

New York State Department of Civil Service
Division of Classification & Compensation

Tentative Classification Standard

Occ. Code 5546110

Developmental Assistant 1, Grade 12	5546110
Developmental Assistant 2, Grade 13	5546120
Developmental Assistant 3, Grade 17	5546130

Brief Description of Class Series

Developmental Assistants supervise residential programs and staff to motivate and attend to the personal daily living needs of individuals with intellectual and/or developmental disabilities. Incumbents are directly involved in the active treatment, treatment planning, and habilitation of individuals; perform a variety of functions and tasks in a community-based or developmental center setting; serve as members of residential and program planning teams; ensure appropriate scheduling coverage and utilization of direct care staff in assigned programs(s); and assist in the resolution of non-routine problems as they arise in the program areas under their supervision.

Positions are classified in the Office for People With Developmental Disabilities.

Distinguishing Characteristics

Developmental Assistant 1: supervisory level; under the supervision of a Developmental Assistant 3, supervises a small residential program with less than six individuals.

Developmental Assistant 2: supervisory level; under the supervision of a Developmental Assistant 3, supervises a residential program with six or more individuals.

Developmental Assistant 3: second supervisory level; oversees two or more residential programs; and supervises Developmental Assistants 1 and 2, and direct care staff across shifts and sites.

Related Classes

Direct Support Assistants provide person-centered services and supports to individuals with intellectual and/or developmental disabilities in residential and/or program settings; assist individuals to learn and develop daily living skills and habits,

and take care of their personal needs; advocate for, encourage, guide, and teach individuals to express personal choice; and ensure community integration, health and safety, and a comfortable home environment for individuals.

Illustrative Duties

Developmental Assistant 1 & 2

Supervises Direct Support Assistants and other direct care staff in the care, treatment, and habilitation of individuals with intellectual and/or developmental disabilities.

- Determines staff assignments and reassignments; maintains time and attendance records; completes performance evaluations; arranges for and trains staff in the implementation and documentation of services; disseminates program objectives; and monitors staff activities, overtime usage, and work schedules to ensure compliance with applicable guidelines and instructions.
- Participates in the development of individual habilitation plans; implements or supervises the implementation of portions of individual habilitation plans, including activities, programs, work, and leisure times; observes individual reactions and progress; and documents and discusses observations with clinical and program staff.
- Maintains and monitors household inventories; ensures the proper use and availability of supplies and equipment; initiates requests to replace or repair furnishings; and assists or supervises routine maintenance, minor repairs, and housekeeping activities to ensure a clean, healthy, and safe environment.
- Manages individuals' funds and related records, and assists individuals in keeping track of their personal possessions and finances.
- Provides or arranges for individuals' transportation to and from recreational, social, work, school, or medical activities.
- Responds to crisis situations and medical emergencies following established guidelines, procedures, and first-aid techniques.

May assist in developing residential program budgets; advocate and communicate with families, schools, local businesses, and/or community groups; and provide information to promote a better understanding of individuals' needs.

Developmental Assistant 3

Performs the duties of Developmental Assistants 1 or 2; oversees the operations of two or more residential programs; and supervises the activities of Developmental Assistants 1 and/or 2.

May conduct unannounced site visits to ensure that proper supervision and care are provided for residential settings; and prepare worksites for inspection.

Minimum Qualifications

Developmental Assistant 1

Promotion: one year of service as a Direct Support Assistant (all parentheses) or Licensed Practical Nurse, and completion of a one-year traineeship.

Developmental Assistant 2

Promotion: one year of service as a Developmental Assistant 1.

Developmental Assistant 3

Promotion: one year of service as a Developmental Assistant 2.

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.

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