



DRS-EVALUATOR II

CHARACTERISTICS OF WORK:

This is professional-level, evaluation work which requires limited supervision and review by the Facility Manager. Incumbent determines clients' aptitudes, interests, and abilities to perform certain job tasks by administering standardized tests, conducting interviews, counseling, and providing work samples and tasks developed in the facility. Duties include assisting Facility Manager in procurement of subcontracts, assuming responsibility for supervision of vocational aides and clerical staff, assisting in preparing facility for accreditation, and monitoring facility records. Work may also involve responsibility for placement of disabled people and assumption of responsibility for facility operation in absence of manager.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in Rehabilitation Counseling or a directly related field.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in Rehabilitation Counseling or a directly related field;

AND

Experience:

One (1) year of experience related to the described duties.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be

used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle, or feel objects, tools, or controls. The incumbent is frequently required to reach with hands and arms; and climb or balance. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Assessment: Collects information and conducts evaluations in order to determine a client's aptitudes, interests, and vocational potential.

Administers tests to determine learning capacity, work related aptitudes, disabilities, limitations, and personality and behavior factors. Gathers relevant data; identifies, assesses, and analyzes data.

Situation Analysis: The ability to evaluate characteristics of each situation and use appropriate tactics to achieve results.

Reviews and analyzes all available information concerning clients referred to the facility. Assesses clients by interviewing, counseling, and providing work samples and tasks developed in the facility.

Customer Service: Works with clients and customers to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations.

Consults with others to ensure that facility provides necessary services and that client needs are best served at all time. Develops and administers personal vocational adjustment training/job readiness services to assist clients in preparing for viable and competitive employment.

Professional Maturity: Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled and enables the incumbent to deal with situations in the workplace in a professional manner.

Is able to assess the situation and appropriately respond. Takes initiative to accomplish stated and unstated goals. Maintains appropriate standards of professionalism and only provides information within authority. Maintains confidentiality with appropriate information.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Orients clients and conducts comprehensive evaluations in a workshop/training/testing environment to determine vocational potential.

2. Develops and administers personal vocational adjustment training/job readiness services to assist clients in preparing for viable and competitive employment.
3. Prepares and completes reports, summaries, and forms within restricted time frames.
4. May assist and/or assume the responsibilities of the Facility Manager/Supervisor in his/her absence.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Orients clients in tests to be administered and procedures to be followed; administers tests to determine learning capacity, work related aptitudes, disabilities and limitations, and personality and behavioral factors.

Visits industries and business offices to observe operations for job analysis.

Reviews and analyzes all available information concerning clients referred to the facility.

Administers, scores, and interprets the results of achievement, interest, aptitude, dexterity, and other tests to assist in determining vocational potentials of clients.

Assumes responsibility for placing disabled people in appropriate jobs in the competitive labor market.

Participates as a team member in pre-admission, evaluation, adjustment/job readiness and progress staffing, and for discussion and classification of client's problem prior to acceptance, as well as current problems.

Assists in the development of techniques, procedures and practices to facilitate improvement of the evaluation program, including the development of new job-sample tests.

Prepares clear and concise reports on observations and conclusions on each client evaluated; presents results and makes recommendations at staff meetings.

Utilizes familiarity with local industry to assist the Facility Manager with sub-contract procurement.

May assume responsibility for facility operations when Facility Manager or Evaluator of a higher classification is absent.

Serves as Program Manager, as assigned, by Facility Manager.

Conducts training classes on a weekly basis.

May conduct progress observations (staffing) and ensures progress is reviewed every 30 days.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.