**Program Manager**

**Department of Rehabilitation**

**Older Individuals who are Blind**

**Community Recruitment Announcement (August, 2016)**

The Department of Rehabilitation (DOR) is recruiting for the Program Manager to administer the Older Individuals who are Blind (OIB) program providing Title VII, Chapter 2 funds to private, non-profit community based agencies that provide independent living services to blind and visually impaired individuals age 55 and older. In a highly independent capacity as the section lead, the Program Manager utilizes well developed consultative and analytical skills to oversee the grant management of over 20 grants to ensure efficient and effective service delivery of core services for unserved and underserved older blind and visually impaired populations. The Program Manager provides statewide leadership and guidance for the OIB program; 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; and uses federal guidelines to independently establish protocols and procedures for the OIB section. The Program Manager further provides specialized technical consultation and assistance to the Specialized Services Division on blindness related issues; analyzes existing and proposed legislation; 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 advises the SSD Deputy Director on policies and procedures pertaining to the OIB program.

The Program Manager reports to the Deputy Director of Specialized Services Division in the DOR. The DOR works in partnership with consumers and other stakeholders to provide services and advocacy resulting in employment, independent living, and equality for individuals with disabilities.

**Essential information**

* The position classification is Staff Services Manager I (SSM I) (Specialist) with a monthly base salary range of $5,311.00 - $6,598.00. The description for the SSM I Specialist classification is available at:

<http://www.calhr.ca.gov/state-hr-professionals/pages/4800.aspx>

* The SSM I minimum qualifications include either:
1. Three years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience with at least one year of which must have been in a full journeyperson technical capacity. In addition, a college degree is required. OR
2. One year of experience in the California state service performing the duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst.
* While not a requirement for the SSM I classification, it is desirable that applicants for this position possess demonstrated experience and sensitivity in working with persons who are blind or visually impaired.
* This position requires between 5-10% travel time for technical site reviews.
* Those applicants who are not already working in state government with an appointment at the SSM I level must be on the SSM I eligibility list already or get on the list by taking the SSM I examination at:

 <https://www.jobs.ca.gov/Public/Bulletin.aspx?examCD=9PB19>

* A Training and Development (T&D) position may be considered for candidates who do not have SSM I list eligibility.
* Interested applicants must submit a State of California Application (STD678), resume and, if applicable, evidence of their SSM I list eligibility. The state application, along with instructions, is available online at

<https://www.jobs.ca.gov/> .

* Completed applications must be submitted electronically through your CalCareer account at [www.jobs.ca.gov](http://www.jobs.ca.gov) . You must Include **JC-30770 / POS#813-023-4800-xxx** on your State Application (STD678) in the "Examination(s) or Job Title(s) for which you are applying" section found under the *"*Questions" tab of your CalCareer application template. **Applicants who do not submit the required information may not be considered for this job.**
* The final filing date to submit your application for this position is **September 1, 2016**.
* Final hire will be subject to the state’s hiring conditions.

Included with this announcement is the duty statement for this position.

Questions about the position may be directed to Rosa Gomez at (916) 558-5564 or Rosa.M.Gomez@dor.ca.gov .

Attachment: SSM I OIB Program Duty Statement