STATE OF IOWA

TERRY BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF EDUCATION
JASON E. GLASS, DIRECTOR

Dear Applicant:

Thank you for your interest in applying for the position of Administrator, Iowa Vocational Rehabilitation Services with the Iowa Department of Education. Attached for informational purposes are a Job Opening Announcement and a Position Description Questionnaire.

In order to be considered for this position, the applicant must provide all requested information regarding the stated qualifications. Applications for this position must be returned to this office by the date listed on the job opening announcement for this position. The selection process consists of these steps:

I. Each applicant should forward to this office the following:

   A. Completed Department of Education application form.
   B. Cover letter describing your interest in the position.
   C. Current resume/vita, which address the qualifications for this position.
   D. Current set of college/university transcripts, including all training related to the position. Unofficial copies are acceptable.
   E. Three current letters of recommendation, which address the qualifications for the position.
   F. Names of at least three other references with addresses and telephone numbers.

   All documents may be e-mailed to education.personnel@iowa.gov or mailed directly to the Department of Education at the address listed below.

II. Based upon the initial screening process, selected applicants will be invited to participate in a formal interview with department staff.

III. The formal interview will last approximately two - three hours in length. The same questions will be asked of all those interviewed. There will be an opportunity to ask the committee members questions as part of the interview process.

If your application for this position is to remain confidential, please indicate that in your application materials. Should you have any questions related to the selection process, please contact me. Again, thank you for your interest in this position with the Iowa Vocational Rehabilitation Services and the Iowa Department of Edcuation.

Sincerely,

Karen Chapman
education.personnel@iowa.gov
Personnel Administrative Assistant
Iowa Department of Education

Attachments

Date of Job Opening Posting: February 21, 2011

IOWA DEPARTMENT OF EDUCATION
JOB OPENING ANNOUNCEMENT

POSITION: Administrator, Iowa Vocational Rehabilitation Services

PAY GRADE: Pay Plan 000, Pay Grade 43
Current Salary Range - $ 3,496.80 - $ 4,972.80 biweekly
$ 90,916.80 - $129,292.80 annually

LOCATION: Jessie Parker Building, 510 E3 12th Street, Des Moines, IA 50319

WORK UNIT: Department of Education, Iowa Vocational Rehabilitation Services

DESCRIPTION: This Division Administrator oversees a $55 million budget including Disability Determination Services which is 100% federally funded, and Vocational Rehabilitation Services which is 79% federally funded and 21% state funded. The Division has nearly 400 staff located in 45 locations in Iowa, serving over 20,000 vocational rehabilitation clients per year. In addition, they adjudicate more than 39,000 Social Security Disability Income and Supplemental Security Income claims per year. Vocational rehabilitation staff serves all counties, high schools, community colleges, and Regents institutions in Iowa.

Responsibilities include administration of complex programs to provide vocational rehabilitation and independent living services to persons with disabilities, administration of programs to determine eligibility for disability benefits in accordance with state and federal laws, and oversight of personnel and financial operations. The person in this position plans, organizes and directs the operations of Iowa Vocational Rehabilitation Services (IVRS); provides leadership and advocacy in the development and implementation of the IVRS Strategic Plan and in the establishment, expansion and coordination of operational policy, staffing capacity, program and process efficiencies in organizational development and workforce planning; directs the preparation of budgets, exercises control over expenditures of funds, and establishes accounting procedures to assure expenditures are used for the purposes intended. This person establishes methods to assure uniform application of all operational policies, rules and regulations; evaluates the effectiveness of policies, operational and program objectives and personnel performance; and analyzes and synthesizes operational effectiveness through state and federal reporting requirements. This person interprets strategic plan objectives and action plans to rehabilitation personnel, DDS personnel, administrative services personnel, the legislature and the public in order to gain acceptance for vocational rehabilitation programs and persons with disabilities.

Finally, the person in this position develops effective partnerships and represents IVRS in a variety of relationships at national, regional, state and local levels with public,

private, professional and consumer organizations dealing with disabilities or concerns of vocational rehabilitation, including the Federal Rehabilitation Services Administration and Social Security Administration.

