

Effective Date: March 2, 1997

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

DEAF AND HARD OF HEARING SPECIALIST

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 Health and Family Services, Division of Supportive Living, Office for the Deaf and Hard of Hearing, which are responsible for coordinating the provision of regional outreach services for deaf, deaf-blind, and hard-of-hearing persons. 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.

B. Inclusions

This classification series encompasses professional positions located within a regional office or in the central office of the Division of Supportive Living. Positions allocated to this series coordinate the provision of regional outreach services for deaf, deaf-blind, and hard-of-hearing persons.

C. Exclusions

Excluded from this classification series are:

1. Positions which meet the statutory definition of supervisor and/or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which require the incumbent to possess certification as a Professional Counselor and are more appropriately classified as Vocational Rehabilitation Counselor.
3. Positions which are engaged in the performance of social work as defined in Wis. Stats. 457 a majority of the time and are more appropriately classified as Social Worker.
4. Positions which are, for a majority of the time, engaged in providing consultation and coordination of vocational rehabilitation programs and services and are more appropriately classified as Vocational Rehabilitation Specialist.
5. 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.
6. Positions which are not located in the Department of Health and Family Services, Division of Supportive Living.
7. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification Series

Employees enter positions within this classification series by competitive examination. Progression to the objective level typically occurs after a minimum of one year and progression to the senior level is through reclassification as the employee satisfactorily attains the specified training, education or experience.

II. DEFINITIONS

DEAF AND HARD OF HEARING SPECIALIST CLASSIFICATION SERIES

Positions in this classification series coordinate the provision of regional outreach services for deaf, deaf-blind, and hard-of-hearing persons from a regional office or the central office of the Office for the Deaf and Hard of Hearing. Positions develop and implement service plans for consumers and families, provide a "fixed point of referral" for deaf, deaf-blind, and hard-of-hearing persons needing assistance entering the human services delivery system; and provide direct services to the client and family on referral sources, assistive listening devices, communications training, personal management training and leisure activities. Positions work with educational facilities and community-based programs that provide health services, income maintenance and services to the elderly; educate regional service organizations concerning the needs and capabilities of deaf, deaf-blind, and hard of hearing persons; and plan and provide continuing education and training opportunities for deaf, deaf-blind, and hard of hearing persons. Positions require fluency in American Sign Language. Positions perform interpreting skill assessments for interpreters within their assigned region, and maintain updated listings of certified and non-certified interpreters.

DEAF AND HARD OF HEARING SPECIALIST - ENTRY

This is the beginning level of this Specialist series. Employees at this level are engaged in on-the-job training and perform the duties identified in the definition statement under close supervision.

DEAF AND HARD OF HEARING SPECIALIST - OBJECTIVE

This is responsible, professional level Specialist work providing the full range of coordinative services in accordance with the policies, procedures and guidelines of the department. Employees perform the duties identified in the definition statement under limited to general supervision.

DEAF AND HARD OF HEARING SPECIALIST - SENIOR

This is responsible, independent Specialist work providing the full range of coordinative services in accordance with the policies, procedures and guidelines of the department. Employees at this level perform their duties under general supervision and speak and act with authority, independently representing the department in situations involving their clientele, utilizing their own professional judgment within prescribed policies, procedures and practices and perform these duties under general direction of supervisory or management staff. These positions may also assist in leading or training lower level Deaf and Hard of Hearing Specialists.

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. Must be fluent in American Sign Language.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 2, 1997 to reflect the results of a departmental reorganization which became effective July 1, 1996. These positions were formerly classified as Vocational Rehabilitation Counselors and were located in the Division of Vocational Rehabilitation. As a result of the reorganization, the Division of Vocational Rehabilitation was moved to another agency, the Department of Workforce Development. The Deaf and Hard of Hearing Specialists remained within the Department of Health and Family Services, in the newly created Division of Supportive Living. Announcement of this classification creation appeared in Bulletin CC/SC-63.

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