

DATE: FEBRUARY 12, 2018  
RS1807  
PAGE: 1

REHABILITATION PROGRAM SPECIALIST  
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:

THE DISABILITY DETERMINATION SECTION IS RECRUITING FOR ONE QUALITY ASSURANCE SUPERVISOR IN THE CHARLESTON DDS ADMINISTRATIVE OFFICE. THE POSITION WILL BE STAFFED AT THE REHABILITATION PROGRAM SPECIALIST LEVEL. THE INDIVIDUAL WILL BE RESPONSIBLE FOR 6-8 QUALITY ASSURANCE SPECIALISTS AND 2 PHYSICIAN SPECIALISTS REVIEWING INITIAL, RECONSIDERATION, COUNTINUING DISABILITY CLAIMS, ETC. AND WILL BE RESPONSIBLE FOR CONDUCTING PERFORMANCE APPRAISALS FOR THE STAFF MEMBERS. UNDER GENERAL SUPERVISION, HE/SHE WILL PERFORM ADVANCED LEVEL WORK BY PROVIDING ADMINISTRATIVE OVERSIGHT AND COMPLEX TECHNICAL ASSISTANCE TO ASSURE STATEWIDE QUALITY PROCESSING OF SOCIAL SECURITY DISABILITY AND SUPPLEMENTAL SECURITY INCOME CLAIMS. A THOROUGH KNOWLEDGE AND AN ABILITY TO SUMMARIZE, ANALYZE AND INTERPRET COMPLEX MEDICAL DATA ARE REQUIRED. HE/SHE WILL BE EXPECTED TO KEEP ABREAST OF ANY CHANGES IN RULES AND REGULATIONS OF FEDERAL, STATE AND LOCAL REGULATIONS, LAWS, POLICIES AND PROCEDURES GOVERNING THE DISABILITY PROGRAM. THIS INDIVIDUAL MUST HAVE THE ABILITY TO COMMUNICATE CLEARLY BOTH IN WRITING AND ORALLY.

\*THIS POSITION IS PROMOTIONAL ONLY AND WILL BE FILLED WITHIN DDS. NO OTHER APPLICANTS WILL BE ACCEPTED.\*

"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

DATE: FEBRUARY 12, 2018  
RS1807  
PAGE: 2

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: GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.  
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN PROVIDING TECHNICAL OR PROGRAMMATIC ASSISTANCE TO STAFF, USERS OR PARTICIPANTS IN A REHABILITATION SERVICES AREA. TWO YEARS OF THE QUALIFYING EXPERIENCE MUST HAVE BEEN AT A LEVEL CONSISTENT WITH THE WORK PERFORMED AT THE REHABILITATION SERVICES SPECIALIST LEVEL.

SALARY: PAY GRADE 017 \$35,028.00 - \$64,812.00

DEADLINE: FEBRUARY 21, 2018

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 RS1807 ON APPLICATION