



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: JANUARY 26, 2010

CLOSING DATE: FEBRUARY 9, 2010

TITLE: PROGRAM SPECIALIST I

(L0755-0005 – Mental Retardation Program Specialist 1 – State Civil Service Title)

**DEPARTMENT: Department of Human Services – Office of Mental Health/Mental Retardation
154 West Ninth Street, Erie, PA 16501**

BARGAINING UNIT: NON-BARGAINING

**HOURS PER WEEK: 37.5 (Permanent, full-time)
8:30 AM – 5:00 PM, Monday - Friday**

**ENTRY RATE: Minimum: \$18.98/hour; \$37,011/annual
Maximum: \$34.47/hour; \$67,217/annual**

GRADE: M-1

POSTING LENGTH: 15 DAYS

THIS IS A CIVIL SERVICE POSITION THAT WILL BE FILLED FROM THE CURRENT STATE CIVIL SERVICE LIST OF ELIGIBLES FOR A MENTAL RETARDATION PROGRAM SPECIALIST 1. APPLICANTS MUST ALREADY BE ON SAID LIST AS OF THE CLOSING DATE OF THIS POSTING, 2/9/10. THIS POSITION REQUIRES PENNSYLVANIA RESIDENCY.

Inquires regarding this position may be directed to Maribeth Cray in the Personnel Department at 451-7418.

Functional Statement: This is professional work of an administrative nature involving program planning, analysis, and coordination of mental retardation services. The employee is responsible for the review, analysis, monitoring, and coordination of assigned mental retardation services and assisting in administering the mental retardation program.

DUTIES AND RESPONSIBILITIES

- Assists in the development of the annual mental retardation plan.
- Participates in the planning, development, and implementation of mental retardation service delivery system.
- Interprets rules, regulations, policies, and procedures and provides technical assistance to service providers for which employee has contract responsibility.
- Has knowledge of applicable state and federal regulations and monitors the program for conformance with them.
- Monitors performance requirements to assure compliance with state regulations.

- Responsible for comprehensive, annual MR program assessment.
- Meets with Support Coordination Unit and agencies to promote movement of clients to least restrictive settings in accordance with Office of Developmental Programs policy.
- Prepares proposals and various reports and surveys for the State.
- Reviews Individual Support Plans (ISP) and monitors Waiver programs for compliance with Office of Developmental Programs policy.
- Receives, reviews, and processes Unusual Incident Reports and Independent Monitoring from providers.
- Serves as liaison between MH/MR Office and various private, volunteer and governmental agencies. Assists with development of letters of agreement with such agencies.
- Represents the MH/MR Office at licensure visits by the Department of Public Welfare.
- Represents Erie County MH/MR office at various local and statewide meetings.
- Attends staff meetings and participates in in-service training.
- Performs Home and Community Services Information System (HCSIS) operations.
- Performs related duties as required.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

THE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NONMINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.