



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> |
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| 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; ensure compliance with 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.

CLASS CONCEPTS

Rehabilitation Manager II: Under general direction, incumbents manage the operations and delivery of comprehensive services or benefits of a large district with metropolitan and/or satellite offices that provide diverse and complex rehabilitation services or disability benefits determinations to clients; manage subordinate staff that supervise a highly skilled and educated staff of professionals. This level is distinguished from the Rehabilitation Manager I by greater supervisory authority, broader scope of responsibility for ensuring program compliance with applicable State and federal laws, regulations and policies, and specialized knowledge, skills, and abilities required to manage a comprehensive disability services program.

Rehabilitation Manager I: Under limited supervision, incumbents perform the full range of duties described in the series concept; supervise subordinate supervisors and/or professional staff; manage the day-to-day activities, workload and workflow of cases while ensuring compliance with policies, procedures and laws; and make recommendations to enhance business processes and productivity.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Education above the Bachelor's degree level may only be substituted for one year of supervisory experience at the Rehabilitation Manager I level.

REHABILITATION MANAGER 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 two years of 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; **OR** Bachelor's degree and three years of supervisory experience as described above; **OR** one year of experience as a Rehabilitation Manager I in Nevada State service; **OR** one year of experience as a Rehabilitation Supervisor in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement*)

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

Working knowledge of: principles and practices of management and public administration; supervision and mentoring of professionals; program development, implementation and evaluation; administering fiscal resources and monitoring fiscal reports; quality assurance principles and practices; and operation of personal computers and associated software sufficient to prepare documents and statistical reports. **General knowledge of:** vocational or medical terminology and programs. **Ability to:** analyze and interpret complex federal and State laws and regulations to ensure compliance; prepare and deliver 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; and ensure appropriate spending of public funds. **Skill in:** 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.*

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

Working knowledge of: relevant State and federal program operations and requirements sufficient to resolve policy and operations questions. **Ability to:** develop program philosophy, methodology and implementation;

MINIMUM QUALIFICATIONS (cont'd)

REHABILITATION MANAGER II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): (cont'd) and analyze statistical data and identify trends in program performance. **Skill in:** developing and recommending strategies to attain established goals.

REHABILITATION MANAGER I

EDUCATION AND EXPERIENCE: Bachelor'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 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; **OR** two years of experience as a Disability Adjudication Supervisor in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement*)

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

Working knowledge of: principles and practices of management and public administration; supervision and mentoring of supervisors and/or professional staff; quality assurance principles and practices; program development, implementation and evaluation; overseeing the implementation of and monitoring and maintaining cost effective program resources; and operation of personal computers and associated software sufficient to prepare documents and statistical reports. **General knowledge of:** vocational or medical terminology and programs. **Ability to:** analyze and interpret complex federal and State laws and regulations to ensure compliance; prepare and deliver 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 staff including accomplishing established objectives, delegating responsibility, training, evaluating performance, and administering necessary discipline; and ensure appropriate spending of public funds. **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.

12.455 12.409

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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: | 6/22/18UC | 6/22/18UC |