

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**RSC Rehabilitation Program Specialist/Vocational Rehabilitation  
Administrator**SERIES NO.:**

6979

**MAJOR AGENCIES:**

Rehabilitation Services Commission Only

**EFFECTIVE DATE:**

04/02/2006

**SERIES PURPOSE:**

The purpose of the RSC rehabilitation program specialist occupation is to coordinate and review programs in assigned region or on statewide basis, or develop and review rehabilitation programs in assigned region or statewide or to develop & implement & administer statewide programs of vocational rehabilitation & service delivery systems.

At the advanced level, incumbents coordinate & review programs in assigned region or on statewide basis & act as liaison with field staff providers and special population groups; or develop & coordinate regional or statewide programs; or review, analyze & evaluate federal laws & regulations & Ohio state laws to insure compliance of all RSC administrative rules & recommend needed changes & plan, develop, coordinate & manage RSC administrative rule-filing process in accordance with Chapter 119 rule filing process; or develop, coordinate & review rehabilitation programs in assigned region or statewide.

At the first managerial level, incumbents administer & direct multiple statewide vocational rehabilitation support programs (i.e., supported employment, public affairs, research & statistics, rehabilitation technology & engineering, employer marketing, job placement services, cash transfer agreement management, community resources, community based delivery systems, policy & procedures, quality assurance, agency strategic planning, policy development, or program & fiscal audits), or to serve as manager of the office of consumer & legislative affairs.

At the second managerial level, incumbents assist in administration of one vocational rehabilitation service bureau.

At the third managerial level, incumbents administer one vocational rehabilitation service bureau or central office division.

Note: This classification series shall be used by the Department Of Rehabilitation Services Commission only.

**CLASS TITLE**

RSC Rehabilitation Program Specialist

**CLASS NUMBER**

69790

**PAY RANGE**

13

**EFFECTIVE**

04/02/2006

**CLASS CONCEPT:**

The advanced level class works under direction & requires thorough knowledge of human services area (e.g., rehabilitation counseling, counseling, social work, rehabilitation teaching, communication disorders, special education, guidance counseling, psychology, sociology, social work, child & family community services) in order to coordinate & review programs in assigned region or on statewide basis & act as liaison with field staff providers & special population groups; or develop & coordinate regional (i.e., more than one geographical area) or statewide rehabilitation program; or review, analyze & evaluate federal laws & regulations & Ohio state laws to insure compliance of all RSC administrative rules & recommend needed changes & plan, develop, coordinate & manage RSC administrative rule-filing process in accordance with Chapter 119 rule filing process; or develop, coordinate & review rehabilitation programs in assigned region or statewide, develop program policies & write procedural manuals, establish program goals & monitor use of grant funds.

**CLASS TITLE**

Vocational Rehabilitation Administrator 1

**CLASS NUMBER**

69791

**PAY RANGE**

15

**EFFECTIVE**

04/02/2006

**CLASS CONCEPT:**

The first managerial level class works under general direction & requires thorough knowledge of vocational rehabilitation services & programs or related human services field or public or business administration in order to administer & direct multiple statewide vocational rehabilitation support programs (i.e., supported employment, public affairs, research & statistics, rehabilitation technology & engineering, employer marketing, job placement services, cash transfer agreement management, community resources, community based delivery systems, policy & procedures, quality assurance, agency strategic planning, policy development, or program & fiscal audits); or to serve as manager of office of consumer & legislative affairs & in-addition to each preceding option, to supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Vocational Rehabilitation Administrator 2	69792	16	04/02/2006

**CLASS CONCEPT:**

The second managerial level class works under general direction & requires extensive knowledge of vocational rehabilitation services & programs or related human services field or public or business administration in order to assist in administration of one vocational rehabilitation bureau (i.e., bureau of vocational rehabilitation, bureau of services for visually impaired) .

