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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 (DDS) IS RECRUITING TO FILL ONE REHABILITATION SERVICES MANAGER II POSITION IN THE DDS ADMINISTRATIVE OFFICE. UNDER THE DIRECTION OF THE ASSISTANT DIRECTOR, THIS POSITION PERFORMS COMPLEX ADMINISTRATIVE, MANAGERIAL AND SUPERVISORY WORK WITH THE RESPONSIBILITY FOR THE STATEWIDE FISCAL AND PROFESSIONAL RELATIONS FUNCTIONS FOR THE DDS, TWO MAJOR STATEWIDE AREAS OF FUNCTION IN THE AGENCY. THIS INDIVIDUAL WILL PROVIDE LEADERSHIP, DIRECTION, POLICY, PROCEDURE, BUSINESS PROCESS AND ADMINISTRATIVE OVERSIGHT FOR ALL DDS FISCAL AND PROFESSIONAL RELATIONS FUNCTIONS AND ACTIVITIES IN THE DDS. THE DUTIES IN THE FISCAL AREA INCLUDE PREPARING MONTHLY, QUARTERLY AND YEARLY FEDERAL REPORTS; PLANNING AND PREPARING THE AGENCY'S ANNUAL BUDGET FOR SUBMISSION TO THE SOCIAL SECURITY ADMINISTRATION; ANALYSIS OF FINANCIAL REPORTS AND BUDGETARY DATA DETAILING EXPENDITURES, ENCUMBRANCES AND FUND BALANCES; WORKING WITH THE ASSISTANT DIRECTOR AND FEDERAL LIASON TO ANALYZE WORKLOAD AND STAFFING DATA TO ENSURE SUFFICIENT FUNDING; ASSISTING THE DIVISIONS' CHIEF FINANCIAL OFFICER IN PREPARATION OF ALL STATE BUDGET DOCUMENTS; MANAGEMENT OF THE FISCAL ADMINISTRATIVE AND MEDICAL PAYMENTS UNITS; OTHER DUTIES AS ASSIGNED BY THE CHIEF FINANCIAL OFFICER AND DDS ASSISTANT DIRECTOR. THE DUTIES IN THE PROFESSIONAL RELATIONS AREA INCLUDE PROVIDING STATEWIDE LEADERSHIP AND DIRECTION TO THE PROFESSIONAL RELATIONS STAFF. DUTIES ALSO INCLUDE ASSURING COMPLIANCE WITH FEDERAL AND STATE POLICIES AND PROCEDURES IN THE AREA OF PROFESSIONAL AND

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MEDICAL RELATIONS; SERVING AS PRIMARY LIASON BETWEEN DDS AND EXTERNAL CUSTOMERS SUCH AS GOVERNMENT AGENCIES (INCLUDING THE SOCIAL SECURITY ADMINISTRATION), ADVOCACY GROUPS AND VARIOUS MEDICAL AND NON-MEDICAL ENTITIES AROUND THE STATE AND NATION; ORGANIZING PRO PARTICIPATION IN PUBLIC PROFESSIONAL MEDICAL AND NON-MEDICAL CONVENTIONS, MEETINGS AND CONFERENCES; PREPARING AND SUBMITTING ANNUAL REPORTING TO THE SOCIAL SECURITY ADMINISTRATION; MONITORING QUANTITATIVE, QUALITATIVE, PROCESSING TIME, COST, CUSTOMER SERVICE, DEVELOPMENT AND PERFORMANCE OF ALL VENDORS CONTRACTED TO PERFORM MEDICAL AND NON-MEDICAL SERVICES FOR THE DDS TO ASSURE COMPLIANCE WITH FEDERAL AND STATE PROTOCOLS AND LICENSURE REQUIREMENTS; INTERPRETING POLICY CHANGES AND ASSIMILATING CHANGES INTO THE PRO BUSINESS PROCESSES. *PROMOTIONAL ONLY - TO BE FILLED FROM WITHIN DDS ONLY*.

"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.

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

DEADLINE: APRIL 22, 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 RS1814 ON APPLICATION