



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
REHABILITATION MANAGER II	39	A	12.455
REHABILITATION MANAGER I	38	A	12.409

SERIES CONCEPT

Rehabilitation Managers plan, organize, and manage the operations and services of a district or statewide office; ensure programs and associated services are administered in compliance with applicable laws, regulations, policies and procedures; and participate in program planning, development and implementation.

Manage assigned program areas to meet the goals and objectives of the program; assign work and monitor the achievement of qualitative and quantitative goals; organize and direct the utilization of personnel, materials, and fiscal resources; implement new regulations and policies and procedures; mediate disputes with clients, staff, and service providers; and develop and implement preventive and corrective action when quality and quantity outcomes deviate from program goals and objectives.

Ensure consistent application and conformance with laws, regulations, requirements and restrictions related to assigned programs; interpret and apply complex laws, rules, regulations and policies related to the full range of services applicable to the assignment; participate in developing and reviewing initiatives, policies, forms and other materials.

Plan, design, implement, monitor and evaluate assigned programs and services; identify community and clients needs; identify and secure resources; and coordinate planning and implementation internally and externally.

Plan and administer financial resources to ensure efficient operations and compliance with budgetary limitations; develop budget recommendations and justifications; review and monitor fiscal and management reports; approve fiscal transactions and documents within established limits; provide justification for exceptions; administer contracts and grants; and direct maintenance of an inventory control system.

Serve as a representative of the program to promote and coordinate efforts to achieve goals and objectives; establish and maintain working relationships with community organizations, other state and federal agencies, service providers, and the public; make presentations to interested groups and the media; and represent the program on interagency boards and councils.

Supervise and evaluate the performance of subordinate supervisors and program personnel; identify personnel needs; recruit and interview applicants for position vacancies; review and approve work performance standards; identify staff training needs and arrange and authorize appropriate training; counsel staff and take appropriate disciplinary action when necessary.

Manage facilities occupied by program staff as assigned; identify lease options and arrange for maintenance and repair services; plan and coordinate office layout and cost sharing with other occupants; maintain building safety and security standards; plan for future expansion.

Perform related duties as assigned.

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CLASS CONCEPTS

Rehabilitation Manager II: Under general direction, incumbents manage the operations and service delivery of a large district with metropolitan and multiple satellite offices that provide diverse and complex rehabilitation services to clients; supervise subordinate Rehabilitation Supervisors that supervise a highly skilled and educated staff of professionals. Rehabilitation Manager II's must have higher-level knowledge, skills, and abilities required to approve individualized plans for employment.

Rehabilitation Manager I: Under limited supervision, incumbents perform the range of duties described in the series concept; manage the operations and service delivery of an organizational unit such as the Bureau of Disability Adjudication which provides Social Security Disability Adjudication services statewide and supervises subordinate Disability Adjudication Supervisors and information technology/data processing staff.

MINIMUM QUALIFICATIONS

REHABILITATION MANAGER II

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in rehabilitation counseling or health, social or other related behavioral science, two years of supervisory experience which included implementing, monitoring and evaluating the effectiveness of strategies, analyzing and interpreting complex laws and regulations to ensure compliance, recommending implementation of strategies, and supervising professional staff, and proof of eligibility to sit for the Rehabilitation Counselor Certification exam from the Commission on Rehabilitation Counselor Certification; **OR** two years of experience as a Rehabilitation Supervisor in Nevada State service.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: federal and State laws and regulations applicable to programs for persons with disabilities; principles and practices of management and public administration; program development, implementation and evaluation; budget development and administration; social, economic, educational and vocational trends including high demand occupations and related labor market demands; principles of organizational structure, analysis and design; medical, social, vocational, psychological, and independent living needs of persons with disabilities; State and federal trends impacting programs and services; relevant State and federal program operations and requirements sufficient to resolve policy and operations questions.

General knowledge of: primary economic indicators used in making revenue projections; grant management practices; rehabilitation process, disabilities, vocational issues, medical terminology, rehabilitation engineering, and independent living programs. **Ability to:** develop program philosophy, methodology and implementation; and analyze statistical data and identify trends in workload performance; prepare and deliver oral group presentations to persuade, motivate, and provide information to others; understand the level of knowledge, skills, and abilities of staff from several disciplines and organize and direct the work activities accordingly; review client case files against federal, State, and division prescribed standards; supervise subordinate supervisors including accomplishing established objectives, delegating responsibility, training, evaluating performance and administering necessary discipline; manage publicly funded, multi-million dollar budgets with diverse funding sources; accurately forecast fluctuations in revenues which impact development of the biennial budget as required. **Skill in:** developing and recommending strategies to attain established goals; implementing, monitoring and evaluating the effectiveness of planned strategies; and analyzing and interpreting complex laws and regulations to ensure compliance and recommend implementation strategies; *and all knowledge, skills, and abilities required at the lower level.*

REHABILITATION MANAGER II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: State, agency and bureau information management systems, generated reports, and

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MINIMUM QUALIFICATIONS (cont'd)

REHABILITATION MANAGER II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

accounting procedures. **Working knowledge of:** rehabilitation process, disabilities, vocational issues, medical terminology, rehabilitation engineering, and independent living programs. **Ability to:** analyze client needs and prepare fundable proposals for federal financial participation as required; work effectively with volunteer boards as required.

REHABILITATION MANAGER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, a field of social science, vocational rehabilitation or evaluation, or related field and two years of supervisory experience supervising journey level professional staff providing disability-related services; **OR** an equivalent combination of education and experience as described above. (Education above the bachelor's degree level may only be substituted for one year of supervisory experience.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: federal and State laws and regulations applicable to assigned program areas; principles and practices of management and public administration; principles and practices of supervision and training; principles and practices of fiscal management; quality assurance principles and practices; program development, implementation and evaluation; budget development and administration; personal computers and associated software sufficient to prepare documents and statistical reports; principles of vocational evaluation; functional limitations due to medical and psychological impairments; team dynamics.

General knowledge of: computer operations sufficient to oversee efficient operation of data processing.

Ability to: analyze and interpret complex federal and State laws and regulations to ensure compliance; analyze fiscal data and plan, prepare and manage budgets; plan, organize and direct the work of others; mediate between contending individuals or groups; summarize technical information in common terminology for dissemination to staff and the general public; establish and maintain cooperative working relationships with subordinates, peers, support staff, administrative staff, board members, and other individuals and organizations; set priorities within broadly defined goals and objectives; foster a stimulating and accepting work environment; write concise, logical and grammatically correct business correspondence, analytical reports and technical materials; implement, monitor and evaluate the effectiveness of planned strategies; analyze a situation and develop an effective plan of action. **Skill in:** discussing a variety of job related topics on short or no notice.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Rehabilitation Manager II.*)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	5/18/78	11/21/73
REVISED:		5/18/78
REVISED:	7/1/93P	7/1/93P
REVISED:	11/6/92PC	11/6/92PC
REVISED:	10/1/97UC	10/1/97UC
REVISED:	7/1/05P	7/1/05P
	10/1/04PC	10/1/04PC
REVISED:	6/10/16PC	6/10/16PC