

## VOCATIONAL EVALUATOR SUPERVISOR

### KIND OF WORK

Professional supervisory vocational evaluation work.

### NATURE AND PURPOSE

Under limited supervision, directs staff engaged in the provision of vocational evaluation program activities to ensure that comprehensive, quality evaluation services are provided in compliance with program goals and policies and State and federal laws; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Directs overall work activities of subordinate staff to attain program standards and to ensure consistent application of policies and procedures by interviewing and selecting employees, scheduling hours of work, transferring employees and approving staff assignments.

Reviews and evaluates individual work performance of subordinate staff to recommend salary increases, promotions, demotions and disciplinary actions or terminations or to identify turning needs by comparing work with established standards.

Recommends acquisition of vocational evaluation equipment to improve evaluative capabilities by developing and presenting comprehensive purchase justifications to the counseling supervisor and/or area director.

Counsels program staff to provide guidance in their resolution of unique client evaluation problems by discussing the case with the particular evaluator and offering for consideration evaluative approaches for possible use.

Monitors and evaluates program effectiveness to ensure unit goals and objectives are achieved by developing and implementing new procedures, methods and guidelines and establishing formal reporting systems to measure levels of performance.

Provides job engineering consultant services to local industry to assist employers in adapting a job to the special needs of a client by communicating information via phone contact, personal meetings, and worksite analysis.

Speaks before public groups and other interested parties to provide an accurate representation of vocational evaluation services and to encourage utilization by responding to requests or offering to provide informational presentations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Vocational evaluation techniques sufficient to plan, direct and evaluate program services to clients.

Staff training principles and practices sufficient to instruct employees in the proper application of work evaluation techniques and practices.

Physical, mental and emotional impairments sufficient to evaluate effectiveness of programs and conduct evaluations when necessary.

The use and interpretation of vocational and psychological tests and measurements sufficient to oversee the interpretation of test results.

Occupations and their environmental demands sufficient to evaluate effectiveness of programs and to develop new policies and methods.

Rehabilitation engineering principals sufficient to evaluate operations and to recommend the purchase of appropriate equipment.

Available community resources sufficient to oversee referrals to community services and utilize resources in developing programs.

Ability to:

Plan, organize, assign and evaluate the work of subordinate staff.

Conduct program evaluations and determine corrective action.

Communicate effectively orally and in writing.

Est.: 3/85  
Rev.:

T.C.:  
Former Title(s):