



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 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 a deputy administrator, incumbents direct and control the delivery of comprehensive rehabilitation services to disabled and blind and visually impaired clients on a statewide basis.

Positions at this level direct the management of districts throughout the State with multiple metropolitan and satellite offices and supervise Rehabilitation Manager II's who supervise a highly skilled and educated staff of professional Rehabilitation Supervisors and Counselors.

This level is distinguished from the Rehabilitation Chief I by the broader scope of responsibility, the greater complexity of services provided to a larger and more diverse population, greater supervisory/managerial responsibility and additional education and experience required to administer comprehensive rehabilitation programs.

Rehabilitation Chief I: Under general direction of a deputy administrator, incumbents administer the operations and service delivery of an organizational unit serving a targeted population such as the Bureau of Disability Adjudication that processes claims filed by citizens for Social Security Disability benefits and Supplemental Security Income.

Incumbents at this level supervise Rehabilitation Managers, supervisors, professional staff and medical and mental health consultants; approve the federal budget submission and quarterly spending plan; serve as a liaison with Social Security Administration officials and administrators; monitor the production of disability decisions to ensure compliance with quality, quantity and efficiency standards established by the Social Security Administration; and identify alternatives 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 rehabilitation counseling or health, social or other related behavioral science; three years of managerial experience which included responsibility for program planning, development and implementation, interpretation and application of regulations, budget development and management, and managing professional personnel; and proof of eligibility to sit for the Rehabilitation Counselor Certification exam from the Commission on Rehabilitation Counselor Certification.

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

Working knowledge of: quality management; effective change management; programmatic and operational aspects of related agencies at local, regional and national levels. **Ability to:** develop long range plans to achieve agency goals and federal and legislative mandates; conduct research, analyze data, draw conclusions and develop solutions and recommendations; communicate effectively in writing sufficient to prepare comprehensive reports, proposals, recommendations and bill drafts; 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 with a major in business or public administration, vocational rehabilitation, vocational evaluation, a field of social science, 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 large program or agency budget; and managing professional personnel; **OR** Bachelor's degree from an accredited college or university with a major in business or public administration, vocational rehabilitation, vocational evaluation, a field of social science, or related field and three years of managerial experience listed above; **OR** an equivalent combination of education and experience.

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

Working knowledge of: the principles of governmental accounting and program budgeting; principles, methods, and practices of administration, management and supervision; regulations and practices related to personnel administration; and statistical methods and applications. **Ability to:** successfully communicate with subordinate physicians, psychologists, and disability adjudication staff; effectively use specialized professional counsel within the bureau specific to the management and disability decision-making process; 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/unit 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, consumers, clients, and the general public; write concise, logical, grammatically correct analytical reports, legislative proposals, program documents, and business correspondence; make oral group presentations to persuade others to accept a specific opinion or action and to explain procedures, policies, and regulations.

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

Working knowledge of: Social Security Administration administrative regulations and policies; and current social economic issues and trends related to disability programs. **General knowledge of:** the principles, techniques, and practices of Social Security disability adjudication; medical and psychological terminology, anatomy, physiology and clinical procedures sufficient to analyze and understand the information contained in disability claims. **Ability to:** operate a personal computer and computer terminals as part of a major Social Security Administration computer system.

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.

12.40212.404

ESTABLISHED:	7/1/05P	7/1/93P
	10/1/04PC	10/23/92PC
REVISED:		7/1/93LG
REVISED:		4/29/98R
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REVISED:		7/1/05P
		10/1/04PC