



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Codes: 4071  
4072  
4073

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**DEVELOPMENTAL DISABILITIES PROGRAM MANAGER**

Individuals assigned to positions in this series perform duties associated with collecting data, assessing, organizing, coordinating, and evaluating professional services provided to persons with developmental disabilities and assisting them in gaining access to needed residential and day training, social, medical, educational, financial, protective and related services. Tasks include initial and on-going appraisal and assessment of clients' needs and their potential to achieve reasonable goals; collecting and maintaining pertinent data files on medical, psychological, social, and related program information. Organizes a team of concerned professionals and presents individual cases to the team and facilitates a service plan based on the needs of each client. Coordinates services to be provided to each client through continuous communication between client and service provider. Negotiates reimbursement contracts with providers. Evaluates client progress and services provided to insure satisfactory progress of service plan. Performs other duties of program management as required within the North Dakota Developmental Disabilities Case Management System of the Department of Human Services.

The levels in this series are based on responsibilities assigned to the positions. The actual level is determined by analysis and evaluation of responsibilities as reflected in provided documentation. Only the elements that distinguish levels of increased complexity, accountability, and/or knowledge, skill, or ability requirements will be considered in assigning grade levels. No specific tasks or combination of tasks should be construed to mean any one of the specific levels.

**DEVELOPMENTAL DISABILITIES PROGRAM MANAGER I**

4071

**GRADE J**

Responsibilities associated with this class consist of duties that are well defined and accomplished through the use of a variety of related but different procedures, processes, or methods. Decisions involve the selection of tasks to be performed and the procedures, processes, or methods to be used from among available choices. Guidelines are available within the work area but require some interpretation and/or adaptation for application to specific cases or problems associated with assigned duties. Responsibility for managing the work of others is not required or may be limited in scope or duration. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. Impact on decisions affecting organizational goals and objectives is limited as responsibilities include duties that produce a standard product or provide a service used by others in making decisions.

**DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:**

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with work commonly performed by individuals assigned to positions in this class series but are limited in complexity and variety of tasks. Requires closer supervision and/or is generally smaller in scope based on caseload or size of overall operation. Requires knowledge, skill, and ability generally acquired and developed through formal education resulting in an undergraduate degree, extensive training, and/or relevant experience in work of an equivalent type and complexity. Interpersonal skill is required to be able to consistently apply common courtesy in working with others.

**MINIMUM QUALIFICATIONS FOR ENTRY TO CLASS:**

Requires a bachelor's degree in social work, psychology, nursing, occupational therapy, physical therapy, child development and family science, communication disorders (includes audiology or speech pathology), severely multiply handicapped, special education, vocational rehabilitation, sociology, elementary education, recreation therapy, or human resources administration and management (human service track). A master's degree in counseling or a doctorate in medicine will also meet requirements.

**DEVELOPMENTAL DISABILITIES PROGRAM MANAGER II**

4072

GRADE K

Responsibilities associated with this class consist of duties that are well defined and accomplished through the use of a variety of unrelated procedures, processes, or methods. Decisions involve the selection of tasks to be performed and the procedures, processes, or methods to be used from among available choices. Guidelines are available within the work area but require some interpretation and/or adaptation for application to specific cases or problems associated with assigned duties. Responsibility for managing the work of others is not required or may be limited in scope or duration. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. Some indirect impact on decisions affecting organizational goals and objectives exists as responsibilities include duties that produce an analysis, formal recommendation, or significant advice used by others in making decisions.

**DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:**

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with work commonly performed by individuals assigned to positions in this class series and with no limits in assigning tasks in a wide variety of cases including cases of any complexity. Limited in assignment of tasks involving management responsibility and/or consultative role and/or the decision-making process. Requires knowledge, skills, and abilities generally acquired and developed through formal education resulting in an undergraduate degree, extensive training, and/or relevant experience in work of an equivalent type and complexity. A moderately high

degree of interpersonal skill is required to be able to communicate with and motivate others in the satisfactory performance of duties and responsibilities.

**MINIMUM QUALIFICATIONS FOR ENTRY TO CLASS:**

Must have one year of experience as a Developmental Disabilities Program Manager I in the North Dakota Department of Human Services or meet the following North Dakota Department of Human Services definition of a Qualified Developmental Disabilities Professional (QDDP).

*“A person who has at least one year of experience working directly with persons with an intellectual or developmental disability; is a doctor of medicine or has a bachelor’s or master’s degree in one of the following fields: social work, psychology, counseling, nursing, occupational therapy, physical therapy, child development and family science, communication disorders (includes audiology or speech pathology), severely multiply handicapped, special education, vocational, rehabilitation, sociology, elementary education, recreation therapy, or human resources administration and management (human service track). (Certification or licensure in one of the above fields is not required for a QDDP designation).”*

**DEVELOPMENTAL DISABILITIES PROGRAM MANAGER III**

4073

GRADE L

Responsibilities associated with this class consist of duties that may vary depending on circumstances and are accomplished through the use of a variety of procedures, processes, or methods. Decisions involve analysis of the circumstances to determine tasks involved and selection of appropriate procedures, processes, or methods to accomplish the tasks. Guidelines are available within the work area but requires some interpretation and/or adaptation for application to specific cases or problems associated with assigned duties. Responsibility for managing the work of others may be required, however, is limited in scope or duration. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. A specific impact on decisions affecting organizational goals and objectives exists as responsibilities include duties that produce significant portions of decisions made in conjunction with others.

**DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:**

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with work commonly performed by individuals assigned to positions in this class series with no limits in assigning tasks involving cases of any variety or complexity. Duties may include tasks involving management responsibility and/or consultative duties at a highly complex level and/or will require a high level of input in the decision-making process. Requires knowledge, skill, and ability generally acquired and developed through formal education resulting in an under graduate

degree, extensive training, and/or relevant experience in work of an equivalent type and complexity. A high degree of interpersonal skill is required to be able to communicate with, motivate, and/or change behavior of others in the satisfactory performance of duties and responsibilities.

**MINIMUM QUALIFICATIONS FOR ENTRY TO CLASS:**

Must have two years of experience as a Developmental Disabilities Program Manager I or II in the North Dakota Department of Human Services and meet the following definition of a Qualified Developmental Disabilities Professional (QDDP).

*“A person who has at least one year of experience working directly with persons with an intellectual or developmental disability; and is a doctor of medicine or has a bachelor’s or master’s degree in one of the following fields: social work, psychology, counseling, nursing, occupational therapy, physical therapy, child development and family science, communication disorders (includes audiology or speech pathology), severely multiply handicapped, special education, vocational rehabilitation, sociology, elementary education, recreation therapy, or human resources administration and management (human services track). (Certification or licensure in one of the above fields is not required for a QDDP designation).”*

Eff. Date: 2/93

Rev: 2/00 – Word processing conversion

Rev: 7/12 – Conversion to Hay System

Rev: 5/13 – Change Qualified Mental Retardations Professional (QMRP) to Qualified Developmental Disabilities Professional (QDDP) per DHS guidance

Rev: 3/19 – Update title for all levels and update minimum qualifications for II and III levels.