**DUTY STATEMENT**

CLASSIFICATION: Staff Services Manager I (Specialist)

NAME:

DISTRICT/BRANCH: Older Individuals Who Are Blind, unit 023

POSITION NUMBER: 813-023-4800-xxx

**JOB OBJECTIVES:**

Under the general direction of the Specialized Services Division (SSD) Deputy Director, in a highly independent capacity as the section lead and program manager, the Staff Services Manager I (SSM I) utilizes highly developed consultative and analytical skills to provide oversight and administration of the Department of Rehabilitation (DOR) statewide Older Individuals Who Are Blind (OIB) program under Title VII Chapter 2 of the Vocational Rehabilitation Act. The OIB SSM I advises the SSD Deputy Director on policies and procedures pertaining to the OIB program; develops processes to improve the DOR’s ability to meet required federal grant standards; advances projects and goals for the division as identified in DOR’s strategic plan; and uses Federal guidelines to independently establish protocols and procedures for the OIB section. In addition, the SSM I provides statewide leadership and guidance for the OIB program, and acts as liaison to community agency executive directors; offers technical assistance and guidance pertaining to federal and state laws and regulations relevant to the OIB program. The SSM I performs complex analytical duties to include directing the collection of in-kind match for distribution of federal funds, overseeing program data collection, preparing reports, providing technical expertise to the division, and serving as lead capacity on blindness related issues.

ESSENTIAL JOB FUNCTIONS

30% Plan, organize, coordinate, evaluate and direct the administration of the DOR’s statewide Older Blind program under Title VII Chapter 2 of the Vocational Rehabilitation Act. Independently develop, lead, and promulgate the entire Requests for Applications cycle which includes serving as lead consultant with Contracts & Procurement and DOR Accounting sections; providing consultation and negotiations for sensitive issues with grantee leadership. Exercise OIB functional authority by directing the team analysis, evaluation and selection processes for proposals; make grant award recommendations to Department executive leadership, and issue grant awards; contribute insight and guidance to resolving Applicant appeals; provide on-going grant management oversight; using extensive functional knowledge of senior blindness services, evaluate and ensure quality of grantee programs and services as well as grantee compliance to all Federal laws and regulations.

20% Provide expert consultative advice to the SSD Deputy Director on matters pertaining to the formulation, implementation, and evaluation of OIB policies and procedures; advise the Deputy Director on developing protocols to correct grantee data processes and reporting errors to meet required federal grant standards. Develop collaborative relationships statewide with all OIB agency executive directors and program managers; provide technical assistance, guidance and direction to grantees pertaining to state and federal laws and regulations to insure contract compliance; and act as the sole DOR liaison to community agencies pertaining to grantee budgets. Serve as lead on blindness related issues including: Reviewing and developing policies and procedures impacting services to the blind and visually impaired (BVI) population; provide consultation on blindness, the OIB program, and related issues to blindness constituency groups and other community stakeholders; and develop and/or analyze existing and proposed legislation impacting BVI consumers. Serve as primary spokesperson for the CA OIB program (the nation’s largest), to the Rehabilitation Services Administration (RSA), Federal OIB groups, and other interested parties.

20% Independently administrate the processing of invoices to include reviewing invoices for accuracy, coaching grantee agencies on proper invoice procedure, insuring invoice corrections are performed, approving payment of invoices, and keying invoices into database system for payment processing. Review monthly and quarterly reports for data accuracy and compliance requirements. Correct and train agency staff on data collection and reporting to meet federal requirements. Input new client information and county services provided into database to track number of consumers served. Compile, review, and submit required annual RSA federal report (7-OB) for Directorate review and signature.

15% Independently schedule annual plan of reviews, and carry out Technical Review visits to grantee agencies to monitor grant compliance. Meet and consult with grantee executive leadership while evaluating the accuracy and orderliness of records through reviewing consumer case files, staff timesheets, fiscal records, and billing invoices. Provide constructive, in-person feedback on sensitive issues to agency leadership pertaining to Review discoveries and compliance. Compile and write site Technical Review reports; identify compliance concerns, and develop corrective action plans for agencies not in compliance.

10% Solicit, identify, and negotiate viable in-kind match sources; develop and finalize match agreements; record, track and monitor in-kind matches received throughout the year. Maintain OIB grantee and match databases by reconciling and resolving data discrepancies to ensure data reliability. Monitor, review, and analyze the data collected, generate grant expenditures, performance, deliverables and statistical or ad hoc reports; and develop and provide recommendations in response to inquiries by stakeholders and the executive leadership team.

**MARGINAL JOB FUNCTIONS**

5% Perform other duties as assigned to enable continuous support and completion of functions that further the mission of the OIB program. This includes but is not limited to participating in workgroups and programs within the Department and outside agencies, preparing and giving presentations to community based agencies regarding the Department of Rehabilitation services, and providing field staff with information regarding the latest OIB services offered by the community-based agencies. Handle public inquiries, provide referrals to local agencies, and represent the OIB to the public via community meetings, training panels, and phone inquiries.

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Employee signature date

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Supervisor signature date