

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

DEVELOPMENTAL DISABILITIES COUNCIL PROGRAM PLANNER III

POSITION CODE: 12363
Effective: 11-22-85

DISTINGUISHING FEATURES OF WORK:

Under direction, performs professional social services grant application reviews, monitoring and technical assistance functions for assigned grants involving the centralized coordination of service delivery programs for the developmentally disabled; provides for the development, review and coordination of broad planning services for the developmentally disabled; serves in a staff resource capacity to state and local programs for the developmentally disabled.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Develops and maintains evaluation procedures and practices in concert with the grant monitoring process; ensures that the procedures and practices are consistent with Federal requirements and program objects.
2. Develops quantitative and qualitative evaluations of assigned projects.
3. Monitors grant awards decisions; conducts site visits as appropriate and develops compliance monitoring reports.
4. Conducts studies of issues affecting services to developmentally disabled and develops issue papers.
5. Reviews solicited social services grant proposals in accordance with appropriate staff action.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DEVELOPMENTAL DISABILITIES COUNCIL PROGRAM PLANNER III
(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 two years of professional health care and habilitation service experience preferably in developmental disabilities or in areas as grant monitoring and reporting.

Knowledges, Skills and Abilities

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

Requires working knowledge of funding sources and the social services grant review, monitoring an evaluation process.

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.