

**CLASS TITLE: DEPUTY ADMINISTRATOR OF
VOCATIONAL REHABILITATION**

**Class Code: 02844600
Pay Grade: 35A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: As assigned, to be responsible for assisting in the administration, planning and direction of a state program of vocational and independent living rehabilitation for the physically and/or mental handicapped; or, as assigned, to be responsible for the administration and supervision of all disability adjudication activities in accordance with agreements with the Federal Social Security Administration; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Administrator with wide latitude for the exercise of independent judgement; work is reviewed through conferences and reports for conformance to general objectives and policies.

SUPERVISION EXERCISED: Plans, directs, coordinates, supervises and evaluates the activities of a professional staff engaged in carrying out a program of rehabilitation services.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

As assigned, to be responsible for assisting in the administration, planning and direction of a state program of vocational and independent living rehabilitation for the physically and/or mentally handicapped in such as:

- 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 of an overall program of staff development, responding to accessed needs, and evaluating impact of such training on client services;

- the representation of the agency on state, regional and national committees, councils, etc., in areas related to rehabilitation training;

- the resolution of client grievances by acting as agency hearing officer in all formal appeals beyond the administrative review;

- the continuous review of all rehabilitation facilities statewide to ensure compliance with standards set by the agency for the delivery of rehabilitation services.

As assigned, to be responsible for the administration and supervision of all disability adjudication activities in accordance with agreements with the Federal Social Security Administration in such areas as:

- the general management of fiscal, personnel and public relations areas;

- the recruitment and training (initial and ongoing) of staff including professional, technical and clerical personnel;

- 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 ensure 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 approved methods and practices used in rehabilitation work as specifically applied to the physically and/or mentally handicapped or as applied to disability adjudication; a thorough knowledge of state and federal laws relating to the assigned program; the ability to assist in the administration of a statewide program of vocational and independent living rehabilitation for the handicapped or the ability to administer a unit engaged in disability adjudication activities as assigned; the ability to plan, organize, supervise and evaluate the work of others; the ability to develop and maintain an effective public relations program; the ability to conduct 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; and

Experience: Such as may have been gained through: employment in a responsible administrative and supervisory position in a private or public social agency engaged in providing rehabilitation services.

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

Class Revised: May 2, 1982

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