



Programs Manager

Apply

Statewide

Full time

Posted Today

JR40202

Job Posting Title

Programs Manager

Agency

805 DEPARTMENT OF REHABILITATION SERVICES

Supervisory Organization

Dept Rehabilitation Services

Job Posting End Date (Continuous if Blank)

Note: Applications will be accepted until 11:59 PM on the day prior to the posting end date above.

Estimated Appointment End Date (Continuous if Blank)

Full/Part-Time

Full time

Job Type

Regular

Compensation

Monthly/Annual Salary:	Monthly	Annual
Level II (Pay Band M)	\$5,997.53	\$71,970.31
Level III (Pay Band N)	\$6,556.24	\$78,674.88

Job Description**Basic Purpose**

Positions in this job family are assigned responsibilities involving the direction or supervision of programs related to the delivery of agency services on a statewide basis. This includes the supervision of professional level staff in providing a variety of services and assistance to eligible clients, responsibility for a work unit of a division or a single program area, assisting in directing a major multifunctional program or unit, or overall responsibility for major program activities involving the principle operations of the agency. Positions in this job family are assigned responsibilities involving providing direction and guidance for program services or operations, and coordinating program functions and activities within an agency division or unit.

Typical Functions

- Manages a major agency unit, section, division, or program; and supervises professional level staff in the completion of assigned functions and activities.
- Develops and recommends policies, rules and regulations which pertain to the administration of assigned programs consistent with federal and state laws; participates in program analysis, including the analysis of problems and needed services.
- Directs studies of needs; reviews and analyzes information from studies and projects for immediate and long-range program development; advises subordinate program staff and other interested groups of the proper interpretation and application of agency rules and policies.
- Reviews periodic staff reports, administrative audits, program activities and other information to evaluate program effectiveness and quality of service; develops controls to assure accountability for program operation, policy implementation and the maintenance of efficiency in various units.
- Develops and maintains sound personnel policies and practices

Level Descriptor

Level II - At this level employees are assigned responsibilities related to direct supervisory responsibility over a professional level staff; responsibility for assessing program staffing needs, conducting local on-site staff meetings and training to provide information about program policies and procedures, counseling with local officials about needs and problems at the local level, developing and coordinating community, stakeholder, or

partner outreach for the program, and initiating corrective actions concerning program procedures and staff management.

Level III - At this level, employees are assigned responsibilities involving the direction and supervision of a work section of a division having responsibility for a single program area administered by the agency. Employees will perform all essential functions related to the position.

Education and Experience

Level II - Education and Experience required at this level consists of a Master's degree and one year of professional experience; or a bachelor's degree and two years of professional experience; or an equivalent combination of education and experience, substituting one year of professional level experience for each year of the required education.

Level III - Education and Experience required at this level consists of a master's degree and two years of professional experience; or a bachelor's degree and three years of professional experience; or an equivalent combination of education and experience, substituting one year of professional level experience for each year of the required education.

Knowledge, Skills, Abilities, and Competencies

Level II - Knowledge, Skills, and Abilities required at this level include knowledge of agency policies and procedures; of all state and federal legislation related to assigned agency programs; and of supervisory principles and practices.

Ability is required to supervise and evaluate personnel and program performance; to communicate effectively, both orally and in writing; to interpret and apply policy material; and to maintain effective working relationships with others.

Level III - Knowledge, Skills, and Abilities required at this level include knowledge of agency policy; of state and federal regulations relevant to agency programs; of sound methods of administration; of methods of management and planning; and of supervisory principles and practices.

Ability is required to administer programs and supervise personnel; to maintain effective working relationships with others; and to exercise good judgment in the solution of problems.

Special Requirements

Some positions will require that applicants be willing and able to perform all job-related travel.

Some positions with the Department of Rehabilitation Services require proficiency in American Sign Language.

