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REHABILITATION SERVICES MANAGER 3
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*****
UNDER THE GENERAL DIRECTION OF THE DIRECTOR OF REHABILITATION SERVICES AND THE SOCIAL SECURITY REGIONAL COMMISSIONER, THE ASSISTANT DIRECTOR HAS STATEWIDE RESPONSIBILITY FOR THE ADMINISTRATION OF THE DISABILITY DETERMINATION FUNCTION UNDER TITLE II AND TITLE XVI OF THE SOCIAL SECURITY ACT. THE DDS ASSISTANT DIRECTOR IS RESPONSIBLE FOR SUPERVISING ALL FACETS OF THE DDS. THE DDS ASSISTANT DIRECTOR IS THE PRIMARY DECISION MAKER FOR DDS AND MANAGES PLANNING, ORGANIZING AND DIRECTING OF ALL DDS ACTIVITIES. THE DDS ASSISTANT DIRECTOR IS RESPONSIBLE FOR THE PREPARATION AND ADMINISTRATION OF THE DDS STATE AND FEDERAL BUDGETS WHICH INCLUDES: MONITORING OF STAFF AND FINANCIAL STATUS, CONDUCTING NEGOTIATIONS WITH FEDERAL AND STATE OFFICIALS AND ADJUSTING DDS ACTIVITIES AS APPROPRIATE, MAINTAINING AND FACILITATING COMMUNICATION AND LIAISON RELATIONSHIPS WITH THE SOCIAL SECURITY ADMINISTRATION REGIONAL AND DISTRICT OFFICES, CONGRESSIONAL OFFICES, STATE AND LEGISLATIVE COMMITTEES, ADVOCACY GROUPS, LEGAL AID ORGANIZATIONS, AND OTHER STATE, FEDERAL AND PRIVATE AGENCIES. THIS DDS ASSISTANT DIRECTOR PROVIDES MANAGEMENT AND OVERSIGHT FOR THE TWO REGIONAL DDS OFFICES (CHARLESTON AND CLARKSBURG). THIS INCLUDES, BUT IS NOT LIMITED TO: REVIEW AND MANAGEMENT OF THE WORKLOAD AND PROGRAM OBJECTIVES, ANALYZING DATA AND PREPARING MONTHLY AND QUARTERLY FINANCIAL AND WORK ACTIVITY REPORTS, FUNDING REQUESTS AND EXPENDITURE OF FUNDS, INTERPRETING, INTEGRATING AND COORDINATING ALL DDS ACTIVITIES WITH THE DIVISION OF REHABILITATION SERVICES. THIS INDIVIDUAL MUST HAVE EXTENSIVE

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KNOWLEDGE OF SOCIAL SECURITY DISABILITY LAW, REGULATIONS AND COURT CASE LAW AND MUST BE AWARE OF STATE LAWS AND REGULATIONS THAT MAY EFFECT OR INTERSECT DDS OPERATION. PERFORMS OTHER RELATED WORK AS REQUIRED.

"AS A CONDITION OF EMPLOYMENT, AN INQUIRY INTO JOB-RELATED INFORMATION WILL BE COMPLETED WHICH 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."

NOTE TO BE FILLED FROM WITHIN DDS ONLY. NO OUTSIDE APPLICANTS WILL BE ACCEPTED.

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: SEVEN 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 022 \$47,352.00 - \$87,612.00

DEADLINE: DECEMBER 23, 2017

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
MR. TERRY W. BLAIR
DIVISION OF REHABILITATION SERVICES
ADMINISTRATIVE OFFICE, 107 CAPITOL STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS17079 ON APPLICATION