



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 CHIEF II	41	A	12.402
REHABILITATION CHIEF I	40	A	12.404

SERIES CONCEPT

Rehabilitation Chiefs plan, organize, direct and administer the delivery of services within major program areas, and direct and supervise managerial, supervisory and professional staff and operations.

Establish, implement, and monitor the accomplishment of program goals and objectives to ensure programs are administered in compliance with federal and State regulations and in accordance with the division mission; evaluate organizational performance in meeting program and operational objectives and performance measures; assess program processes, funding, resource allocations, dynamics and organizational structure; develop strategies for innovative use of resources; utilize management reports to review progress in achieving goals and objectives and take corrective action when projection indices for successful outcomes indicate deficiencies in case management; review and interpret federal and State regulations governing assigned program areas.

Analyze demographic trends, statistical data, and assess the needs of the population; consult with advisory councils and federal partners regarding priority areas; consult with the administrator regarding department and division goals and objectives; determine the availability of resources; establish meaningful and attainable goals and objectives and a strategic plan; plan staff activities through conferences and discussions; monitor staff activities to determine progress towards meeting goals and objectives, assess the quality and effectiveness of completed projects and assignments, and plan for future needs.

Develop operating and program budgets and monitor approved budgets; develop objectives, rationale, and costs for new or expanded programs, addition of personnel, and purchase of equipment; provide recommendations for incorporation into the division or federal agency budget; authorize spending plans and monitor and authorize expenditures.

Serve as a liaison with a variety of groups and individuals including advisory councils, consumer groups, community organizations, representatives of business and industry, agency administrators and managers, State and federal government officials, and local and national professional groups; solicit public participation in service planning; promote program goals and objectives; provide assistance with program development; coordinate program development and implementation with other agencies and programs; negotiate solutions to problems and mediate complaints; maintain current knowledge of the profession and issues and trends related to assigned program areas.

Develop or direct staff to develop State plans, policies, and procedures related to assigned program areas by reviewing and interpreting federal and State laws and regulations; recommend and draft proposed changes in legislation and regulations.

Supervise managers, supervisors and professional personnel to accomplish goals and objectives; may provide administrative supervision to medical and mental health professionals as related to program operations; interview applicants and select personnel; delegate authority and responsibility to staff; ensure appropriate training is provided; develop work performance standards and conduct performance evaluations; provide counseling, guidance, motivation and disciplinary action.

Perform related duties as assigned.

CLASS CONCEPTS

Rehabilitation Chief II: Under general direction of an administrator or deputy administrator, incumbents direct and control the operations and delivery of comprehensive services or benefits on a statewide basis to individuals with disabilities that are seeking those services or benefits.

Incumbents at this level direct the management of two or more districts throughout the State with multiple metropolitan and satellite offices and supervise Rehabilitation Chief I or Rehabilitation Managers who supervise a highly skilled and educated staff of professional Rehabilitation Supervisors and Counselors, and/or Disability Adjudication Supervisors; review budget submission and various fiscal spending reports; serve as a liaison with federal and other partners; monitor quality and compliance; and identify alternatives or plans for improvement in resolving deviations from established goals and objectives.

This level is distinguished from the Rehabilitation Chief I by the broader scope of responsibility, more diverse population needs, more extensive community and other partnerships, and greater supervisory/managerial responsibility required to administer disability service programs.

Rehabilitation Chief I: Under general direction of an administrator, deputy administrator, or Rehabilitation Chief II, incumbents direct and control the operations and service delivery of comprehensive services or benefits on a statewide basis to individuals with disabilities that are seeking those services or benefits.

Incumbents at this level supervise Rehabilitation Managers, supervisors, and professional staff; review budget submission and various fiscal spending reports; serve as a liaison with federal and other partners; monitor quality and compliance; and identify alternatives or plans for improvement in resolving deviations from established goals and objectives.

MINIMUM QUALIFICATIONS

REHABILITATION CHIEF II

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in public administration, business administration, vocational rehabilitation, social services, behavioral sciences, or related field and three years of managerial experience which included responsibility for program planning, development and implementation, interpretation and application of regulations, budget development, management, and managing professional personnel; **OR** Bachelor's degree from an accredited college or university in public administration, business administration, vocational rehabilitation, social services, behavioral sciences, or related field and four years of managerial experience as described above; **OR** one year of experience as a Rehabilitation Chief I in Nevada State service; **OR** an equivalent combination of education and experience as described above.

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

Working knowledge of: quality management; effective change management; programmatic, budgeting and operational aspects of related agencies; applicable federal and State regulations and policies. **General knowledge of:** disability services programs and medical and psychological terminology sufficient to analyze and understand the information contained in client case files. **Ability to:** develop long range plans to achieve agency goals and federal and legislative mandates; analyze data, draw conclusions and develop solutions and recommendations; communicate effectively in writing sufficient to prepare comprehensive reports and proposals; design, develop and implement programs; establish program objectives and performance goals; develop criteria to evaluate effectiveness of program operations and apply corrective action plans when appropriate; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: program policies and procedures; State rules for personnel administration; divisional goals, objectives, policies and procedures; State budget development and monitoring processes.

MINIMUM QUALIFICATIONS (cont'd)

REHABILITATION CHIEF I

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in public administration, business administration, vocational rehabilitation, social services, behavioral sciences, or related field and two years of managerial experience which included responsibility for program planning, development and implementation; interpretation and application of regulations; developing and managing a program or agency budget; and managing professional personnel; **OR** Bachelor's degree from an accredited college or university in public administration, business administration, vocational rehabilitation, social services, behavioral sciences, or related field and three years of managerial experience as described above; **OR** an equivalent combination of education and experience as described above.

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

Working knowledge of: the principles of program budgeting; basic accounting principles; methods and practices of administration, management and supervision; and regulations and practices related to personnel administration. **Ability to:** successfully communicate with professionals which may include physicians, psychologists, hearing officers, counselors and disability adjudication staff; effectively use specialized legal counsel within the bureau specific to program requirements and compliance; collect and analyze data and information, draw and compare conclusions, and make decisions based on analysis; read and understand federal and State laws, professional journals, program documents, case files, and statistical reports; exchange ideas, information, and opinions with others to formulate policies and programs and arrive jointly at decisions, conclusions, or solutions; organize work flow to accomplish established objectives; delegate responsibility; hire, train, and evaluate staff; provide direction and guidance; administer necessary discipline; motivate and stimulate others to effective action; effectively plan, organize, direct, control and coordinate assigned resources to achieve the bureau's mission, goals and objectives; work independently with minimal direction; establish and maintain cooperative working relationships with federal, State, and local government officials, management, peers, subordinates, staff of other agencies, clients, and the general public; write concise, logical, grammatically correct analytical reports, program documents, and business correspondence; make oral group presentations to inform and educate others regarding a specific opinion or action and to explain procedures, policies, and regulations; proficiently operate a personal computer, including utilizing Microsoft office products.

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

	<u>12.402</u>	<u>12.404</u>
ESTABLISHED:	7/1/05P 10/1/04PC	7/1/93P 10/23/92PC
REVISED:		7/1/93LG
REVISED:		4/29/98R
		5/6/99UC
REVISED:		7/1/05P
		10/1/04PC
REVISED:	3/8/17UC	3/8/17UC