

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

DEVELOPMENTAL DISABILITIES COORDINATOR

I. INTRODUCTION

A. Purpose of this Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional positions located within the Department of Health and Family Services (DH&FS) which coordinate Developmental Disabilities Specialist positions. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statement of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional positions located at DH&FS at a Developmentally Disabled Center at the Northern, Central, or Southern Wisconsin Center. These positions are responsible for coordinating the work of Developmental Disabilities Specialists and ensuring that continuous active treatment is provided for mentally retarded developmentally disabled clients in an institution and off grounds.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definitions of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which spend the majority of time (more than 50%) as client advocate and coordinator of interdisciplinary teams and are more appropriately classified as Developmental Disabilities Specialist.
3. Positions which spend the majority of time (more than 50%) performing duties at a Developmental Disabilities Center which are more appropriately classified as a Social Worker, Nurse Clinician, Occupational Therapist, Physical Therapist, Speech/Language Pathologist, or Therapist.

4. Positions which are not located at either the Northern Wisconsin Center, Central Wisconsin Center, or Southern Wisconsin Center.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions in this classification by competitive examination.

II. DEFINITION

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These professional positions develop, monitor, and evaluate the resident programs and assure the accurate and timely implementation of all state and federal policies and procedures. Job duties include coordinating the Qualified Mental Retardation Professional activities; reviewing and analyzing the quality assurance efforts to assure compliance with all licensure and certification requirements; providing administrative support services; providing staff development services; acting as a community liaison and public relations representative, and providing continuous quality improvement leadership.

As coordinator of Developmental Disabilities Specialist positions, responsibilities include integrating and coordinating the program area; setting performance expectations; making caseload assignments and backup plan for absences; providing orientation and training; recommending modifications in the record or charting system; updating the program manual; developing a quality improvement program evaluation process; and acting as the expert advisor on matters of active treatment definition. Developmental Disabilities Coordinator positions may also perform Developmental Disabilities Specialist duties for less than 50% of the time.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. A federal requirement may include one year of professional related work such as in nursing, teaching, and therapy or as a Developmental Disabilities Specialist.

Special Requirement: Must be a Qualified Mental Retardation Professional (QMRP). This is a professional who has at least one year of experience working directly with persons with mental retardation or other developmental disabilities and is one of the following: (1) a doctor of medicine or osteopathy; (2) a registered nurse; or (3) an individual who holds at least a bachelor's degree in a professional category specified in the Federal Register as meeting the QMRP qualifications.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective February 25, 1990, and announced in Bulletin CC-225. This classification specification was modified and announced in Bulletin CLR/SC-136 effective January 13, 2002, as a result of updating the duties performed.