

**CLASS TITLE: SUPERVISING ADMINISTRATOR, REHABILITATION  
AND EDUCATION UNIT**

**Class Code: 02543800  
Pay Grade: 33A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the supervision and direction of the Education Unit within the provisions of the Workers' Compensation Act; to assist the Chief Administrator in managing the day-to-day operations of the Dr. John E. Donley Rehabilitation Center as well as other various activities; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Chief Administrator, with wide latitude for the exercise of initiative and independent judgement; work is subject to review for compliance with departmental policies, objectives, rules, and regulations, and the provisions of the Act and pertinent state laws.

**SUPERVISION EXERCISED:** Plans, organizes, supervises, and reviews the work of technical and clerical personnel.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the supervision and direction of the Education Unit within the provisions of the Workers' Compensation Act.

To provide assistance to the Chief Administrator, in carrying out various activities relative to the Dr. John E. Donley Rehabilitation Center.

To be responsible for managing the day-to-day operations of the Education Unit, as well as the Dr. John E. Donley Rehabilitation Center as Required by the Workers' Compensation Act.

To coordinate the necessary activities to evaluate rehabilitation programs submitted to the Director of the Department of Workers' Compensation for approval as provided in the Workers' Compensation Act.

To advise and/or consult with the Chief Administrator on matters relating or pertaining to the administration of the Education Unit.

To prepare analyses and reports for use by the Chief Administrator in order to evaluate the efficiency and effectiveness of current policies and/or procedures of the unit.

To render decisions of questions arising in connection with the conduct of services of the unit.

To establish and maintain working relations with various agencies and with individuals who are in the positions to aid the Workers' Compensation Education program.

To give publicity to the program on a statewide basis through personal interviews, conferences, addresses and other means.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the Workers' Compensation Act and the ability to apply such knowledge in the supervision and administration of a program involving workers' compensation education services; a through knowledge of general methods, procedures, and practices relative to workers' compensation; the ability to deal effectively with employees, labor organizations and other representatives; the ability to interpret and explain pertinent provisions of laws and regulations; the ability to plan, organize, supervise and review the work of a subordinate technical and clerical staff; the ability to prepare extensive written reports when required; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing; and  
Experience: Such as may have been gained through: considerable employment in a responsible supervisory or technical capacity analyzing and applying workers' compensation laws, rules, and regulations.

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

Class Created: August 23, 1992

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