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Vocational Rehabilitation Administrator 3	69793	18	04/02/2006

**CLASS CONCEPT:**

The third managerial level class works under administrative direction & requires extensive knowledge of vocational rehabilitative services & programs or related human services field or public or business administration in order to administer one vocational rehabilitation service bureau (i.e., disability determination; service for visually impaired; vocational rehabilitation) or central office division (i.e., encompassing planning, development, evaluation & budget) & supervise lower-level administrative/managerial staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
RSC Rehabilitation Program Specialist	69760	12	04/02/2006	13

**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.)**

Coordinates & reviews programs (e.g., county 169 programs; infant, child &/or adult rehabilitation programs) in assigned multi-county or district area & provides specialized consultative assistance to program staff (i.e., advises & trains counselors & rehabilitation teachers, interprets & develops program rules & regulations, assists in program compliance to rules & regulations & evaluates program effectiveness) & acts as liaison between agency central office & program &/or field staff &/or rehabilitation service providers & provides consultative assistance for specialized program areas (i.e., independent living, programs leading to sheltered or competitive employment, transitional services & supported employment) & acts as liaison with special population groups for disabled community & consumer groups;

OR

Develops & coordinates regional (i.e., more than one geographical area) or statewide program of rehabilitation (e.g., governor's initiative; enterprise works; ladders to success), develops program policies & procedures for assigned programs & writes procedural manuals, establishes program goals & oversees activities of program staff;

OR

Reviews, analyzes & evaluates federal laws & regulations & Ohio state laws to insure compliance of all RSC administrative rules & recommends needed changes & plans, develops, coordinates, & manages RSC administrative rule-filing process in accordance with Chapter 119 rule filing process;

OR

Develops & coordinates regional (i.e., more than one geographical area) or statewide program of rehabilitation (e.g., chartered special education programs; relocation of mentally retarded or mentally ill persons & development of community based services; job placement program for vocational rehabilitation clients; field services for industrial vocational rehabilitation), develops program policies & procedures for assigned programs & writes procedural manuals, establishes program goals & oversees activities of program staff.

Writes reports of contacts with program staff; writes program evaluation reports for professional services staff & administrative personnel; reviews & monitors contracts; assists in writing grant proposals; acts as resource to staff & employers & provides information & staff training on vocational rehabilitation programs; develops & maintains working relationships with employers & provides technical assistance regarding employment related matters (e.g., job site training; assesses work-site & job duties for appropriate match for consumer placement); identifies, researches &/or projects employer needs; communicates job openings to employer services specialists, counselors & community rehabilitation programs (e.g., goodwill); provides technical assistance to counselors (e.g., communicates progress of programs; advises counselors of program changes; tracks counselor authorizations for program budget); promotes self-employment program (i.e., enterprise works); works with appropriate entities (e.g., counselors; program coordinators/staff) to ensure delivery of program services; develops program contracts in accordance with agency policy; prepares & monitors grant award agreements; reviews & approves vendor invoices & invoices for reimbursement under consumer group grant award agreements; monitors contract spending;

OR

Assists in evaluating quality & quantity of services provided in rehabilitation facilities & recommends changes in service delivery techniques; advises on new methods, concepts & approaches to be utilized; acts as technical advisor to staff, employers & contractors & provides information & technical assistance on rehabilitation programs (e.g., governor's initiative; enterprise works; ladders to success); provides consultation, workshops, & seminars related to assigned program (e.g., brain injury program; supported employment; hearing impaired program); provides consultation & technical assistance to management staff public & private agencies, consumers/their families/advocates regarding assigned program & case service delivery; provides technical assistance to employers regarding employment related matters (e.g., job site training; assesses worksite & job duties for appropriate match for consumer placement; purchases & tags equipment for RSC inventory; researches & projects employer needs; communicates job openings to employer services specialists, counselors & community rehabilitation programs (e.g., goodwill); develops & maintains working relationships with employers; communicates progress of programs to counselors; promotes self-employment program (i.e., enterprise works); works with appropriate entities (e.g., counselors; program coordinators/staff) to ensure delivery of program services)

Serves as liaison to program/agency staff, outside state & local agencies, & consumer groups (e.g., listens to complaints about agency programming from consumer groups & provides response; provides rationale for agency programming decisions; negotiates options with contractors to improve poor contract performance; contacts individuals to obtain information on research topics; answers questions from field staff concerning policy &/or best practices; resolves conflicts between state employees & specialty vocational rehabilitation programs; ensures timely delivery of services to consumers); assists in identifying/identifies needs in program area &/or identifies needs of assigned populations (e.g., public assistance recipients; consumers using one-stop employment centers); develops options that address needs & prepares information clarifying identified needs; proposes strategies for services; prepares reports of program activities;

