

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

Tentative Classification Standard

Occ. Code 6674211

Standards Compliance Analyst 1 (Developmental Disabilities), Grade 18 6674211
Standards Compliance Analyst 2 (Developmental Disabilities), Grade 23 6674212
Standards Compliance Analyst 3 (Developmental Disabilities), Grade 27 6674213
Standards Compliance Analyst 4 (Developmental Disabilities), M-3 6674214

Brief Description of Class Series

Standards Compliance Analysts (Developmental Disabilities) perform, supervise, and oversee quality improvement, on-site field inspection, survey, and/or certification activities for developmental disabilities treatment, service, and care providers funded and regulated by the federal government and/or New York State.

Positions are classified at the Office for People With Developmental Disabilities (OPWDD) in the Division of Quality Improvement.

Distinguishing Characteristics

Standards Compliance Analyst 1 (Developmental Disabilities): full performance level; serves as a member of a team engaged in quality improvement, on-site field inspection, survey, and/or certification activities for developmental disabilities treatment, service, and care providers.

Standards Compliance Analyst 2 (Developmental Disabilities): first supervisory level; supervises and leads a team of Standards Compliance Analysts 1 (Developmental Disabilities).

Standards Compliance Analyst 3 (Developmental Disabilities): second supervisory level; supervises Standards Compliance Analysts 2 (Developmental Disabilities); and oversees quality improvement, on-site field inspection, survey, and/or certification activities performed by multiple teams in an assigned geographic region.

Standards Compliance Analyst 4 (Developmental Disabilities): managerial level; supervises Standards Compliance Analysts 3 (Developmental Disabilities); and assists in the overall management of the Division of Quality Improvement.

Related Classes

Standards Compliance Analysts (Mental Health) approve, inspect, and certify public and private mental health programs providing treatment to individuals with mental illness; evaluate mental health programs against established standards, laws, rules, and regulations; issue operating certificates; inspect program spaces; review and evaluate treatment and service plans; participate in quality management activities; and provide input for the development of regulations and standards.

Standards Compliance Analysts (Youth Services) apply quality assurance principles to the review, evaluation, and monitoring of service delivery and quality of care in youth facilities operated by the Division for Juvenile Justice and Opportunities for Youth; inspect and review services and programs on-site; investigate reports of deficiencies; and recommend remedial action.

Illustrative Duties

Standards Compliance Analyst 1 (Developmental Disabilities)

Serves as a member of a team engaged in quality improvement, on-site field inspection, survey, and/or certification activities, including resurveys, managed care coordination reviews, complaint visits, investigations, annual visits, and other work required by the Division of Quality Improvement.

- Conducts on-site visits of provider services and programs, including those under the Home and Community Based Services Waiver and contracts.
- Reviews and evaluates program and treatment records; observes and interviews provider agency staff, individuals, and family members to determine quality of service delivery, consumer satisfaction, and compliance with individualized service plans and federal and State laws, rules, and regulations.
- Reviews and analyzes certification applications; conducts on-site certification surveys to ensure that programs comply with application descriptions and federal and State requirements; makes recommendations to approve, deny, or revoke certification; and participates in exit conferences.
- Gathers and records inspection and survey findings in designated databases.
- Evaluates inspection and survey findings; and compares collected information against established standards, laws, rules, and regulations.
- Develops written reports of inspection and survey activities and findings to identify merits, deficiencies, and areas of non-compliance.

- Drafts compliance reports and operating certificates, including statements of deficiencies, to providers.
- Reviews and accepts plans of corrective action; and works and follows-up with providers to ensure appropriate implementation.

Provides technical assistance and guidance to provider agencies, applicants, and individuals involved in the development and operation of programs and services; and interprets established regulatory requirements, quality of care standards, and inspection and certification policy and procedures.

Assists in the development and revision of rules, regulations, standards, guidelines, and procedures related to the quality of services provided to individuals with developmental disabilities in State-operated and certified sites, residences, and programs.

Standards Compliance Analyst 2 (Developmental Disabilities)

Performs the duties of a Standards Compliance Analyst 1 (Developmental Disabilities); and supervises and leads a team of Standards Compliance Analysts 1 (Developmental Disabilities).

- Determines and oversees staff assignments; approves time and attendance; reviews and approves travel; completes performance evaluations; identifies training needs; and arranges for the provision of training.
- Serves as lead team member and technical expert in programs, rules, and regulations by providing guidance, direction, and supervision to Standards Compliance Analysts 1 (Developmental Disabilities) in office and field settings.
- Plans, schedules, and conducts on-site visits of provider services and programs; makes determinations to approve, deny, or revoke provider certification; and reviews and approves compliance reports and operating certificates, including statements of deficiencies, to providers.
- Oversees the activities and work completed by the assigned team; ensures that standards for quality and quantity are met, and visits and reports are completed within required timeframes, in accordance with OPWDD policies and procedures.

Serves as the agency's representative on certification, quality improvement, and on-site field inspection and survey matters, and resolves related issues.

Assists higher-level staff in the development of strategic plans, initiatives, and projects.

May plan, develop, assist, coordinate, and/or facilitate quality improvement initiatives, strategic plans, and projects to ensure the delivery of quality outcomes for stakeholders.

Standards Compliance Analyst 3 (Developmental Disabilities)

Supervises Standards Compliance Analysts 2 (Developmental Disabilities) and oversees multiple teams of staff engaged in quality improvement, on-site field inspection, survey, and/or certification activities in an assigned geographic region.

Determines the composition of inspection and survey teams.

Analyzes findings from agency and program reviews and makes recommendations to team staff and/or management regarding appropriate remedial action when necessary.

Responds to sensitive issues and/or concerns raised by individuals, advocates, staff, and/or internal and external stakeholders; and communicates them to management.

Assists higher-level staff in the development, evaluation, and implementation of strategic plans, initiatives, and projects.

Standards Compliance Analyst 4 (Developmental Disabilities)

Supervises Standards Compliance Analysts 3 (Developmental Disabilities) and assists in the overall regional management of the Division of Quality Improvement.

Oversees the development of quality improvement policies and procedures, and program review activities; and coordinates quality improvement operations with inspection and certification field staff.

Minimum Qualifications

Standards Compliance Analyst 1 (Developmental Disabilities)

Open Competitive: a bachelor's degree in a human services field and two years of experience in the development, implementation, oversight, monitoring, and revision of individual program plans, or as a service provider in an organization where the primary focus is providing professional services to individuals with intellectual and/or developmental disabilities; or completion of a two-year traineeship.

Standards Compliance Analyst 2 (Developmental Disabilities)

Promotion: one year of service as a Standards Compliance Analyst 1 (Developmental Disabilities).

Standards Compliance Analyst 3 (Developmental Disabilities)

Promotion: one year of service as a Standards Compliance Analyst 2 (Developmental Disabilities).

Standards Compliance Analyst 4 (Developmental Disabilities)

Promotion: one year of service as a Standards Compliance Analyst 3 (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 qualifications for appointment or examination.

Date: 12/2025

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