8:00 a.m. – 4:30 p.m., Monday – Friday with some in and out of state travel, nights and weekends

REQUIRED QUALIFICATIONS: Advanced degree (Master's degree or higher) from an accredited four-year college or university and the equivalent of eight years of full-time progressively responsible management oriented experience in a recognized administrative support area. Demonstrated leadership, organizational and strategic planning skills at a system level; experience working with fiscal and data management, program improvement and system evaluation to support effective delivery of services for persons with disabilities. Excellent verbal and written communication skills and the ability to build collaborative relationships. Strong advocate for individuals with disabilities.

DESIRABLE QUALIFICATIONS: High level administrative experience with a large-scale rehabilitation services provider; active participant in national vocational rehabilitation issues; doctoral degree; and state government work experience. Proven experience as a change agent demonstrated by process improvement and programmatic innovation. Skilled in systems change to decrease duplication and maximize resource allocation.

DEADLINE: To ensure full consideration for this position, the Department's application form, as well as other requested materials, must be returned to this office via email, mail or personal delivery by March 15, 2011. For additional information regarding this position or application materials contact:

Karen Chapman, Personnel Administrative Assistant
Iowa Department of Education
Grimes State Office Building
400 E 14th St
Des Moines, IA 50319-0146
515-281-3411
E-mail: education.personnel@iowa.gov

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, *et seq*.), Title IX (Educational Amendments, 20 U.S.C.§§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, *et seq*.).

If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515/281-5295, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 N. Canal Street, Suite 1053, Chicago, IL 60606-7204.

DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES ENTERPRISE (DAS-HRE)
POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

Please read instructions before completing this form.

FOR AGENCY USE ONLY	FOR DAS-HRE USE ONLY
M-5 #: _____	PDQ #:
☐ New Position	Class Title:
☐ Position review requested	18-Digit Position #:
☒ Update only	Personnel Officer:
☐ Response to DAS-HRE request	Date:

1. Name of employee (if none, write VACANT)	2. Current 18-digit position #	3. Current Class Title
	283-I67-3400-00788-001	PSE-6

4. Department, Division, Bureau, Section and Work Address
Iowa Vocational Rehabilitation Services, 510 East 12th Street, Des Moines, IA 50319

5. Hours worked (shifts, rotations, travel)	6. ☒ Full-time (40 hours per week) ☐ Part-time (list number of hours per week):
8-4:30 M-F, some nights and weekends, in and out of state travel	

7. Have the assigned duties changed since this position was last reviewed for a classification decision? ☐ Yes ☒ No
If Yes, place an "X" beside each NEW task written below. Also, describe in detail how those tasks are different from those previously assigned.

8. Classification requested	9. Name and job classification of the immediate supervisor
PSE - 6	Jason Glass, Director, Iowa Department of Education

10. Description of Work: Describe the work in detail. Make the description so clear that the reader can understand each task exactly. In the % column, enter the percent of time spent on each task during an average work week, not to exceed 100%. List tasks in descending order of time spent. If this is a reclassification request, the previous PDQ must be attached. This PDQ will be returned if any section is incomplete.

%	WORK PERFORMED
40	Administers various complex programs to provide vocational rehabilitation and independent living services to mentally and physically disabled persons under the requirements of the Code of Iowa, State Plan for Vocational Rehabilitation, and the Federal Rehablitation Act of 1973, as amended. Administers programs to determine eligibility for disability benefits under the Social Security Act in accordance with Federal laws and regulations. Plans, organizes and directs the operations of the Iowa Vocational Rehabilitation Services (IVRS), develops Strategic Plan, funding requirements and policies needed for accomplishment of established goals. Informs the Director of plans, activities and accomplishments.
20	Provides leadership in development and implementation of the IVRS Strategic Plan and in the establishment, expansion and coordination of rehabilitation services and interprets program objectives to rehabilitation personnel, the legislature and the public to promote and gain acceptance for vocational rehabilitation programs and persons with disability.
20	Represents IVRS in a variety of relationships at national, regional, state and local levels with public, private, professional and consumer organizations dealing with disability or concerns of vocational rehabilitation, including the Federal Rehabilitation Services Administration and Social Security Administration. Develops effective partnerships with such entities that assist in accomplishing the Agency's Strategic Plan.
10	Directs preparation of budgets and budget justifications; exercises control over expenditures of funds; establishes and maintains accounting procedures to meet state and federal requirements and to assure expenditures are for the purposes intended.
5	Establishes methods and procedures to assure uniform application of all policies, rules and regulations; evaluates effectiveness of policies, program objectives and personnel performance; and installs new methods, procedures, objectives and personnel when indicated for program improvement.
5	Recruits, selects, trains, assigns, directs and supervises employees of the division directly and through subordinate managers and supervisors.

