



STATE OF COLORADO  
invites applications for the position of:

# Director of Vocational Rehabilitation Services

A residency waiver has been granted for this announcement.  
Applications will be considered from residents and non-residents of Colorado.

**CLASS TITLE:** MANAGEMENT

**LOCATION:** Denver, Colorado

**PRIMARY PHYSICAL WORK ADDRESS:** 1575 Sherman Street, Denver CO 80203

**SALARY:** \$6,841.00 - \$10,816.00 Monthly

**SALARY NOTE:** Although the full salary range for this position is provided, appointments are typically made at or near the range minimum.

**FLSA STATUS:** Exempt; position is not eligible for overtime compensation.

**OPENING DATE:** 05/17/13

**CLOSING DATE:** 07/01/13 05:00 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**

**Note: The closing date for this announcement has been extended. If you have already applied, you do not need to re-apply.**



**Colorado Department of Human Services**

*people who help people*

The Colorado Department of Human Services (CDHS) strives to provide the most efficient, effective and

elegant services to our customers. Services are elegant when both the provider and the customer feel uplifted by their interaction. Daily, our commitment is to be "people who help people."

The Division of Vocational Rehabilitation (DVR) assists persons with disabilities to succeed at work and to live independently.

DVR is committed to helping our employer partners find candidates who are skilled, loyal, and committed to your success.

**DVR is....**

- Welcoming
  - Responsive
  - Effective
  - Proactive
  - Continually growing and improving
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- DVR believes that treating all persons with dignity and respect results in services and outcomes of the highest quality.
  - DVR believes that the quality of our staff is essential to the success of our clients.
  - DVR believes that any action taken by our employees has a direct impact on the successful accomplishment of our mission.
  - DVR employees are committed to strive to accomplish and effectively represent the collective Vision, Mission, and Values and to continually improve their performance outcomes each year.

**DESCRIPTION OF JOB:**

CDHS is seeking a seasoned executive-level leader to serve as the Director and highest program manager for the Division of Vocational Rehabilitation Services. The individual in this position directs the daily operations and the Division's work units, develops the Division's mission, goals, and strategic objectives, and develops long-term and short-term strategic plans to meet the objectives. Oversees budget, policy, performance improvement, and communications strategies, and represents the Division to external stakeholders.

The Director will oversee the following DVR programs:

- Vocational Rehabilitation - assists individuals with disabilities to obtain employment.
- Independent Living Centers - promote a philosophy of independent living, including consumer control, peer support, self-help, self-determination, equal access, and individual and system advocacy.
- Business Enterprise Program - assists qualified legally blind business persons in managing food service operations in state, federal, and some private facilities.
- Traumatic Brain Injury Program - develops a system of care in Colorado to address the needs of individuals with traumatic brain injuries.

DVR is also assisted in its work through the Statewide Rehabilitation Council, an advisory group that is staffed by the DVR Director.

**MINIMUM QUALIFICATIONS, SUBSTITUTIONS AND CONDITIONS OF EMPLOYMENT:**

**Education:** Graduation from an accredited college or university with a bachelor's degree.

**AND**

**Experience:** Six (6) years of progressively responsible professional experience leading a large, complex

organization that must have included at least:

- Two (2) years of experience successfully leading and supervising subordinate managerial staff, and
- Two (2) years of professional public or business administration experience that included establishing organization structure, developing strategic work plans, budget development and control, setting goals and objectives to achieve program results, and fostering a team environment.

**Preferred Qualifications:**

The preferred candidate will exhibit:

- A Master's Degree in Vocational Rehabilitation, Public or Business Administration, Human Services, or other advanced degree in a related field.
- Additional depth and breadth of job-related experience beyond the minimum qualifications above.
- Professional experience leading human services programs (especially vocational rehabilitation services) at a statewide level.

**Highly Desirable Characteristics:**

- Ability to work effectively with key stakeholders, speak and write authoritatively and compellingly, resolve communication problems, negotiate, and manage competing interests.
- Ability to work well with constituents regardless of position and authority, contribute to governing boards and committees, and adhere to clear lines of responsibility and accountability.
- Proven experience in budget, financial, and contract management.
- Proven experience in policy analysis, development, and implementation.
- Flexibility in leadership through performing and/or overseeing the analysis of complex human resources, financial, or administrative management, policy, and program issues.
- Proven record of building and managing teams and creating an enabling environment.
- Proven ability to provide strategic direction and ensure an effective work structure to maximize productivity and achieve goals.
- Excellent interpersonal, verbal, and written communication and public speaking skills.
- Ability to problem solve and execute decisions.
- Ability to work in a complex political environment.
- Proven experience in overseeing and executing data-driven performance management and outcome-based systems and initiatives.

**Conditions of Employment**

- Candidates must pass a Colorado Background of Investigations background check, a Federal Bureau of Investigations background check, and drug screen.

**SUPPLEMENTAL INFORMATION:**

**Selection Process:**

Applicants are encouraged to attach a cover letter and résumé to their application.

The selection process will consist primarily of an application review in which all applications are evaluated against the minimum and preferred qualifications of this position to identify a top group of candidates to move forward in the selection process. Candidates will be notified of their status via email.

Please be aware the application review is based solely upon the information provided in your application packet, including the Work Experience and Supplemental Questions sections of your application. It is imperative that you provide extensive detail in these sections of your application. You should specifically address how, and in what capacity, your work experience satisfies the minimum requirements or allowable substitution requirements, preferred qualifications, and special

qualifications of this position.

Note: Transfers, voluntary demotions and reinstatements are required to apply and participate in the selection process.

Former employees of the Colorado Department of Human Services (CDHS) who were disciplinary terminated or resigned in lieu of termination must disclose the information on your application and may not be eligible for employment at CDHS.

**HOW TO APPLY:** Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

**IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:**

Please submit your application online and supply a valid email address. All communication will be through email. If you do not have access to a computer to submit your application online, please contact the HR Specialist listed on this announcement. Faxed, late, paper, or emailed applications will not be accepted nor considered.

**DEPARTMENT CONTACT INFORMATION:**

Morgan.Murphy@state.co.us

**METHODS OF APPOINTMENT:** Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.colorado.gov/jobs>

Position #IHA 00055 05/08/2013  
DIRECTOR OF VOCATIONAL REHABILITATION SERVICES  
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

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**Director of Vocational Rehabilitation Services Supplemental Questionnaire**

- \* 1. If you are a current or previous Colorado State employee, please provide the following information for each state job worked: the department, job title, dates of employment.
  
- \* 2. Describe your leadership role(s) in a large, complex organization. Include the size and a description of the organization and number of years experience in each role.

- \* 3. Describe your experience bringing together diverse stakeholders to drive change. Include your role(s), length of time in the role(s), and give at least two specific examples describing the stakeholders, how you facilitated the work, and the outcomes.
  
- \* 4. Describe your experience using data to improve performance. Include your role(s), length of time in the role(s), and give at least two specific examples explaining the data used, the decisions made using the data, and the outcome.

\* Required Question