

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	17.542
	STATE OF HAWAII	17.543
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Class Specifications
for the Classes:

VOCATIONAL REHABILITATION MANAGER II
(VOCATIONAL REHAB MANAGER II)

VOCATIONAL REHABILITATION ASSISTANT ADMINISTRATOR
(VOCATIONAL REHAB ASST ADMR)

VOCATIONAL REHABILITATION ADMINISTRATOR
(VOCATIONAL REHAB ADMR)

VOCATIONAL REHABILITATION MANAGER II 17.542
(VOCATIONAL REHAB MANAGER II)

Distinguishing Characteristics:

This class reflects a branch chief with responsibility for managing a statewide vocational rehabilitation program or a group of vocational and allied rehabilitation programs and services in a large and heavily populated geographic area, such as Oahu.

Such responsibility involves planning, organizing, controlling, and directing a vocational rehabilitation and training program aimed at placing persons with mental and/or physical disabilities in open competitive employment or in agency or community rehabilitation programs for persons with disabilities. Programs may vary in the type of client disability served but in any case, a wide range of vocational rehabilitation and related rehabilitative services, which may include rehabilitation facilities and home industry projects, are provided.

The management complexities and intensity of work operations are significantly greater at this level than at the Vocational Rehabilitation Manager I level because of the more complex organizational structure and greater dispersment and number of vocational rehabilitation and allied services providers and facilities involved. Because of the scope and intensity of the services offered and the size of the caseload, the work involves supervision of a substantial staff of vocational rehabilitation specialists and related rehabilitative services positions and/or clerical help, through subordinate section supervisors.

Examples of Duties:

Plans, organizes, controls, directs, and coordinates the work of a vocational rehabilitation program(s); supervises, through subordinate section supervisor(s), a large staff consisting of vocational rehabilitation specialists and related rehabilitative services positions and/or clerical help; establishes goals and objectives; prepares written plans, policies, and procedures for the achievement of goals and objectives; develops,

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implements, and adjusts short and long range plans to meet clientele needs; prepares budgets and expenditure plans; monitors and evaluates program's effectiveness; participates in developing annual and long range plans for the division; evaluates the work and provides in-service training for subordinates; establishes close working relationships with medical personnel, representatives of other agencies, employers and others concerned with rehabilitation problems and the training needs of persons with disabilities; applies quality control devices, standards, and other measures applicable to the work of the agency and agency personnel and the training of clients; promotes the services of the agency through speeches and community work, report writing, and other public relations functions; and prepares correspondence and reports of work activities.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of vocational rehabilitation and rehabilitation training; Federal and local legislation, rules and regulations pertaining to vocational rehabilitation; occupations suitable to persons with disabilities; basic social work methods and techniques; local employment conditions and opportunities; use of psychological tests and measurements in vocational counseling; principles and practices of supervision; public administration; and public relations.

Ability to: Manage a substantial program of vocational rehabilitation and allied services; plan, assign, instruct, and evaluate the work of others; explain the vocational rehabilitation program to clients and the public; obtain, analyze, and evaluate facts; make sound managerial decisions; prepare reports; establish and maintain effective working relationships with clients, fellow workers, representatives of other agencies and prospective employers of persons with disabilities; conduct program evaluation and development activities; and negotiate contracts for services with private agencies.

VOCATIONAL REHABILITATION ASSISTANT ADMINISTRATOR 17.543
(VOCATIONAL REHAB ASST ADMR)

Distinguishing Characteristics:

This class reflects responsibility for assisting the division chief in the administration of all aspects of the State's programs of vocational rehabilitation independent living rehabilitation, services for the blind, and disability determination. This assistance includes participation in policy formulation, direction and coordination of vocational rehabilitation activities within the division and with other organizations, and directing a staff services office.

The work is performed within the existing framework of laws, rules and regulations and under the general direction of the administrator of the division.

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Extensive personal contacts are maintained with other agencies and individuals to develop and coordinate vocational rehabilitation and other related services. The incumbent is also involved in the development of legislation and attends legislative hearings as an expert witness, and also directs the activities of a staff services office concerned with overall program planning, evaluation, and budgeting matters for the vocational rehabilitation and disability determination programs.

Examples of Duties:

Serves as the assistant administrator of the division; assists the division administrator in planning, organizing, directing, and coordinating statewide vocational rehabilitation programs and allied rehabilitative services; plans and develops operating policies and procedures; clarifies, interprets, applies and secures compliance with laws, rules, regulations, policies, procedures and other requirements; directs and participates in program planning and improvement activities; directs and participates in the preparation and maintenance of program documents, plan materials, manuals, etc., and assumes responsibility for the maintenance of the State plan; prepares and justifies the budget and assists in its presentation; assists in planning and conducting staff meetings with supervisors and others; works closely with medical personnel, representatives of other agencies, employers, and others concerned with the rehabilitation problems and training needs of persons with disabilities; studies and develops criteria, methods and techniques for the evaluation of data relative to persons with mental and/or physical disabilities; reviews and evaluates activities, operations, and staff performance; and prepares reports, correspondence, and other materials.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required for Vocational Rehabilitation Manager II, must have thorough knowledge of the policies and objectives of the department and the ability to develop, implement, and interpret them in relation to the overall program; outstanding ability to plan, direct, and coordinate the work of others in carrying out the overall program; and outstanding ability to meet, elicit the cooperation of, and deal effectively with associates, committees, representatives of community groups and organizations and representatives of other governmental jurisdictions.

VOCATIONAL REHABILITATION ADMINISTRATOR
(VOCATIONAL REHAB ADMINISTRATOR)

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Distinguishing Characteristics:

This class reflects a division chief responsible for administering the State's programs of vocational rehabilitation, independent living rehabilitation, services for the blind, and disability determination, in accordance with federal and state statutes, regulations, policies and agreements between the state and federal governments.

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Examples of Duties:

Plans, organizes, directs, and coordinates statewide vocational rehabilitation programs and allied rehabilitative services for the mentally and physically disabled; plans and develops operating policies and procedures; clarifies, interprets, applies and secures compliance with laws, rules, regulations, policies, procedures, and other requirements; directs and participates in program planning and improvement activities; directs and participates in the preparation and maintenance of program documents, plan materials, manuals, etc., and assumes responsibility for the maintenance of the State plan; prepares, presents, and justifies a budget; plans and conducts staff meetings with subordinate supervisors and others; works closely with medical personnel, representatives of other agencies, employers, and others concerned with the rehabilitation problems and training needs of persons with disabilities; studies and develops criteria, methods and techniques for the evaluation of data relative to persons with mental and/or physical disabilities; reviews and evaluates activities, operations, and staff performance; and prepares reports, correspondence, and other materials.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the Vocational Rehabilitation Assistant Administrator level, must have thorough knowledge of the policies and objectives of the department and the ability to develop, implement, and interpret them in relation to the overall program; outstanding ability to plan, direct, and coordinate the work of others in carrying out the overall program; and outstanding ability to meet, elicit the cooperation of, and deal effectively with associates, committees, representatives of community groups and organizations and representatives of other governmental jurisdictions.

This is an amendment to the specifications for the classes VOCATIONAL REHABILITATION MANAGER II (VOCATIONAL REHAB MANAGER II), VOCATIONAL REHABILITATION ASSISTANT ADMINISTRATOR (VOCATIONAL REHAB ASST ADMR) and VOCATIONAL REHABILITATION ADMINISTRATOR (VOCATIONAL REHAB ADMR) which were approved on August 9, 1993.

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