

Washington State Department of Personnel  
**Class Specification**

**DEVELOPMENTAL DISABILITIES ADMINISTRATOR 1**  
351X

**Definition:**

Within the Division of Developmental Disabilities, directs and supervises a unit of DD Specialists in a DSHS region and is the primary representative of the DDA 2 regional administrator in their absence; or within a DD Residential Habilitation Center (RHC), supervises and directs professionals and paraprofessionals within a Program Area Team (PAT); or within a DD RHC and on a facility-wide basis, leads the Institution for the Mentally Retarded (IMR) audit team, composed of at least two Habilitation Plan Administrators, in the coordination of the quality assurance process for compliance with IMR and other standards to assure compliance with Federal and State policies, procedures, regulations, and laws.

**Typical Work:**

Assigns, supervises and evaluates out-station managers and regional office supervisors; maintains responsibility for DD specialist staff offices throughout the region; responsible for disciplinary matters and processing of staff grievances;

Implements policy and service requirements for client eligibility, individual program plans, placement, use of generic and specialized community services, program follow-along services;

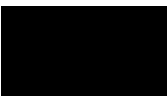
Provides consultation for staff; assures delivery of services to clients as indicated in IPP;

Reviews and coordinates staff proposals for training to parents, facility operators, providers and others who serve the agency's clients;

Manages regional case management services budget; prepares budget and staffing requests;

Maintains cooperative working relationship with developmental disabilities vendors, resource management staff, other DSHS and community agencies to ensure proper coordination of resources and continuity of services to clients;

Develops and directs implementation of regional policies for direct service delivery; interprets and monitors State policies for day-to-day operation of region;



Performs administrative reviews of case decisions when disputes arise, determines when decisions are to be reversed and serves as or supervises the Fair Hearing Coordinator; may grant exceptions relative to several programs;

Responds to inquiries and conducts investigations called for from higher authorities;

Maintains relationships with parents, advocates and constituency groups and carries out effective public relations for the agency;

Interviews and recommends candidates for staff positions to the appointing authority (Regional Program Representative);

Provides appropriate data on unmet client needs to the Regional Program Representative for inclusion in the regional planning process;

May serve as acting Regional DD Administrator in the latter's absence;

Performs other work as required.

**Knowledge and Abilities:**

Knowledge of: concepts, principles and methods in the education, habilitation and training of persons with autism, blindness, deafness, cerebral palsy or other developmental disabilities; theoretical concepts and professional principles, practices and supervision of one or more of the following: therapies, counseling, case work, testing, educational instruction and direct care of individuals; human behavior; principles and methods of planning; management and organizational interactions; community resources; departmental policies, procedures and applicable laws.

Ability to: plan, organize and direct work of others; evaluate work; speak and write effectively.

**Legal Requirement(s):**

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

**Desirable Qualifications:**

A Bachelor's degree in behavioral sciences, special education, business administration, public administration, or other related fields.

AND

Four years of professional experience in the human services field of which: (A) two years involved individuals with developmental disabilities or other handicapping conditions; and, (B) one year of supervisory or administrative or professional program service delivery responsibility.

With the exception of (A) and (B) above, graduate training may be substituted, year for year, for the required experience.

**Class Specification History:**

New class: 8-26-77

Revised July 1, 1980

Revised definition, minimum qualifications, general revision, code and title change (formerly 3523 - Case Services Regional Supervisor): 7-1-80

Revised definition and minimum qualifications: 3-3-86

Revised definition: 10-10-86

Revised definition: 10-13-89

Class code change (formerly 1052): 7-1-91

New class code: (formerly 35700) effective July 1, 2007