

**REHABILITATION SERVICES SPECIALIST**

**Nature of Work:** Under general supervision, performs work at the full-performance level by monitoring and providing complex technical assistance with a particular component of a statewide program, or a major technical area specific to or characteristic of the Division of Rehabilitation Services. Assures compliance with federal, state, and local regulations governing the program or technical area. Uses independent judgement to determine appropriate action taken to achieve desired results. Exercises considerable latitude in determining approaches to problem solving. Work may be performed independently and/or in conjunction with other program or technical area staff. Performs related work as required.

**Distinguishing Characteristics:** The Rehabilitation Services Specialist is distinguished from the Rehabilitation Services Associate by the complex analysis and interpretation necessary to administer programs and assist participants. This class is distinguished from the Rehabilitation Program Specialist by the participation in or oversight of smaller, less complex program components and supervision of smaller staffs.

**Examples of Work**

- Analyzes laws and regulations governing program or technical area and applies them appropriately to resolve problems and assure compliance.
- Interprets laws and regulations governing program or technical area for participants and staff.
- Monitors changes in laws and regulations and advises participants and other staff.
- Confers with inter- and intra-agency personnel to transact business or discuss information.
- Collaborates on determining need for changes in procedures, guidelines, and formats; devises resolutions and changes, and monitors success.
- Drafts program manuals, clarifying the wording and describing new procedures, etc., accurately.
- Represents the program in the area of assignment with the agency and outside entities.
- Contacts with federal, state, local program representatives and participants, or technical area personnel.
- Completes related reports; may compile special and/or statistical reports, analyzing data and interpreting results.
- May oversee the work of support staff or other specialists in relation to the completion of specific assignments.

**REHABILITATION SERVICES SPECIALIST (CONT'D)****Knowledge, Skills and Abilities**

Knowledge of the rules, regulations, policies, and procedures of the Division of Rehabilitation Services.

Knowledge of the federal and state regulations, laws, and statutes governing program or technical area.

Knowledge of the objective of the program or technical area, its procedures, policies, and guidelines, and its relationship to the rest of the Division and other user entities.

Ability to analyze situations, problems, and information and develop appropriate responses and resolutions.

Ability to communicate well, both orally and in writing.

Ability to represent area of assignment and to provide consultation on program or Division concerns.

Ability to synthesize information and provide interpretation.

Ability to assign and review the work of others.

**Minimum Qualifications**

**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:** Two years of full-time or equivalent part-time paid experience in providing technical or programmatic assistance to staff, users or participants in a program or technical area specific to or characteristic of the Division of Rehabilitation Services. Qualifying experience must have been at a level consistent with the work performed at the Rehabilitation Services Associate level.

Established: 7/16/92

Effective: 8/16/92