



DRS-SUPERVISOR III

CHARACTERISTICS OF WORK:

This is professional administrative work involved in the limited supervision and direction of a statewide program within the Mississippi Department of Rehabilitation Services or a programmatic area within the Disability Determination Services Division. The work involves formulating policies and regulations designed to develop and promote the Mississippi Department of Rehabilitation Services programs. It also includes evaluating program effectiveness through staff review; processing claims; and directing the preparation and maintenance of records and reports pertaining to the assigned area of responsibility. The incumbent's work is performed under the supervision of an administrative supervisor.

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, Industrial Arts, Education, Trades and Industries, Guidance and Counseling, Occupational Therapy, Social Work, Psychology, Criminal Justice, Sociology, or a related field;

AND

Experience:

Four (4) years of experience in work directly related to the described duties.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in Rehabilitation Counseling, Industrial Arts, Education, Trades and Industries, Guidance and Counseling, Occupational Therapy, Social Work, Psychology, Criminal Justice, Sociology, or a related field;

AND

Experience:

Five (5) years of experience in work directly 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.

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

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. 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:

Organizational Awareness: Knows the Department of Rehabilitation Services' mission and functions and how its social and political systems work and operates effectively within them, including programs, policies, procedures, rules, and regulations of the Parole Board.

Provides information to subordinate staff concerning agency policies, regulations, and laws. Informs the public of the mission and responsibilities of the Mississippi Department of Rehabilitation Services. Interprets regulations and assists in policy planning.

Administration and Management: Plans, coordinates, and executes business functions and production.

Plans and conducts staff meetings to review, discuss, and interpret agency business and casework. Coordinates services and programs with other agencies and/or departments.

Managing Human Resources: Plans, distributes, and monitors work assignments of others; evaluates work performance and provides feedback; ensures staff are appropriately trained and utilized.

Reviews job performance of subordinate staff. Counsels with staff on performance and initiates appropriate corrective actions as necessary. Identifies training needs and conducts training of staff. Supervises staff in managing the Mississippi Department of Rehabilitation Services.

Planning and Evaluating: Organizes work and sets priorities; determines short and long term goals and strategies to achieve them; Monitors progress and evaluates outcomes.

Plans goals and assumes responsibility for accomplishing goals. Evaluates assigned programs to determine overall effectiveness, to identify need for modifications, and to provide recommendations for changes in policies and procedures.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

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. Supervises and provides technical assistance to staff in matters related to assigned programs.
2. Serves as liaison between the Department of Rehabilitative Services and staff, clients, and the general public.
3. Evaluates assigned programs to determine overall effectiveness, to identify need for modifications, and to provide recommendations for changes in policies and procedures.
4. Coordinates services and programs with other agencies and/or departments.

EXAMPLES OF WORK:

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

Plans goals with supervisor and assumes responsibility for accomplishing objectives.

Plans and conducts staff meetings to review, discuss, and interpret agency business and casework; consults with counselors or examiners on acceptable decisions.

Hears and resolves complaints of staff in the areas supervised.

May provide consultation to Disability Examiners regarding the processing of claims for Social Security disability.

Interprets Federal regulations and assists in policy planning; researches specific policies to update and clarify agency policy and regulations.

May make on-going reviews and provides processing of disability claims and case work to ensure accommodation of status changes.

May write, develop, institute new projects, and/or maintain new projects with rehabilitation facilities centers and hospitals, colleges, secondary schools, independent living centers, and other non-profit agencies.

May supervise one or more of the following statewide programs: special education, deaf program, psychological testing, state and private rehabilitation facilities, Social Security trust fund program, alcohol and drug program, mental health program, and/or independent living program.

May conduct planning activities to ensure that eligible persons receive appropriate rehabilitation services in accordance with priorities, laws, regulations, and within the limitations of available resources.

May inform the public, through the media and other avenues, of the mission and responsibilities of the Mississippi Department of Rehabilitation Services publicizes new developments, local needs and accurate statistical information.

Provides information to subordinate staff concerning agency policies, regulations, and laws; sets goals and objectives in concert with the individual needs, and capabilities of the district offices and reviews accomplishments.

Supervises staff in managing and coordinating the services of Mississippi Department of Rehabilitation Services at vendor facilities (i.e. universities, rehabilitation centers, local hospitals).

May oversee that the agency appeal procedure is followed; may conduct fair hearings and negotiates to resolve conflicts regarding official individuals about appeal procedures.

May identify training needs and conducts training of staff; locates and provides training material; identifies individuals as prospective trainees and arranges for training time and accommodations.

Interviews applicants and makes recommendations concerning vacant positions.

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.