

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. REHBCSTAA27R

**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> LEO-LABOR AND ECON OPPORTUNITY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Services for Blind Persons (BSBP)
<b>4. Civil Service Position Code Description</b> Rehabilitation Consultant-12	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Regional Transition Services Consultant	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> McVoy, Shannon; State Administrative Manager 15	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> Akey-Kisiel, Lisa; State Division Administrator 17	<b>13. Work Location (City and Address)/Hours of Work</b> The candidate's home address, with access to the Grand Rapids and Kalamazoo regional offices/ Mon - Fri 8am-5pm

**14. General Summary of Function/Purpose of Position**

The Transition Services Consultant functions as the recognized resource for the West Michigan region, including Kalamazoo and Grand Rapids and surrounding counties providing support by coordinating, planning, organizing, tracking, and implementing programmatic services and events related to Pre-Employment Transition Services (Pre-ETS) for eligible blind and visually impaired students. The Transition Services consultant must be competent in the fiscal, internal controls, technical, and regulatory requirements under WIOA and the Rehab Act of 1973, as amended, and for the 911 data elements, reporting, and categorizing of Pre-ETS expenditures and related staff time. The consultant will be responsible for monitoring programs and ensuring compliance with state and federal regulations. The consultant will serve as a subject matter expert providing technical assistance and training to BSBP staff, educators, and community partners.

The purpose of this position is to improve post-secondary outcomes for visually impaired and blind students through the coordination of direct services, focused and purposeful collaboration, information sharing, and data analytics. The various work will require in-person attendance for programs meetings and events and the use of and proficiency in various virtual platforms. This position requires a strong commitment to teamwork, excellence, accountability, critical thinking, and professional judgment.

This position functions as the recognized resource for the West Michigan region, including Kalamazoo and Grand Rapids and surrounding counties.

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

**Duty 1**

**General Summary:**

**Percentage: 45**

Provides advanced technical consultation in developing, designing, implementing, and reviewing regional transition programs in the West Michigan region, including Kalamazoo and Grand Rapids and surrounding counties.

**Individual tasks related to the duty:**

- Consults with BSBP Regional Manager, Asst. Manager and staff, educational and community partners to plan and implement regional Pre-ETS programs, which are developed based on local needs incorporating the five required categories of Pre-ETS.
- They may be required to work in collaboration or consult with the Statewide Transition Manager or Statewide Rehabilitation Consultant.
- Consults with local business partners on providing Pre-ETS Work-based learning opportunities for students.
- Develop Interagency Cash Transfer Agreements (ICTAs) in coordination with the regional management and counselors and the statewide transition manager to expand resources to identify transition service gaps. Manages ICTAs on a regional basis as directed. Assist with managing ICTAs.
- Provides technical assistance and consultation regarding Transition and Pre-ETS activities and services to ensure compliance with the Rehab Act of 1973, as amended by WIOA, RSA sub-regulatory guidance, and BSBP policies and procedures in collaboration with the Statewide Transition Manager to support Bureau goals and objectives.
- Provides feedback on transition programs and events, including but not limited to progress reports detailing challenges, solutions, suggestions, and opportunities for improvement to management, vendors, and community partners through direct communication. Communicates feedback as appropriate with the Statewide Transition Manager.
- Utilize tools such as spreadsheets and other organizational resources to maintain data to properly support regional initiatives.
- Develops program evaluation tools based on program goals and objectives in collaboration with program/event service delivery teams.
- Strategic development of resources, including service providers and community partners in collaboration with the Statewide Transition Manager to support Bureau goals and objectives.
- Evaluate regional gaps in transition service provision to ensure that all 5 Required Categories of Pre-ETS are available to students working with LEAs and supporting Bureau goals and objectives.

**Duty 2**

**General Summary:**

**Percentage: 30**

Assist with identifying and managing Potentially Eligible and Pre-ETS cases within the West Michigan Region.

**Individual tasks related to the duty:**

- Connect with the Transition Coordinator/or relevant personnel in each school district within the designated area to identify transition-age students who are not currently connected to BSBP services.
- Family Engagement educating the student and parents on the 5 Pre-ETS categories, individual and group training opportunities, and its connection to successful vocational outcomes.
- Refer, Authorize and Record individual student participation in Pre-ETS program in the Electronic Case Management System following BSBP case management practices.
- May carry a case load to support the Region as necessary.

**Duty 3**

**General Summary:**

**Percentage: 15**

Assist in the development of policies, procedures, communication, and job aides to support the provision of Pre-ETS.

**Individual tasks related to the duty:**

- Serves as the regional subject matter expert on Pre-ETS policy and procedures.
- Participate in statewide Pre-ETS policy planning and implementation with other RSC 12's, including developing training strategies to ensure consistent and effective Pre-ETS across BSBP regions.
- Provide presentations (in-person or virtual) on Pre-ETS topics to BSBP staff, school personnel, parents and students, vendors, and community partners.

