

 [Tell us what you think - take our Customer Satisfaction Survey](#)

(497047) DISTRICT PROGRAM MANAGER 2

Requisition Number:497047

REQUISITION INFORMATION

Requisition Number: 497047
Position Number:* SDE000013962
Position No: SDE000013962
Classification Title:* DISTRICT PROGRAM MANAGER 2
Working Title:* DISTRICT PROGRAM MANAGER 2
Job Code: DISTRICT PROGRAM MANAGER 2
 Job Code Number: AUN08367

Number of Openings

Positions:

Position no	Type:	Status	Applicant	Application status
1 SDE000013962 <u>Position No: SDE000013962</u>	Replacement	Vacant	-	-

Position Details

Reason: Vacant
Position Vacant Date: 2020-06-22
Date Opened: Jun 10, 2021
Date Filled:
Agency: DEPT OF ECONOMIC SECURITY
Process Level: DE53R-DE-TBD
Department: 53RP0-RSA 019 - SBVID RAES PHOENIX
Pay Grade: 22
Pay Grade No: AREG-22
Posting Salary Range/Hourly Rate: 24.0385 - 29.0164
FLSA Status: Exempt
Retirement Plan: ASRS
Employee Status:* C1-UNCOVERED W/BN
Recruitment Process:* Core Recruitment Process

Search Committee Details

Search Committee Chair: BRIAN DULUDE


Search Committee Members:

Recipient

DEPT OF ECONOMIC SECURITY:

TONI GRIMM

SELECTION CRITERIA (FROM LIBRARY ONLY)

 There are no items to show

Posting Details**Agency Summary:**

Your Partner For A Stronger Arizona.

DES works with families, community organizations, advocates and state and federal partners to realize our collective vision that every child, adult, and family in Arizona will be safe and economically secure.

DES serves more than 3 million Arizonans Our Mission is to make Arizona stronger by helping Arizonans reach their full potential through temporary assistance for those in need, and care for the vulnerable.

Contact Us:

Apply through azstatejobs.azdoa.gov. For questions about this career opportunity, please contact Brian Hemminger at Brianhemminger@azdes.gov.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting (480) 202-3850.

Requests should be made as early as possible to allow time to arrange the accommodation. Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.

Job Summary/Basic Function:

Would you like to be part of an amazing culture that helps Arizonans reach their full potential through temporary assistance? The Arizona Department of Economic Security (DES) is looking for individuals that are committed to service, community, and teamwork.

The Department of Economic Security, Division of Employment and Rehabilitation Services (DERS) is seeking an experienced and highly motivated individual to join our team as a District Program Manager 2 with the Rehabilitation Services Administration (RSA).

Duties:

- Plan, organize, and direct the Independent Living Older Blind program staff, which includes Rehabilitation Teachers, Orientation and Mobility Specialists, Assistive Technology Specialists, and support staff. Responsible for recruiting, staffing, coaching, mentoring, evaluating, training, and reviewing performance staff.
- Allocate and manage the resources for vendors who provide services to Independent Living clients who are blind or visually impaired. Monitoring to include client outcome, client satisfaction, adherence to Best Practices, compliance with contract requirements and efficiency measurements.
- Manage and monitor services provided by staff for client outcomes, client satisfaction, and adherence to Best Practices, compliance with program policy and procedures, and efficiency measurements. Analyzes and interprets reports and determines course of action. Actively participate in Arizona Management System tools and techniques to improve program performance and outcomes.
- Work with staff, clients, advocates, and providers in the ongoing review and improvements program performance for persons who are blind or visually impaired.
- Provide consultation to RSA staff and community vendors who provide services for persons who are blind or visually impaired to increase affected individuals outcomes.
- Prepare reports and respond to program inquires. Ensure information and data is prepared and submitted for federal and state reports.
- Participate in RSA Management Team Activities.

Posting Knowledge/Skills/Abilities Summary:

- Knowledge of federal and state laws and regulations and policies, best practices and philosophies related to blindness and rehabilitation for Vocational Rehabilitation, Independent Living, rehabilitation principles and practices, contracts and budget management, and reporting requirements.
- Knowledge of effective management and supervisory techniques.
- Leadership, project management, problem solving, decision making, and negotiating.
- Analyzing, evaluating, interpreting data to implement solutions, and oral and written communication.
- Ability to work with a diverse group of stakeholders.
- Ability to complete and analyze complex assignments
- Ability to prioritize tasks.
- Ability to provide leadership and team building.
- Ability to manage complex situations and relationships.

