

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

VOCATIONAL REHABILITATION SPECIALIST SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future professional positions located within the Department of Workforce Development, Division of Vocational Rehabilitation. Positions allocated to this classification series provide consultative services to professional and administrative staff in the Division and the community and coordinate casework and/or program activities in a specialized area. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series encompasses professional positions located within the Division of Vocational Rehabilitation. Positions allocated to this series provide consultation and coordination of vocational rehabilitation programs and services a majority of the time. Positions in this series usually fall within the broad areas of vocational rehabilitation practice and services oversight. However, because of the scope of activities within this series, some positions may be given a more definitive specialization including but not limited to specific program focus areas such as supported employment, or specific disability populations such as sensory disabilities, or individuals receiving disability benefits or hard to serve populations. Positions in this classification series meet the definition of professional as defined in s. 111.81(15), Wis. Stats.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which meet the statutory definitions of supervisor and/or management as defined in s. 111.81(19) and (13), Wis. Stats. as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that do not meet the definition of professional as defined in s. 111.81(15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions which are, for a majority of the time, engaged in the provision of specific vocational rehabilitation casework and are more appropriately classified as Vocational Rehabilitation Counselor.
3. Positions which are, for a majority of the time, engaged in disability claims casework assignment and review and are more appropriately classified as Disability Determination Specialist, Disability Claims Reviewer or Disability Claims Specialist.
4. Positions which are, for a majority of the time, engaged in the provision of vocational services coordination within an institution and are more appropriately classified as Vocational Services Specialist.
5. Positions which are, for a majority of the time, engaged in the provision of case management services for clients in the Program for Assertive Community Treatment within Mendota Mental Health Institute and are more appropriately classified as Rehabilitation Case Coordinator.
6. Positions which are, for a majority of the time, engaged in coordinating re-employment and rehabilitation services for State of Wisconsin employees with work-related injuries or illness and are more appropriately classified as Re-Employment Specialist.
7. Positions which are, for a majority of the time, engaged in coordinating and overseeing specialized Worker's Compensation rehabilitation services and re-employment services for industrially injured non-state employee workers and are more appropriately classified as Worker's Compensation Rehabilitation Specialist.
8. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees enter positions within this classification series by competition. This is a multiple objective level classification series with some positions having an objective level at the Vocational Rehabilitation Specialist level and other positions having an objective level at the Vocational Rehabilitation Specialist – Advanced level.

Positions at the Vocational Rehabilitation Specialist level which are allocated to the objective allocation will not progress through reclassification.

Positions filled at the Vocational Rehabilitation Specialist level in the entry allocation may progress to the Advanced level through reclassification after the employee satisfactorily attains

the specified training, education or experience and performs the full scope of the duties identified at the Advanced level.

II. DEFINITIONS

VOCATIONAL REHABILITATION SPECIALIST

This is entry **or** objective level consultative program work and is comprised of positions which are responsible for providing: case consultation, monitoring, and program support in a major area of the vocational rehabilitation program. Positions in this series may coordinate or monitor the work of others and/or advise others on all aspects of complex vocational rehabilitation cases and will develop and maintain relationships with local organizations, staffs of other disciplines to coordinate vocational rehabilitation program functions.

Positions at the **entry** level are responsible for providing technical assistance and consultation for programs with statewide focus for the specific specialization area to which they are assigned. Work performed at the entry level is carried out under limited supervision and may include the opportunity for movement to the Advanced level with demonstrated progression in skill and knowledge and ability to take on additional responsibilities.

Positions at this level as an entry level function in one of the following allocations: Statewide Program Development and Coordination Specialist, Social Security/Ticket to Work Specialist, or Business Enterprise Program Specialist (BEP).

Positions at the **objective** level are responsible for individualized, consumer based cases which provide direct service responsibility for individuals served under the DVR program, and the provision of input to the creation, expansion, modification or elimination of services provided to the vocational rehabilitation population served. Work performed at the objective level performs all duties listed above under general supervision.

