

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	17.542
	STATE OF HAWAII	17.543
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Minimum Qualification Specifications
for the Classes:

- VOCATIONAL REHABILITATION MANAGER II
(VOCATIONAL REHAB MGR II)
- VOCATIONAL REHABILITATION ASSISTANT ADMINISTRATOR
(VOCATIONAL REHAB ASST ADMR)
- VOCATIONAL REHABILITATION ADMINISTRATOR
(VOCATIONAL REHAB ADMINISTRATOR)

Basic Education Requirement

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	General Exp (Yrs)	Specialized Exp (Yrs)	Suprvy/Staff Spclt Exp (Yrs)	Managerial Exp (Yrs)	Total Exp (Yrs)
Vocational Rehabilitation Manager II	1	3	1	*	5
Vocational Rehabilitation Assistant Administrator	1	3	2	*	6
Vocational Rehabilitation Administrator	1	3	2	1	7

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General Experience: Progressively responsible professional work experience which has provided a general knowledge of training practices, techniques and requirements in one or more occupations. This experience must have involved the application of two or more of the following kinds of knowledge and skills:

1. Interviewing techniques;
2. Knowledge of various occupations and their requirements;
3. Social casework techniques;
4. Knowledge of the causes and problems of persons with physical and mental disabilities;
5. Counseling and/or guidance; and
6. Tests and measurements.

Specialized Experience: One or a combination of the following types of professional work experience:

1. Vocational rehabilitation training as a regularly designated responsibility;
2. Vocational guidance and teaching work in a recognized vocational rehabilitation program or in a school for persons with disabilities;
3. Developmental work in programs of vocational rehabilitation located in an educational institution, government, business or industry;
4. Personnel placement or employment placement experience which has provided extensive knowledge of training and rehabilitation requirements necessary to place persons with disabilities in one or more broad occupational areas; and
5. Vocational rehabilitation counseling experience involving the adjustment, training, and placement of persons with disabilities into gainful employment.

Supervisory or Staff Specialist Experience:

1. Supervisory Experience in the field of vocational rehabilitation services or related fields which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work;

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- 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.
2. Staff Specialist Experience in the field of vocational rehabilitation services or related fields which involved developing or revising standards, policies, procedures, and techniques pertaining to program or activity; giving technical advice and direction; gathering data to determine conformance with standards and requirements; conducting special studies; evaluating program effectiveness; recommending staff improvements; developing training materials; and securing the cooperation and support of private and public agencies and community organizations to promote the program.

Managerial Experience: Experience which involved responsibility for identifying program goals and objectives and evaluating their attainment; identifying resource needs (man power, materials, equipment); planning, organizing and coordinating program activities to attain program objectives within time, resource and budgetary limitations; developing procedures; and actively participating in policy determination, budget formulation and execution.

*Managerial Aptitude: For the Vocational Rehabilitation Manager II and Vocational Rehabilitation Assistant Administrator classes, applicants must possess managerial aptitude. Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed

1. A master's degree with specialization in vocational rehabilitation counseling from an accredited college or university whose program is accredited by the Council on Rehabilitation Education (CORE) and included successful completion of practicum and/or internship in vocational rehabilitation counseling, or a comparable master's degree may be substituted for the General Experience and one (1) year of Specialized Experience.

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2. A master's degree from an accredited college or university in social work, psychology, counseling and guidance or a related field which does not include the specialization in vocational rehabilitation counseling may be substituted for the General Experience.
3. Excess Specialized Experience may be substituted for General Experience on a month-for-month basis.
4. Excess Supervisory/Staff Specialist Experience may be substituted for the Specialized or General Experience on a month-for-month basis.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to minimum qualification specifications for the classes
VOCATIONAL REHABILITATION MANGER II, VOCATIONAL REHABILITATION
ASSISTANT ADMINISTRATOR and VOCATIONAL REHABILITATION
ADMINISTRATOR which were approved on November 17, 1999.

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