Selective Preference(s):

- Current or previous supervisory or management experience preferred.
- Commission on Rehabilitation Certification (CRC) preferred.
- The ideal/preferred candidate will have a Master's Degree in Rehabilitation Teaching, Rehabilitation Counseling, or Orientation and Mobility, plus two (2) years of rehabilitation experience OR five (5) years of supervision or administrative experience in the area of rehabilitation, blindness, and administration. (Preference only--not a requirement)

Pre-Employment Requirements:

- Successfully complete the Electronic Employment Eligibility Verification Program (E-Verify), applicable to all newly hired State employees.
- Successfully pass background and reference checks; employment is contingent upon completion of the above-mentioned process and the agency's ability to reasonably accommodate any restrictions.
- Travel may be required for State business. Employees who drive on state business must complete any required driver training (see Arizona Administrative Code R2-10-207.12.) AND have an acceptable driving record in accordance with DES Fleet Management-Safety Program policy and procedures (DES 1-07-26 & DES 1-07-26-01). Employees may be required to use their own transportation as well as maintaining valid motor vehicle insurance and current Arizona vehicle registration; however, mileage will be reimbursed.

Retirement:

State employees are required to participate in the Arizona State Retirement System (ASRS), the State sponsored retirement contribution plan and the Long-Term Disability (LTD) program after a 27-week waiting period. The ASRS defined benefit plan provides for life-long income upon retirement. You will also have the option to participate in a voluntary deferred compensation program to take advantage of tax-deferred retirement investments.

On, or shortly after, your first day of work you will be provided with additional information about the available insurance plans, enrollment instructions, submission deadlines and effective dates.

Benefits:

We offer a competitive benefits package that is unmatched by the private sector and a culture that encourages team success and advocates for personal advancement.

- Affordable Health, Dental, Vision and Life and Disability Insurance
- 10 holidays per year
- Paid Vacation and Sick time off - start earning it your 1st day
- Eligible to participate in the Public Service Loan Forgiveness Program (must meet qualifications)
- Contribute to, and participate in the Arizona State Retirement System
- Ride Share and Public Transit Subsidy
- Career Advancement Opportunities
- Tuition reimbursement
- Opportunity to work remotely (home office) on an ad-hoc basis

Please list any advertising sources:**Position Type:**

Full-time

Job Location:

DEMAPHO498

Posting Location:*

PHOENIX

Advertising Summary:

Opportunity to join a great team!

Advertisement Text:

DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona.

DES works with families, community organizations, advocates and state and federal partners to realize our collective vision that every child, adult, and family in Arizona will be safe and economically secure.

DES serves more than 3 million Arizonans Our Mission is to make Arizona stronger by helping Arizonans reach their full potential through temporary assistance for those in need, and care for the vulnerable.

DISTRICT PROGRAM MANAGER 2

Division of Employment and Rehabilitation Services (DERS) Rehabilitation Services Administration (RSA)

Job Location:

Address: 3443 N. Central Ave., Phoenix, AZ 85012

Posting Details:

Salary: \$24.0385 - \$29.0164

Grade: 22

Closing Date:

Job Summary:

Would you like to be part of an amazing culture that helps Arizonans reach their full potential through temporary assistance? The Arizona Department of Economic Security (DES) is looking for individuals that are committed to service, community, and teamwork.

The Department of Economic Security, Division of Employment and Rehabilitation Services (DERS) is seeking an experienced and highly motivated individual to join our team as a District Program Manager 2 with the Rehabilitation Services Administration (RSA).

