

**TITLE OF GROUP OF CLASSES: ASSISTANT ADMINISTRATOR  
OF VOCATIONAL REHABILITATION**

**TITLE OF CLASSES IN GROUP:**

**Class Code:**  
**(DISABILITY DETERMINATION) 02844401**  
**(REHABILITATION) 02844402**  
**Pay Grade: 32A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** As assigned, to be responsible for assisting an Administrator of Vocational Rehabilitation in the administration, planning and direction of a specific phase of a state program of vocational and independent living rehabilitation for the physically and/or mentally handicapped; or, as assigned, to assist in the administration and supervision of disability determination activities in accordance with the Federal Social Security Law; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of an Administrator or Deputy Administrator with considerable latitude for the exercise of independent judgement; work is reviewed for conformance to general objectives and policies.

**SUPERVISION EXERCISED:** Assigns duties to professional subordinate supervisors and reviews their work to assure adherence to proper methods and departmental policies.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

As assigned, to be responsible for assisting the Administrator or Deputy Administrator of Vocational Rehabilitation in the administration, planning and direction of a phase of a state program of vocational and independent living rehabilitation for the physical and/or mentally handicapped in such areas:

- the development of agency policies and procedures in accordance with federal and state regulations, for the delivery of rehabilitation services;
- the monitoring and evaluation of the agency's programs in order to improve the effectiveness and efficiency of services provided;
- the collection, analysis, interpretation and presentation of statistical and other research data;
- the supervision of personnel engaged in providing vocational rehabilitation services;
- the assessment of staff training needs and the designing, planning, and coordinating an overall program of staff development, responding to accessed needs, and evaluating impact of such training on client services;
- the representation of the agency of state, regional and national committees, councils, etc., in areas related to rehabilitation training;
- the development and management of grants, contracts, and agreements with vocational rehabilitation as an involved party;
- the continuous review of all rehabilitation facilities statewide to ensure compliance with standards set forth by the agency for the delivery of rehabilitation services;
- the general management of fiscal, personnel and public relations areas;

the development of agency policies and procedures in accordance with federal and state regulations and Social Security Administration program operations manual in order to deliver disability determination services;

Recruitment and training (initial and ongoing) of staff including professional, technical and clerical personnel;

the development of agency policies and procedures in accordance with federal and state regulations and Social Security Administration program operations manual in order to deliver disability determination services;

the interpretation of federal guidelines and policies designed to insure conformity of decision-making;

the design and supervision of an effective quality control system;

the continuous evaluation of the disability adjudication program to insure efficiency.

To coordinate activities with federal, state, local and private agencies and groups.

To do related work as required.

### **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the approved methods and practices used in rehabilitation work and vocational guidance work, or vocational disability determination; the ability to use initiative and skill in devising innovative methods of carrying out the program; the ability to plan, supervise and review the work of others and to assume the role of and Administrator or Deputy Administrator when needed; the ability to make studies and prepare reports; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing and possession of a Master's Degree in Rehabilitation, Vocational Education, Social Work, or Public Administration, with, or supplemented by, extensive courses, workshops, and training sessions in Rehabilitation, Vocational Education, Sociology, Personnel Management, Business Management and related medical training; and

**Experience:** Such as may have been gained through: employment in a responsible administrative or supervisory position in one or more of the following fields; Education, Public Welfare, Public Health, Employment Placement, or in a Rehabilitation or Disability Determination program.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: July 25, 1993

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