

Class Concept

This classification involves the administration and management of a large, comprehensive employment program with a wide range of program activities and components serving individuals with one or more disabilities. Program components may include training in assembly, sub-assembly, specialized assembly, food service, automotive, sewing, woodworking, and others. Programs also include job placement, sheltered employment, work adjustment, vocational evaluation, and personal/social adjustment, community living skills training, recreation and adult basic education, and/or related services. Work involves directing the procurement of contracts, supervision of satellite units, and establishing/maintaining a variety of program activities for clients. Employees plan a system of service delivery to meet needs of the employment program and direct the implementation of all programs and services.

Work is differentiated from lower levels by its significantly greater independence, larger size and greater variety and complexity of the programs, and a larger number of clients and staff. Employees report to the facility administrator or director. Work in this class includes significant involvement in the procurement of contracts for workshop participant training and oversight of program activities.

Recruitment Standards

Recruitment Pattern A / Production

Knowledge, Skills, and Abilities

- Considerable knowledge of business management policies and procedures as related to the production area of the population served.
- Thorough knowledge of Federal and State guides for employment programs.
- Skill in supervising and conducting management functions.
- Ability to establish rapport and communicate effectively with clients, various service delivery disciplines and industry/community personnel and leaders.

Minimum Education and Experience

Bachelor's degree in industrial systems technology, industrial engineering, or business management from an appropriately accredited institution and three years of experience in supervisory/management work in production, purchasing, or related work which must have provided exposure to the population to be served;
or

Associate's degree in industrial systems technology, industrial engineering, or business management from an appropriately accredited institution and five years of experience in production, trades, or related work, one year of which must have provided exposure to the population to be served; or equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.

Recruitment Pattern B / Training
Knowledge, Skills, and Abilities

- Considerable knowledge of developmental programming including socialization, habilitation needs and behavioral programming techniques
- Thorough knowledge of principles and techniques of working with clients who have disabilities
- Skill in organizing and managing an employment program for disabled clients
- Ability to establish and maintain effective working relationships with staff, a variety of service disciplines, and community agencies and industries
- Ability to coordinate and supervise staff
- Ability to communicate effectively in oral and written form

Minimum Education and Experience

Bachelor's degree in a human service field from an appropriately accredited institution and three years of experience working with clients with disabilities, two years of which must have been in an employment program for the population served; or an equivalent combination of education and experience.

Administering the Class

Recruitment Pattern A recognizes the business/industry experience and accompanying knowledge, skills and abilities. Selection of an employee with this education and experience may be suitable if subordinate supervisors or program managers have a human services/programmatic background.

Recruitment Pattern B reflects the human services/programmatic preparation for the management of an employment program for clients with disabilities and may be suitable if subordinate supervisors/staff have a more industrial or production-related background.

Management has the flexibility of choosing either A or B in order to meet the needs of the clients and the program and achieve the desired balance.

Recruitment announcements should reflect only one of the recruitment patterns.