

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

MR/DD Program Director

**SERIES NO.:**

6171

**MAJOR AGENCIES:**

Mental Retardation & Developmental Disabilities only

**EFFECTIVE DATE:**

04/26/2009

**SERIES PURPOSE:**

The purpose of the MR/DD program director occupation is to administer & evaluate overall developmental center client-based programs & services in order to ensure compliance with ICF/MR (i.e., Intermediate Care Facilities for Persons with Mental Retardation) Medicaid standards & to achieve organizational efficiencies & supervise professional &/or paraprofessional staff & act as assistant superintendent of client programs.

At the administrative level, incumbents administer & evaluate overall developmental center client-based programs & services in order to ensure compliance with ICF/MR Medicaid standards, supervise professional &/or paraprofessional staff & act as assistant superintendent of client programs.

**JOB TITLE**

MR/DD Program Director

**JOB CODE**

61711

**PAY GRADE**

16

**EFFECTIVE**

04/26/2009

**CLASS CONCEPT:**

The administrative level class works under administrative direction & requires extensive knowledge of management & behavioral science to administer & evaluate overall developmental center client-based programs & services in order to ensure compliance with ICF/MR Medicaid standards of client programs & to achieve organizational efficiencies, supervise professional &/or paraprofessional staff & act as assistant superintendent.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
MR/DD Program Director	61711	EX	04/26/2009	16

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Administers & evaluates overall developmental center client-based programs & services (e.g., behavior programs; daily living skill objectives; medication reduction goals; consent forms) in order to ensure compliance with ICF/MR Medicaid standards of client programs & to achieve organizational efficiencies (e.g., staffing & operational expenditures), participates in formulation & implementation of facility-wide program policies & procedures, reviews unusual incident reports, supervises professional &/or paraprofessional staff & acts as assistant superintendent.

Acts as liaison with community & regulatory agencies; interfaces with survey personnel & writes plans of correction for CMS (i.e., Centers for Medicare & Medicaid Services) quality systems; acts as lead contact person for county board programs; participates in grievance process (e.g., answers to first step grievances; hears grievances relative to operations area; represents facility at 3rd step & arbitration hearings); conducts staff meetings with programmatic/paraprofessional &/or labor staff; acts as chair person for committees (e.g., quality of life; dietary review; inventory control; human rights review; behavior modification).

Conducts training sessions/seminars at public agencies (e.g., schools; service clubs); conducts in-service training of area service agencies (e.g., county board workshops/schools/nursing homes/supportive living homes).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of social or behavioral sciences; management; supervisory principles & techniques; federal ICF/MR Medicaid standards; budgeting; quality assurance; public relations; public speaking. Skill in operation of personal computer\*. Ability to use research methods in gathering data; interpret extensive variety of technical material in books, journals & manuals; develop complex reports & position papers; establish positive & progressive atmosphere as program director; prepare & deliver speeches to various groups.

(\*) Developed after employment

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in social or behavioral sciences, public administration or health care administration; 24 mos. trg. or 24 mos. exp. in ICF/MR Medicaid standards; 24 mos. trg. or 24 mos. exp. in supervisory principles & techniques; 6 mos. trg. or 6 mos. exp. in budget management (e.g., staffing &/or operational expenditures).

-Or completion of graduate core program in business administration or management & a bachelor's degree in professional human services category (e.g., psychology, education, anthropology); 24 mos. trg. or 24 mos. exp. in ICF/MR Medicaid standards; 24 mos. trg. or 24 mos. exp. in supervisory principles & techniques; 6 mos. trg. or 6 mos. exp. in budget management (e.g., staffing &/or operational expenditures).

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.