

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

DEVELOPMENTAL DISABILITIES COUNCIL PROGRAM PLANNER II

POSITION CODE: 12362
Effective: 11-22-85

DISTINGUISHING FEATURES OF WORK:

Under general supervision, functions as a professional staff specialist or project lead in one or more program areas associated with statewide planning of the service delivery networks for the developmentally disabled; conducts information searches, compilation and analysis of data for use by central policy planning staff; provides specific information and assistance to agency staff, and in response to inquiries; prepares public information materials in final form.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts information searches, analyses, and evaluation of program needs and development of services for the developmentally disabled.
2. Gathers information and assists in the preparation of reports relating to planning programs and the evaluation of regional planning committee activities.
3. Prepares public information articles pertaining to developmental disabilities programs and services for publication.
4. Receives and answers inquiries from professionals, legislators, government officials and other interested parties concerning existing programs and resource allocations for the developmentally disabled.
5. Coordinates activities of the Developmental Disabilities Planning Council with those of statewide health planning agencies for appropriate use of available resources and development of needed program services.
6. Gathers information on proposed federal and state legislation relating to developmental disabilities and prepares material for further analysis and review.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DEVELOPMENTAL DISABILITIES COUNCIL PROGRAM PLANNER II
(Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college, with major coursework in the social sciences, and one year of professional health care and habilitation service experience preferably in developmental disabilities or in areas such as grant monitoring and reporting.

Knowledges, Skills and Abilities

Requires working knowledge of sociological issues relating to the developmentally disabled, and the rehabilitation services, programs and support networks available to this population.

Requires working knowledge of statistics.

Requires working knowledge of literature search techniques.

Requires ability to apply research techniques and analytical processes to developmental disability planning issues for the preparation of study and report documentation.

Requires ability to communicate effectively both orally and in writing, and to maintain effective working relationships with program staff and interested groups.