OR

Makes recommendations for most efficient & effective use of service & grant funds; designs guidelines & other explanatory material for preparation of federal grant requests, program proposal, contract service plans & cooperative agreements with public & private agencies; serves as liaison & provides continuous consultations & direction to all phases of agency programs related to assigned program (e.g., interprets RSC vocational rehabilitation policies & procedures to agency staff, applicants & consumers & other state agencies; responds to inquiries; explains consumer information related to RSC forms, brochures & publications; serves as resource person specializing in assigned area; provides in-service training on transition policy, procedures, practices & guidelines to RSC staff, consumers of VR, educators, parents, advocates, consumer & general public; acts as facilitator, negotiator & leader in conducting focus groups & work teams to identify consumer needs); prepares biennial budget reports to include projected spending; monitors budget reports & initiates corrective action as necessary to reconcile expenditures to budget lines; monitors & disseminates quarterly statistical & programmatic reports; tracks grants & contract invoices to monitor fiscal compliance.

Operates personal computer to produce various documents (e.g., contracts; progress reports); prepares reports; maintains important operational & financial records & reports (e.g., business plans; personal financial histories; credit reports; disability information); approves & tracks expenditures; ensures appropriate use of state funds/resources; attends meetings & conferences; makes presentations on behalf of agency &/or provides training to staff, employers & community;

OR

Advises rehabilitation facilities & state staff on methods of maintaining acceptable state standards for rehabilitation facilities & to insure compliance with occupational safety regulations, other appropriate laws, rules & regulations; operates personal computer to produce various documents (e.g., contracts; agreements; progress reports); compiles & analyzes data & prepares quarterly reports on data, projects & contracts; maintains important operational & financial records & reports (e.g., business plans & projections; personnel, payroll & benefit information; disability information & diagnosis; personal & financial information); represents agency at state & national meetings & conferences.

#### **MAJOR WORKER CHARACTERISTICS:**

Knowledge of vocational rehabilitation programs; human services (e.g., rehabilitation counseling; counseling; social work; rehabilitation teaching; communication disorders; special education; guidance & counseling; psychology; sociology; child & family community services); human resource training & development; public relations; management consulting; public accounting; public budgeting or public finance; human services field; federal & state laws & rules governing operation of vocational rehabilitation programs; technical writing; effective oral communication. Skill in operation of personal computer\*. Ability to deal with many variables & determine specific action; calculate fractions, decimals & percentages; develop complex reports & position papers; gather, collate & classify information about data, people or things, handle sensitive inquiries from & contacts with officials & general public; prepare & deliver speeches before general public.

(\*) Developed after employment.

#### **MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate degree in a human services area (i.e., rehabilitation counseling, counseling, social work, rehabilitation teaching, communication disorders, special education, guidance & counseling, psychology, sociology, child & family community services), as required by an accredited college or university.

-Or completion of graduate-level coursework in other related vocational rehabilitation area (e.g., rehabilitation management/administration) from an accredited college or university.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Vocational Rehabilitation Administrator 1	69791	EX	04/02/2006	15

**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.)**

Administers & directs multiple statewide vocational rehabilitation support programs (i.e., supported employment, public affairs, research & statistics, rehabilitation technology & engineering, employer marketing, job placement services, cash transfer agreement management, community resources, community based delivery systems, policy & procedures, quality assurance, agency strategic planning, policy development or program & fiscal audits) to support federally mandated vocational rehabilitation services & delivery systems;

OR

Administers office of consumer & legislative affairs providing statewide vocational rehabilitation programs (i.e., independent living, personal care assistance services, governor's council on people with disabilities) for consumers with disabilities & directs legislative activities relative to vocational rehabilitation programs, promotes improved accessibility to rehabilitation services & enhanced program strategies for people with disabilities & supervises programs that promote consumer involvement & advocacy (e.g., consumer advisory council, state independent living council, personal care assistance advisory committee);

Analyzes & evaluates agency programs, policies & procedures; ensures compliance with federal/state laws & regulations; recommends program changes; evaluates cost effectiveness & accountability of programs; assists in developing policy & directives; ensures timely development of planning documents; develops operating plans, goals & budget, monitors goal accomplishment & fiscal compliance; attends/represents agency with consumers, employers, community rehabilitation organizations, educational systems, government officials & news media, & in addition, with each preceding option, supervises assigned staff, to include RSC rehabilitation program specialist, or comparable professional staff.

