

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Rehabilitation Manpower Representative

SERIES NO.:

6423

MAJOR AGENCIES:

Rehabilitation Services Commission

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the rehabilitation manpower representative occupation is to provide technical assistance to program operators in job development &/or placement of rehabilitation clients in assigned district.

Note: Class designed exclusively for Rehabilitation Services Commission.

CLASS TITLE:

Rehabilitation Manpower Representative

CLASS NUMBER:

64231

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of manpower training &/or employment programs in order to provide technical assistance & advice to area staff members in job placement & job development efforts on behalf of rehabilitation clients.

<u>CLASS TITLE:</u> Rehabilitation Manpower Representative	<u>CLASS NUMBER:</u> 64231	<u>BARGAINING UNIT:</u> 12
--	--------------------------------------	--------------------------------------

EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides technical assistance & advice to area supervisors, rehabilitation supervisors & area staff pertaining to planning & development of placement & job development efforts in assigned district & provides direct & indirect assistance to placement counselors & other staff members in training & consultation of rehabilitation clients.

Develops & maintains working relationship with other agencies in assigned district (e.g., Ohio Department of Job & Family Services, federal & state civil service, public & private rehabilitation facilities, employers, unions, management organizations).

Maintains & distributes current legal information related to employment, on-job training & federal & state legislation & court decisions; monitors labor market data & employment trends; maintains library of current resource material.

Maintains statistical data related to job development & placement efforts to identify & support necessary production changes; performs variety of public relations duties (e.g., delivers speeches, arranges staff contact with business & industry).

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; state & federal regulations governing manpower training &/or employment programs; available human resources training & development programs; manpower planning; labor market data & employment trends. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; develop good rapport with clients & program operators.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

18 mos. trg. or 18 mos. exp. in state & federal regulations governing manpower training &/or employment programs; 18 mos. trg. or 18 mos. exp. in public relations; 18 mos. trg. or 18 mos. exp. in human resources training & development programs; 6 mos. trg. or 6 mos. exp. in labor market data & employment trends; 3 mos. trg. or 3 mos. exp. in manpower planning.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.