Some positions with the Department of Rehabilitation Services require that applicants are eligible to sit for certification specific to the professional job duties such as Certified Rehabilitation Counselor (CRC), Certified Vocational Evaluator (CVE), Professional Vocational Evaluator (PVE), or Licensed Professional Counselor (LPC) examination.

Additional Job Description

Position may be filled at Level II or III.

Position is located in the Division of Vocational Rehabilitation in Oklahoma City. Final work location is to be determined.

Essential Functions: Position is responsible for the administration of a multifunctional unit, providing evaluation services for Oklahomans with disabilities; directs operations for two specialized service groups including the vocational evaluation service group and the psychological clinician service group; evaluates, coordinates, and directs statewide programs based at Career Planning Centers in Tulsa, Oklahoma City, and Lawton; using information from the agency data base, assures consistency and quality of information and services provided by each functional service group within the unit. Prefer applicants with supervisory experience in vocational evaluation, vocational assessment and vocational testing, work samples, dexterity, cognitive aptitude, and psychological testing.

Applicant must be willing to perform all job-related travel.

Trial period (if applicable) is required.

Preferred Qualifications: Preference may be given to applicants with current CRC, LPC, PVE or School Counselor Certification (Traditional) credentials and with experience in counseling and with experience in diagnostics and testing.

Applicant must be eligible to sit for certification specific to the professional job duties such as Certified Rehabilitation Counselor (CRC), Certified Vocational Evaluator (CVE), or Licensed Professional Counselor (LPC), examination.

Application must include transcript which shows master's degree has been awarded and any current Certified Rehabilitation Counselor (CRC), Licensed Professional Counselor (LPC) or Professional Vocational Evaluator (PVE) certification or documentation of eligibility to sit for above certifications.

Background Check: The Department of Rehabilitation Services will conduct a criminal background check on new hires as part of an offer of employment that is made contingent upon a successful criminal background check.

Benefit Highlights: The Department of Rehabilitation Services provides a comprehensive benefits package designed to support our employees and their dependents.

Benefits Include:

- Generous state paid benefit allowance to help cover insurance premiums
- A wide choice of health insurance plans with no pre-existing condition exclusions or limitations
- Flexible spending accounts for health care expenses or dependent care
- Employee assistance programs and health and fitness programs
- 11 paid holidays
- 15 days of vacation and 15 days of sick leave for the first year
- Retirement Savings Plan with a generous match
- Longevity Bonus for years of service
- 5% additional pay for the possession of an appropriate professional certification or licensure
- Training opportunities to help meet CEU requirements

Method of Application: *Applicants without previous state service, with previous state service but not currently employed by a state agency must apply through the Workday on-line External Listings applicant system ([State of Oklahoma Careers \(myworkdayjobs.com\)](https://myworkdayjobs.com/StateofOklahoma)).*

Current State of Oklahoma employees must apply through the Workday on-line Internal Listings applicant system ([Find Jobs - Internal State of Oklahoma - Workday \(myworkday.com\)](https://myworkdayjobs.com/StateofOklahoma)).

For questions regarding specific duties or details of this job, please contact Human Resources at HR@okdrs.gov.

Equal Opportunity Employment

The State of Oklahoma is an equal opportunity employer and does not discriminate on the basis of genetic information, race, religion, color, sex, age, national origin, or disability.

Current active State of Oklahoma employees must apply for open positions internally through the [Workday Jobs Hub](#).

About Us



Oklahoma State Government is the largest employer in the state of Oklahoma, employing over 35,000 diverse and talented employees in more than 100 state agencies, boards and commissions. Our workplaces can be found across the state from Boise City to Idabel, Hollis to Miami, and everywhere in between.

To learn more about our state agencies, visit [here](#)

[Read More](#) ▾

Veterans



Utilizing the Office of Veterans Placement provides eligible veterans additional services and interview opportunities for State of Oklahoma employment. Visit the [webpage](#) for additional details and information on how to apply.

[Read More](#) ▾

Oklahoma Privacy Policy



© 2024 Workday, Inc. All rights reserved.