Acts as administrative/managerial liaison between central office & field operations; evaluates operational needs involved in service delivery & case services; represents agency with medical, educational &/or consumer organizations; analyzes transitional programs & specialized services; develops contracts & provides consultation for inter-governmental services; coordinates activities with community mental health boards, state institutions & other private & public service providers; oversees contract agreements, state & federal reports & develops position papers to gain public &/or private support of program enhancement (e.g., project boss, community based delivery systems); writes rationales & cost accounting for grants & matching dollars from multiple funding sources.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of vocational rehabilitation programs & government regulations; budgeting; supervisory principles & techniques; human resource management; labor relations; coaching, counseling & mentoring subordinates; human resource development; contract administration; hiring procedures; interviewing; fiscal management; compensation & benefits; disciplinary procedures; federal/state laws & regulations (e.g., EEO, ADA, civil service laws & rules, ethics law); public relations. Ability to develop rapport with subordinates, co-workers, supervisor & public; cooperate with co-workers on group projects; effectively resolve conflicts between parties; recognize unusual or threatening conditions & take appropriate action; investigate performance issues & implement/ recommend necessary action; effectively coach, counsel & train employees; establish & effectively communicate performance expectations; monitor sensitive situations; establish developmental plans for staff; maintain an environment free from harassment & discrimination; assess impact of actions on self & organization; make decisions based on valid reasoning; write complex reports & position papers.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate major program core coursework in vocational rehabilitation counseling or rehabilitation administration or related human services field or public or business administration; 4 yrs. exp. as Rehabilitation Program Specialist, 69790 with RSC, or 3 yrs. exp. as vocational rehabilitation supervisor/manager/administrator in vocational rehabilitation agency or related human services, education or social service field.

-Or completion of undergraduate major core program in vocational rehabilitation counseling or rehabilitation administration or related human services field or public or business administration; 6 yrs. exp. as Rehabilitation Program Specialist, 69790 with RSC, or 5 yrs. exp. as vocational rehabilitation supervisor/manager/administrator in vocational rehabilitation agency or related human services, education, or social services field.

-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:**

Requires in-state travel with infrequent overnight stays.

<b>CLASS TITLE</b>	<b>CLASS NUMBER</b>	<b>B. U.</b>	<b>EFFECTIVE</b>	<b>PAY RANGE</b>
Vocational Rehabilitation Administrator 2	69792	EX	04/02/2006	16

**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.)**

Assists in administration of vocational rehabilitation bureau (i.e., bureau of vocational rehabilitation, bureau of services for visually impaired), responsible for state-wide vocational rehabilitation programs & delivery systems, & supervises (i.e., has authority to hire, evaluate, transfer, suspend, discipline & train), directs program functions in absence of director, assists in vocational rehabilitation program planning, development & evaluation, prepares total bureau operating budget & evaluates goals, special projects & initiatives & analyzes case service, administrative & operating costs for both federal & state monies, assists in developing agency's yearly operating plan, exercises independent judgment for fiscal control & accountability of agency's programs & services to consumers, analyzes & assesses policies, programs & procedures for vocational rehabilitation programs on statewide basis, formulates, administers & assesses all phases of direct service delivery, benefit eligibilities & services, coordinates vocational rehabilitation networking at all governmental levels, with private rehabilitation facilities & other service providers, analyzes data to identify & correct deficiencies in service delivery, & ineffective costing, & analyzes trends & shifts in populations with disabilities either by demographics or disability type & in conjunction with labor market trends.

