## DUTY STATEMENT

Classification: Program Manager, Deaf Programs

Name:

Position Number: 024-9791-XXX

Division: Specialized Services

Branch: Deaf and Hard of Hearing Services (024)

Location: Sacramento

Primary Assignment: DHHS Program Manager

**JOB OBJECTIVES:**

Under the administrative direction of the Deputy Director of Specialized Services Division in the Department of Rehabilitation, the Program Manager of the Deaf and Hard of Hearing Services (DHHS) section plans, coordinates, implements, and evaluates the Department’s programs and services to deaf, hard of hearing, late deafened, and deaf-blind consumers. The Program Manager establishes operational policies, and procedures; formulates and determines program priorities and serves as a liaison to community organizations and programs. The Program Manager must use American Sign Language (ASL) 100% of the time in performing the duties.

**ESSENTIAL JOB FUNCTIONS:**

25% Manages the DHHS Section including direct supervision of the Section staff which includes a Program Coordinator, an Associate Governmental Program Analyst, an Office Technician, and Support Services Assistant-Interpreters (SSA-I's). Responds to written and email inquiries, requests for information, statistical data, and other items from field staff, outside individuals, agencies, and programs.

20% Responsible for assisting with the recruitment and retention of Rehabilitation Counselors for the Deaf (RCDs) in field offices. Makes presentations at RCD/Rehabilitation Counselor training programs. Provides technical assistance to District staff regarding hiring procedure for RCDs. Assists districts with screening and interviewing of RCD candidates for vacancies. Approve hires of RCDs for the Administration and Personnel per policy. Responsible for establishing the expected competencies for RCDs, assessing their skill and knowledge levels as related to the competencies, and developing and planning trainings to meet the identified needs. Responsible for coordinating and planning training for supervisors of RCDs.

20% Responsible for overseeing the administration of the Department’s ASL Bilingual Evaluation for state employees and Quality Assurance Appraisal for non-certified interpreters by Section staff. Ensures that the evaluations are administered appropriately and results are reported to the appropriate individuals. Responsible for assisting with the recruitment and retention of SSA-I's. Oversees the development of requests for proposals, review of bids, and administration of contracts for oral and sign language interpreters, and real time captioners. Supervises the coordination of interpreter requests for Central Office and field staff, activities, and functions. Provide technical assistance to other state agencies on interpreter and real time captioner needs.

10% Responsible for planning and coordinating the activities and meetings of the Department’s Deaf & Hard of Hearing Advisory Committee (DHHAC). Follow up with appropriate staff on recommendations and motions made by the membership. Also includes the recruitment, screening, and recommendations of applicants to the Director to fill vacancies.

10% Provides technical assistance regarding contracts, vendorization and approval of their fees, and alternative funding opportunities to agencies and providers for consumer services. Reviews and makes recommendations for grant proposals and budgeting changes.

10% Analyzes existing and proposed legislation which has an impact of the deaf, hard of hearing, and late deafened. Participates in legislative changes related to individuals who are deaf, hard of hearing, and late deafened as part of advocacy for their needs.

**MARGINAL JOB FUNCTIONS:**

5% Represents the Director and the Department at public meetings, conferences, conventions, and other events. Performs other duties as required or assigned.

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**(Employee’s Name) Date**

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**(Supervisor’s Name and Title) Date**

**Original: Employee’s Official Personnel File**

**Copies: Employee and Supervisor’s drop file**