**Duty 4**

**General Summary:**

**Percentage: 10**

Other duties as assigned.

**Individual tasks related to the duty:**

- Complete projects and assignments as directed by the Regional Manager, Field Service Division Director and/or Bureau Director.
- Support the region with operational needs as required.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

The Transition consultant will be asked to independently develop programs and events, select vendors and venues, arrange for BSBP program staffing, and negotiate service fees; these decisions will affect other rehabilitation professionals managing transition cases and local administrative support. Recommend changes to Transition related policy, procedure, and programming. These recommendations can impact BSBP staff statewide, students with disabilities, community and educational partners, and vendors.

**17. Describe the types of decisions that require the supervisor's review.**

- Final approval of programs.
- Approval for purchased services and/or goods beyond the identified spending limit.
- Approval of obligation(s) of BSBP staff time, facilities, funding source, or other resources of the BSBP.
- Responding to concerns or questions that result from correspondence with stakeholders.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

- The ability to travel to and from meetings and events in various weather.
- The ability to work in an office or hybrid environment.
- The ability to work independently and responsibly in a remote environment.
- Due to the nature of the position, evenings and/or weekends may be scheduled based on programmatic needs.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

Additional Subordinates

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

**22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes

**23. What are the essential functions of this position?**

The Transition Services Consultant functions as the recognized resource for the West Michigan region, including Kalamazoo and Grand Rapids and surrounding counties providing support by coordinating, planning, organizing, tracking, and implementing programmatic services and events related to Pre-Employment Transition Services (Pre-ETS) for eligible blind and visually impaired students in the region they are assigned. The Transition Services consultant must be competent in the fiscal, internal controls, technical, and regulatory requirements under WIOA and the Rehab Act of 1973, as amended, and for the 911 data elements, reporting, and categorizing of Pre-ETS expenditures and related staff time. The consultant will be responsible for monitoring programs and ensuring compliance with state and federal regulations. The consultant will serve as a subject matter expert providing technical assistance and training to BSBP staff, educators, and community partners. The purpose of this position is to improve post-secondary outcomes for visually impaired and blind students through the coordination of direct services, focused and purposeful collaboration, information sharing, and data analytics. The various work will require in-person attendance for programs meetings and events and the use of and proficiency in various virtual platforms. This position requires a strong commitment to teamwork, excellence, accountability, critical thinking, and professional judgment. This position functions as the recognized resource for the West Michigan region, including Kalamazoo and Grand Rapids and surrounding counties.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

No changes

**25. What is the function of the work area and how does this position fit into that function?**

WIOA mandates BSBP to reserve and expend 15% of the VR grant on pre-employment transition services, which includes the five required services that must be made available to blind and visually impaired students in coordination with the LEAs statewide, the four coordination activities, and the nine authorized activities. The objective of the WIOA mandate and activities under Section 113 of WIOA is to increase post-secondary outcomes, including competitive integrated employment.

This position fits into the function of the work area by supporting the Pre-ETS needs on a regional level, as described in this PD. The success of the Pre-ETS goals depends on the consultant's ability to deliver results and student outcomes aligned with the Rehab Act of 1973, as amended by WIOA.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Possession of a master's degree with a major in public administration, business administration, management, human resources, rehabilitation counseling, guidance and counseling, special education, social work, psychology, occupational therapy, speech therapy, or physical therapy.

**EXPERIENCE:**

**Rehabilitation Consultant 12**

Four years of professional experience providing rehabilitation services to individuals with disabilities equivalent to a Rehabilitation Counselor, including two years equivalent to a Rehabilitation Counselor P11 or one year equivalent to a Rehabilitation Consultant P11 or Rehabilitation Counselor 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the principles and methods of rehabilitation counseling and training.
- Knowledge of programs and providers for persons with disabilities.
- Knowledge of the state and federal laws and regulations about the rehabilitation of persons with disabilities.
- Knowledge of blindness, skills of blindness, and access to technology.
- Knowledge of Pre-ETS, the specialized vocational rehabilitation area to which assigned.
- Ability to develop, coordinate, and implement districtwide, statewide, or departmentwide specialized vocational rehabilitation programs.
- Knowledge of casework and interviewing techniques.
- Knowledge of community organizations and services available to persons with disabilities.
- Required IT skills - proficiency in MS Office & Google Workspace.

Communication skills – able to communicate verbally and in written form clearly and concisely.

Workplace skills - manage time, prioritize tasks, act, take the initiative, and display sound judgment in problem-solving.

Collaboration skills – contribute positively, inclusion, interact with integrity, relationship building.

Ability to learn Case Management and Document Management platforms.

Ability to be innovative in the creation of Transition programs.

Ability to learn through coaching methods.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None are required.

**NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.**

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

***I certify that the entries on these pages are accurate and complete.***

CARLA JENKS

Appointing Authority

6/27/2023

Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

Employee

Date