

DATE: NOVEMBER 08, 2017  
RS17075  
PAGE: 1

REHABILITATION SERVICES MANAGER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS  
DIVISION OF REHABILITATION SERVICES  
DDS CHARLESTON OFFICE  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: \*\*\*\*\*INTERNAL POSTING ONLY\*\*\*\*\*  
THE DISABILITY DETERMINATION SECTION IS RECRUITING TO FILL ONE REHABILITATION SERVICES MANAGER II POSITION IN THE DDS ADMINISTRATIVE OFFICE. THIS MANAGER WILL DIRECT DDS IT, QUALITY, TRAINING AND SECURITY STAFFS STATEWIDE TO ENSURE THE JOB PERFORMANCE MEETS EXPECTATIONS FOR THEIR POSITIONS MANAGE PROJECTS STATEWIDE TO ENSURE EFFECTIVE AND TIMELY PROJECT COMPLETION. TAKE LEADING ROLE IN PLANNING AND IMPLEMENTING THE NEW STATEWIDE SSA SYSTEMS ROLL-OUTS (DCPS) AND DDS ACTIVITIES REQUIRED TO PREPARE FOR THE ROLL-OUT. MEET WITH DDS ADMINISTRATIVE TEAM TO DISCUSS EVENTS, ISSUES AND PROVIDE INPUT IN AREAS OF RESPONSIBILITY IN ORDER TO ENSURE EFFICIENT OPERATION OF THE DDS. MONITOR STATEWIDE BUSINESS PROCESSES INVOLVING IT, QA, TRAINING AND SECURITY. RECOMMEND, IMPLEMENT AND DOCUMENT CHANGES WHEN REQUIRED TO MATCH THE CHANGING WORK ENVIRONMENT. OVERSEE CONTINUOUS DEVELOPMENT OF STATEWIDE QUALITY ASSURANCE CONTROL METHODS AND REPORTING. DEVELOP CONTROL METHODS TO ENSURE DDS IS IN COMPLIANCE WITH STATE AND SSA GUIDELINES. PLAN AND IMPLEMENT STATEWIDE CHANGES BASED ON CHANGING POLICY REQUIREMENTS. OVERSEE AND ASSIST WITH ASSESSMENT OF TRAINING NEEDS VIA COORDINATION WITH THE QA UNIT, DDS OPERATIONS MANAGER, TRAINING OFFICER, SECURITY OFFICER AND OTHER STAFF. OVERSEE THE WORK OF DDS SECURITY OFFICER, INCLUDING ADVISING ON THE SECURITY PLAN AND INTERACTING WITH FEDERAL COMPONENTS. REPORT TO DDS DIRECTOR TO INFORM AND ADVISE ON QUALITY IMPROVEMENT INITIATIVES BEING DEVELOPED, SECURITY PLAN ADJUSTMENTS REQUIRED DUE TO CHANGING SSA SECURITY POLICY AND THE PLANNING AND IMPLEMENTATION OF CASE PROCESSING REVISIONS

DATE: NOVEMBER 08, 2017  
RS17075  
PAGE: 2

REQUIRED DUE TO SSA POLICY CHANGES. PROVIDE GUIDANCE, DIRECTION AND ASSISTANCE TO DDS SECURITY OFFICER, QA STAFF AND TRAINING STAFF IN THE DOCUMENTATION OF ALL DDS BUSINESS PROCESSES. COORDINATE WITH ALL STATEWIDE COMPONENTS OF THE DDS TO ENSURE BUSINESS POLICY AND PROCEDURE CHANGES ARE EFFECTIVELY IMPLEMENTED AND DOCUMENTED. \*THIS POSITION MAY ONLY BE FILLED WITHIN THE DDS\*

"AS A CONDITION OF EMPLOYMENT, AN INQUIRY INTO JOB-RELATED INFORMATION WILL BE COMPLETED AND MAY INCLUDE, BUT IS NOT LIMITED TO: CRIMINAL CONVICTIONS AND ABUSE REGISTRY, DRIVING RECORD, EMPLOYMENT HISTORY, AND/OR EDUCATION AND TRAINING. THE INFORMATION WILL BE SHARED WITH THE WEST VIRGINIA DIVISION OF PERSONNEL AND THE EMPLOYING AGENCY ON A NEED-TO-KNOW BASIS. FAILING TO COOPERATE WITH THIS PROCESS, PROVIDING FALSE OR INCOMPLETE INFORMATION, AND/OR DISCOVERY OF DISQUALIFYING INFORMATION MAY RESULT IN DENIAL OF OR DISMISSAL FROM EMPLOYMENT IRRESPECTIVE OF WHEN DISCOVERED."

REQUIREMENTS: TRAINING: MASTER'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY.  
SUBSTITUTION: EXPERIENCE LISTED BELOW MAY BE SUBSTITUTED FOR THE GRADUATE TRAINING ON A YEAR-FOR-YEAR BASIS.  
EXPERIENCE: FIVE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID PROFESSIONAL EXPERIENCE IN VOCATIONAL REHABILITATION, INCLUDING TWO YEARS IN AN ADMINISTRATIVE OR SUPERVISORY CAPACITY.

SALARY: PAY GRADE 020 \$41,736.00 - \$77,220.00

DEADLINE: NOVEMBER 18, 2017

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
MR. AARON JOHNSON  
REHAB SERVICES 107 CAPITOL STREET  
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS17075 ON APPLICATION