



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 4278

DIRECTOR, VOCATIONAL REHABILITATION DIVISION

GRADE Q

SCOPE OF WORK:

Work involves directing the staff and activities of the Vocational Rehabilitation Division within the Department of Human Services (DHS). The Division includes field staff in regional offices and the Disability Determination Services Units.

DUTIES PERFORMED:

- Provide leadership to staff throughout DHS in the provision of vocational rehabilitation and disability determination services to clients.
- Administer the provisions of state and federal laws, rules, regulations, and agency policies and procedures; coordinate mandated federal program changes.
- Develop, coordinate, implement, monitor, and evaluate Division programs, services, policies, procedures, and strategic goals to meet the rehabilitative service needs of clients and ensure compliance with federal and state requirements.
- Direct, supervise, and evaluate Division staff.
- Develop, implement, and monitor the Division budget.
- Oversee the development of the Division strategic plan and program goals.
- Track and prepare proposed legislation; present testimony to legislative committees concerning Division operations.
- Represent the Division; collaborate with state and federal officials, agencies, and organizations; serve on various committees.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business or public administration or a human service related field, and six years of work experience managing health or human service programs that included responsibility for managing fiscal resources, supervision of staff, technical writing, and public speaking. A master's degree in one of the above fields may substitute for up to two years of the required experience.

Eff. Date: 5/88

Rev: 2/00 – Word processing conversion

Rev: 12/06 – Updated format; revised scope, duties, minimum qualifications, factoring, and grade; changed title

Rev: 4/10 – Changed focus of position back to Vocational Rehabilitation only. Revised scope, duties, minimum qualifications, factoring, and grade; changed title.

Rev: 7/12 – Conversion to Hay System