Job Duties:

- Plan, organize, and direct the Independent Living Older Blind program staff, which includes Rehabilitation Teachers, Orientation and Mobility Specialists, Assistive Technology Specialists, and support staff. Responsible for recruiting, staffing, coaching, mentoring, evaluating, training, and reviewing performance staff.
- Allocate and manage the resources for vendors who provide services to Independent Living clients who are blind or visually impaired. Monitoring to include client outcome, client satisfaction, adherence to Best Practices, compliance with contract requirements and efficiency measurements.
- Manage and monitor services provided by staff for client outcomes, client satisfaction, and adherence to Best Practices, compliance with program policy and procedures, and efficiency measurements. Analyzes and interprets reports and determines course of action. Actively participate in Arizona Management System tools and techniques to improve program performance and outcomes.
- Work with staff, clients, advocates, and providers in the ongoing review and improvements program performance for persons who are blind or visually impaired.
- Provide consultation to RSA staff and community vendors who provide services for persons who are blind or visually impaired to increase affected individuals outcomes.
- Prepare reports and respond to program inquiries. Ensure information and data is prepared and submitted for federal and state reports.
- Participate in RSA Management Team Activities.

Knowledge, Skills & Abilities (KSAs):

- Knowledge of federal and state laws and regulations and policies, best practices and philosophies related to blindness and rehabilitation for Vocational Rehabilitation, Independent Living, rehabilitation principles and practices, contracts and budget management, and reporting requirements.
- Knowledge of effective management and supervisory techniques.
- Leadership, project management, problem solving, decision making, and negotiating.
- Analyzing, evaluating, interpreting data to implement solutions, and oral and written communication.
- Ability to work with a diverse group of stakeholders.
- Ability to complete and analyze complex assignments
- Ability to prioritize tasks.
- Ability to provide leadership and team building.
- Ability to manage complex situations and relationships.

Selective Preference(s):

- Current or previous supervisory or management experience preferred.
- Commission on Rehabilitation Certification (CRC) preferred.
- The ideal/preferred candidate will have a Master's Degree in Rehabilitation Teaching, Rehabilitation Counseling, or Orientation and Mobility, plus two (2) years of rehabilitation experience; OR five (5) years of supervision or administrative experience in the area of rehabilitation, blindness, and administration. (Preference only--not a requirement)

Pre-Employment Requirements:

- Successfully complete the Electronic Employment Eligibility Verification Program (E-Verify), applicable to all newly hired State employees.
- Successfully pass background and reference checks; employment is contingent upon completion of the above-mentioned process and the agency's ability to reasonably accommodate any restrictions.
- Travel may be required for State business. Employees who drive on state business must complete any required driver training (see Arizona Administrative Code R2-10-207.12.) AND have an acceptable driving record in accordance with DES Fleet Management-Safety Program policy and procedures (DES 1-07-26 & DES 1-07-26-01). Employees may be required to use their own transportation as well as maintaining valid motor vehicle insurance and current Arizona vehicle registration; however, mileage will be reimbursed.

Benefits:

We offer a competitive benefits package that is unmatched by the private sector and a culture that encourages team success and advocates for personal advancement.

- Affordable Health, Dental, Vision and Life and Disability Insurance
- 10 holidays per year
- Paid Vacation and Sick time off - start earning it your 1st day
- Eligible to participate in the Public Service Loan Forgiveness Program (must meet qualifications)
- Contribute to, and participate in the Arizona State Retirement System
- Ride Share and Public Transit Subsidy
- Career Advancement Opportunities
- Tuition reimbursement
- Opportunity to work remotely (home office) on an ad-hoc basis

For a complete list of benefits provided by The State of Arizona, please visit our [benefits page](#)

Retirement:

State employees are required to participate in the Arizona State Retirement System (ASRS), the State sponsored retirement contribution plan and the Long-Term Disability (LTD) program after a 27-week waiting period. The ASRS defined benefit plan provides for life-long income upon retirement. You will also have the option to participate in a voluntary deferred compensation program to take advantage of tax-deferred retirement investments.

On, or shortly after, your first day of work you will be provided with additional information about the available insurance plans, enrollment instructions, submission deadlines and effective dates.

Contact Us:

Apply through azstatejobs.azdoa.gov. For questions about this career opportunity, please contact Brian Hemminger at Brianhemminger@azdes.gov.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting (480) 202-3850.

Requests should be made as early as possible to allow time to arrange the accommodation. Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.

Form:* General Application Form (Skinny)

Users and Approvals

Team: DEPT OF ECONOMIC SECURITY

HR Liaison: BRIAN HEMMINGER

Hiring Manager:* BRIAN DULUDE

Approval process:* 1 Step Approval

1. Approver 1: BRIAN HEMMINGER  Approved Jun 10, 2021

Recruiter:* BRIAN HEMMINGER