

**TITLE OF GROUP OF CLASSES: SUPERVISOR OF VOCATIONAL  
REHABILITATION**

**TITLE OF CLASSES IN GROUP: (REHABILITATION) Class Code: 02843401  
(DISABILITY DETERMINATION) 02843402  
Pay Grade: 29A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for performing administrative and professional duties and for planning, supervising and reviewing the work of personnel engaged in the area of specialization indicated by the title of the class; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement work is reviewed usually upon completion for conformance to provisions of laws, rules and regulations.

**SUPERVISION EXERCISED:** Assigns, directs and reviews the work of professional and clerical employees.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

In the area of rehabilitation:

To perform administrative and professional duties in a statewide program of vocational rehabilitation of the physically and/or mentally handicapped.

To plan, supervise and review the work of personnel engaged in vocational rehabilitation services.

To consult with a superior on aspects of the over-all plan and policies to be followed in the administration of a statewide vocational plan and to recommend desirable changes in the plan and policies.

To develop methods and techniques for locating persons in need of rehabilitation, for obtaining medical diagnosis, medical and surgical treatment, physical, therapeutic and psychiatric treatments as needed; for vocational counseling; for vocational training; for financial aid; and for employment placement.

To prepare special studies and reports.

To do related work as required.

In the area of disability determination:

To perform administrative and professional duties in a statewide program of disability determinations in connection with the preservation of old age and survivors insurance benefits in accordance with laws effecting that eligibility.

To plan, supervise and review the work of personnel engaged in disability determinations.

To review methods and techniques used in disability determinations and recommend desirable changes.

To be responsible for assuring that disability determinations are correctly made with regard to supporting medical evidence, the nature and severity of the impairment, and the applicant's residual capacity to engage in gainful employment.

To be responsible for assuring periodic review of cases found eligible in order to ascertain that the impairment remains medically determinable and that it continues to preclude the disabled person from performing any substantially gainful employment.

To prepare special studies and reports

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPABILITIES:** A thorough knowledge of the principles and methods used in vocational guidance work or vocational disability examining; a working knowledge of the approved methods and practices used in the rehabilitation of the mentally and/or physically handicapped or a working knowledge of the methods, laws and practices investigations; the ability to plan, supervise and review the work of others; 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, including or supplemented by courses in rehabilitation, vocational education, or sociology; and

Experience: Such as may have been gained through: employment in one of the specialization's indicated in the title in the field of education, public health, public welfare or employment placement.

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

Class Revised: June 9, 1974

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