Collaborates with central office entities in support of vocational rehabilitation service delivery; supervises/manages specialized activities of central office program support functions as operating needs dictate if assigned; assists with legislative processes for assigned agency to attract legislative action for agency's programs & funding; interacts with federal, state & local government officials, consumer groups & advocates for populations with disabilities; represents agency on regional & national level for formulation of legislation & program policy development & revision; provides technical assistance & consultative services to community resources as well as other state & federal agencies; maintains federal & inter-agency relations to facilitate goals of agency; delivers speeches to community or service organizations & professional associations; testifies & makes presentations before general assembly & congressional committees regarding programs & funding of vocational rehabilitation, business enterprise & transitional/supported employment; develops inter-agency agreements & contracts; develops complex reports & position papers; writes reports & provides written testimony in support of resources & pending legislation enhancing rehabilitation services & long range employment strategies of people with disabilities.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of vocational rehabilitation counseling or related human services field or public or business administration; vocational rehabilitation programs & government regulations analysis; budgeting; supervisory techniques/principles; human resource management; labor relations; coaching, counseling & mentoring subordinates; human resource development; contract administration; hiring procedures; interviewing; fiscal management; compensation & benefits; disciplinary procedures; federal/state laws & regulations (e.g., EEO, ADA, civil service laws & rules, ethics law); public relations. Skill in use of calculator. Ability to develop rapport with subordinates, co-workers, supervisor & public; cooperate with co-workers on group projects; effectively resolve conflicts between parties; recognize unusual or threatening conditions & take appropriate action; investigate performance issues & implement/recommend necessary action; effectively coach, counsel & train employees; establish & effectively communicate performance expectations; monitor sensitive situations; establish developmental plans for staff; maintain environment free from harassment & discrimination; assess impact of actions on self & organization; make decisions based on valid reasoning; write complex reports & position papers; handle sensitive inquiries from & contacts with officials & general public; gather, collate & classify information about data, people or things.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate major program core coursework in vocational rehabilitation counseling or rehabilitation administration or related human services field or public or business administration; 4 yrs. exp. as vocational rehabilitation supervisor/manager/administrator in vocational rehabilitation agency or related human services, education or social service field.

-Or completion of undergraduate major core program in vocational rehabilitation counseling or rehabilitation administration or related human services field or public or business administration; 6 yrs. exp. as vocational rehabilitation supervisor/manager/administrator in vocational rehabilitation agency or related human services, education, or social services field.

-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:**

Requires in-state travel with infrequent overnight stays.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Vocational Rehabilitation Administrator 3	69793	EX	04/02/2006	18

**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.)**

Administers one vocational rehabilitation bureau (i.e., disability determination; vocational rehabilitation; services for visually impaired, disability determination) or central office division (i.e., encompassing planning, development, evaluation & budget) responsible for state-wide vocational rehabilitation programs & delivery systems & supervises lower-level administrative & management staff, directs staff in development & execution of mission & goals of agency, administers policy development & program planning, advocates & ensures compliance with policies & procedures for people with disabilities act, exercises administrative control & fiscal accountability of agency programs, & staffing, establishes expenditure priorities & allocations for annual budget, enforces budgetary compliance or amends program staffing allocations & in absence of agency director, directs all administrative & operational activities of agency as assigned.

Directs maintenance, preparation, review & approval of all records & reports (i.e., confidential client/claimant history, case records, medical/ psychological records, settlements, client complaints, state & federal audits, program evaluations, statistical data & analysis, budgets) affecting agency programs; manages efforts to ensure agency compliance with government regulations (e.g., Sections 503 & 504, Rehabilitations Act of 1973 & its amendments, Civil Rights Act, Americans with Disabilities Act); researches & prepares position papers for local, state & national jurisdictions affecting vocational rehabilitation programs & staffing; conducts on-going assessment of operations & administrative aspects of agency programs through studies, reports & related analysis; designs & implements changes to correct deficiencies, or improve efficiencies, or address program changes resulting from legislation, court & arbitration actions or administrative review; works with other organizations in evaluating service delivery methods & direct policy changes; keeps organizations abreast of state & federal program changes; represents agency on state, regional & national committees & work groups regarding rehabilitation programs, independent living & vocational planning for citizens with disabilities; represents Ohio in social security affairs (e.g., legislative hearings, state-federal contract proposals, participates in projects to determine regional & national goals & objectives); develops interagency agreements & contracts; provides information on programs to private organizations, government agencies, officials & general public.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of vocational rehabilitation counseling or related human services field or public or business administration; vocational rehabilitation programs & government regulations analysis; budgeting; supervisory techniques/principles; public relations. Skill in use of calculator. Ability to define unusual problems, collect data, establish facts & draw complex conclusions; write complex reports & position papers; handle sensitive inquiries from & contacts with officials & general public; gather collate & classify information about data, people or things.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate major program core coursework in vocational rehabilitation counseling or rehabilitation administration or related human services field or public or business administration; 6 yrs. exp. as vocational rehabilitation supervisor/manager/administrator in vocational rehabilitation agency, or related human services, education or social service field.

-Or completion of undergraduate core program in vocational rehabilitation counseling or rehabilitation administration or related human services field or public or business administration; 8 yrs. exp. as vocational rehabilitation supervisor/manager in vocational rehabilitation agency or related human services, education, or social services field.

-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:**

Requires in-state travel with infrequent overnight stays.