Positions at this level as an objective level function in one of the following allocations: Workforce Development Area Program Development and Coordination Specialist or Cold Case Specialist.

Representative Positions:

Workforce Development Area (WDA) Program Development and Coordination Specialist – This position provides program, project and service development and coordination within the geographic workforce development area (WDA) region to provide DVR information, oversight and implementation of DVR projects and services for customers. Occasionally, some of these programs and projects may have statewide impact, but they would not comprise the majority of the position's time. This position provides coordination and case management to ensure appropriate service provision to consumers as authorized by the Rehabilitation Act.

Cold Case Specialist –This position researches and develops, innovative strategies, resources and tools and implements specialized approaches to VR program service delivery aimed at consumer re-

engagement, increasing employment outcomes under the Rehabilitation Act, improving VR service delivery processes, and increasing cost reimbursement revenue.

VOCATIONAL REHABILITATION SPECIALIST –ADVANCED

This is advanced level technical assistance and consultation in VR practices. Positions at this level are primarily responsible for: identification and analysis of issues and service affecting the specific area for which they have responsibility; formulation and recommendation of policies, services and procedures regarding the area or clientele served; coordination of activities necessary to implement new or changed policies, services and procedures, including developing and conducting training for local or central vocational rehabilitation staff; and provision of technical consultation to internal and external parties regarding the program and program services. Work at this level requires a statewide focus, including extensive involvement with local organizations to establish cooperative assistance and coordinate state and local rehabilitation activities, and may include some grants management activities necessary to support the program/initiative and some public awareness and interagency coordination. Work is performed under general supervision.

Representative Positions:

Social Security/Ticket to Work Specialist - This position provides technical, consultative and training services to enhance the delivery of services to persons receiving Social Security Disability Insurance (SSDI) and Supplementary Security Income (SSI) benefits; shares information and provides guidance to individuals receiving disability benefits; develops policies and procedures for serving clients by analyzing federal and state laws, program issues, client data and state-of-the-art practices; coordinates services with the Social Security Administration, the Disability Determination Bureau; develops system(s) for monitoring services to clients; and recommends program innovation, expansion, modification and elimination.

Statewide Program Development and Coordination Specialist –This position provides coordination of statewide collaborative service delivery projects, coordination of innovation and expansion projects and other special projects consistent with requirements in the Rehabilitation Act and associated regulations; monitors and evaluates technical program specifications in statewide agreements, and develops cooperative agreements for unserved and underserved populations.

Business Enterprise Program (BEP) Specialist – This position functions in a team environment and researches, develops, and directs specialized activities and programs that focus on improving service delivery for people with disabilities. This position serves as the program expert for the BEP, working with the State Licensing Agency and Nominee Agency and individual program participants to provide recruitment, monitoring, consultative services and technical assistance directly to program participants. This position also provides oversight and monitoring of programs funded and administered by DVR to ensure compliance, efficiency, and effective services to people with disabilities as required by federal and state law and contract requirements.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an

identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

The Vocational Rehabilitation Specialist (VRS) classification was abolished and recreated effective October 16, 1994, as a result of the Professional Social Services Survey. Effective April 14, 1996, the VRS specification was revised to move one position allocation (Deaf-Blind Services Coordinator) from the VRS 1 to the 2 level.

This classification series was Vocational Rehabilitation Specialist 1, 2, 3 classification series was abolished and the Vocational Rehabilitation Specialist classification series was created effective January 11, 2015 and published in bulletin OSER-0385-CC/SC to retitle the class series level, update the definition language and add representative positions at the both levels. These updates were done in conjunction with the broadbanding of this classification series.

This classification specification was modified effective December 10, 2017 and announced in Bulletin DPM-0457 to more accurately describe the duties assigned to the Vocational Rehabilitation Specialist and – Advanced representative positions.

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