(To insert additional "Description of Work" items, Click Here.) Otherwise, proceed to Item 11.

11. Is this position considered to be supervisory? Yes ☒ No ☐ (If Yes, complete the *Supervisory Analysis Questionnaire* form [CFN 552-0193] and attach it with this PDQ.)

12. For what reasons are you requesting that this position be reviewed? Include, if applicable, significant changes or additions to duties, comparison(s) with other positions, etc. Be specific. Attach additional sheets, if necessary.

No changes. Requesting permission to fill this position.

Employee Signature

☒ I certify that I have read the instructions for the completion of this questionnaire, that the answers are my own, and that they are accurate and complete.

OR

☐ The questionnaire was completed by department management. I have read and been provided a copy of this questionnaire.

Signed _____ _____

(Incumbent Employee) *(Date)*

For position review requests, if you have not been notified by your department's management of their decision to either support or not support this request within 30 days, you may send this request directly to DAS-HRE for review. Address it to: Administrator, Program Delivery Services, Iowa Department of Administrative Services – Human Resources Enterprise, Hoover Building, Level A, 1305 East Walnut, Des Moines, Iowa 50319.

Supervisor Review of PDQ

This section must be completed within 30 days after the PDQ is received from the employee. The employee must be notified of the decision to either support or not support the request. Regardless, the request must be forwarded to DAS-HRE. This PDQ will be returned if any section is incomplete. Attach additional sheets, if necessary.

13. Indicate to what extent, if any, the statements on this form are, in your opinion, not correct or need clarification.

The statements are accurate.

14. Describe the origin of any new duties, i.e., those marked with an "X" in item 10. If new duties have been added, where were they performed prior to being assigned to this position? Are these duties performed by anyone else? If so, identify the person(s) and the position classification of their positions. How long have the new duties been performed?

N/A

15. What is the basic purpose of this position?

The overall purpose of this position is to administer the work of the division and to provide leadership and support to the community of persons with disabilities in Iowa, including coordination for state and federal programs, compliance monitoring, and collection and reporting of data and information for decision making. These activities are designed to support the achievement of the State of Iowa and Iowa Vocational Rehabilitation Services strategic plan.

16. Identify the essential functions that must be performed by the incumbent, with or without reasonable accommodations for disabilities. Identify any certifications or licenses that are required. Refer to the instruction sheet, Section 3.15 of the *Managers and Supervisors Manual*, or Chapter 5 of the *Applicant Screening Manual* for more information on essential functions.

In order to perform the functions of this position, the person must have a mix of administrative and management skills in addition to technical, educational and communication skills. A Master's degree or higher is essential. The position requires demonstrated leadership, organizational and strategic planning skills at a system level, experience working with fiscal and data management, program improvement and evaluation to support effective delivery of services for persons with disabilities. Excellent verbal and written communication skills and the ability to build collaborative relationships are essential. Some travel will be required.

17. Identify the most critical competencies required to perform the job duties of this position as described in Item 10. *Competencies are observable and measurable knowledge, abilities, skills and behavior that must be applied to achieve results aligned with the goals of the organization.* Refer to Chapter 5 of the *Applicant Screening Manual* or the *State of Iowa Competency Guide* for more information about competencies.

Critical competencies include written and oral communication skills, leadership, vision, organizational awareness, information management, planning and evaluating, managing human resources, technical competence, financial management, interpersonal skills, teamwork and integrity/honesty.

18. If this position is non-supervisory, is it considered to be confidentially or managerially exempt from collective bargaining?
Yes ☐ No ☐ (If Yes, complete the Bargaining Exemption Questionnaire form (CFN 552-0631) and attach it with this PDQ.)

Supervisor Comments and Signature

19. ☐ Support Request ☐ Do Not Support Request

Comments (if applicable):

Signed _____ _____
(Supervisor) *(Date)*

Appointing Authority Comments and Signature

☐ Support Request ☐ Do Not Support Request

Comments (if applicable):

Signed _____ _____
(Appointing Authority) *(Date)*