

**CLASS TITLE: ADMINISTRATOR, PLANNING
AND POLICY FORMULATION
(MENTAL RETARDATION)**

Class Code: 02500100

Pay Grade: 32A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Division of Retardation to assist a superior in the planning, development and implementation of a comprehensive statewide community based service system for mentally retarded persons; to perform complex regional and statewide planning, policy formulation and analysis functions; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of independent judgment and initiative; work is reviewed through conferences and submitted reports for conformance to laws, policies, rules and regulations and departmental objectives.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of a technical and clerical staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Division of Retardation to assist a superior in the planning, development and implementation of a comprehensive statewide community based service system for mentally retarded persons.

To perform complex regional and statewide planning, policy formulation and analysis functions in the field of mental retardation.

To analyze and/or develop public policy by weighing economical, ethical and aesthetic factors in order to achieve identified goals and objectives as they pertain to mental retardation.

To be responsible for the development of the annual plan for a statewide comprehensive community based mental retardation service system.

To oversee the development of the annual budget request of the Division.

To oversee the development and maintenance of a comprehensive individualized data base system for mentally retarded persons within the Department's funded programs and/or facilities.

To work with various advocacy or service provider agencies including the Governor's Committee on Mental Retardation toward the development and/or improvement of current or proposed programs and services.

To review and evaluate state and federal laws, rules and regulations in the field of mental retardation and to insure compliance with the provisions of such laws, rules and regulations.

To work with a superior in the development, implementation, monitoring and evaluation of program budgeting, policy formulation and capital development budgeting.

To plan, organize and direct research or feasibility studies; to participate in comprehensive surveys and in-depth analyses of the needs of mentally retarded persons.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques utilized in the field of retardation and human services; a working knowledge of the methods and techniques involved in the analysis and organization of physical, social, fiscal, programmatic and other data used in community and state planning and policy formulation; the ability to

identify problems and work independently; the ability to plan, supervise and review the work of a subordinate staff; the ability to establish and maintain effective working relationships with state and federal agencies and private providers and agencies; the ability to perform highly technical planning and program analysis; the ability to plan and formulate a comprehensive community based mental retardation service system; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a master's degree with specialization in public administration, health planning or a related human service field; and

Experience: Such as may have been gained through: employment in a responsible position in a public or private agency involving participation in the administration of mental retardation programs and services.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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