifications

Early Intervention Specialist 1

Open Competitive: bachelor's degree and three years of experience in the provision of Early Intervention services to children under age five, with or at risk for disabilities, as well as services to their facilities.

Substitution: master's degree may substitute for one year of the experience; doctoral degree may substitute for two years of the experience.

Early Intervention Specialist 2

Promotion: one year of permanent competitive service as an Early Intervention Specialist 1.

Early Intervention Specialist 3

Promotion: one year of permanent competitive service as an Early Intervention Specialist 2.

Early Intervention Specialist 4

Promotion: one year of permanent competitive service as an Early Intervention 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.

Date: 8/2020

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