

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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency LEO-LABOR AND ECON OPPORTUNITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Rehabilitation Services (MRS)
4. Civil Service Position Code Description REHABILITATION CONSULTANT-2A	10. Division Policy Accountability Staff Development
5. Working Title (What the agency calls the position) Rehabilitation Training Consultant	11. Section Central Office
6. Name and Position Code Description of Direct Supervisor MAY, MARIE L; STATE ADMINISTRATIVE MANAGER-1	12. Unit Staff Development Unit
7. Name and Position Code Description of Second Level Supervisor SWEENEY, DAWN M; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work TBD / M-F, 8-5 (Hybrid)

14. General Summary of Function/Purpose of Position

This position functions as a statewide Staff Development Unit Training Consultant for MRS and its partner agencies. This position is responsible for the assessment, development and implementation of complex training with an emphasis on training for Counselors, Coordinators, Rehabilitation Assistants (RAs), and refresher training for seasoned staff. This position will also focus on annual mandatory training, collaborative Policy Unit training, learning management platforms, and other new statewide agency training initiatives that may be launched. This position involves providing consultation and oversight about new initiatives to field staff and helping districts adopt, promote, and sustain new programs that enhance public vocational rehabilitation services delivery. This position will also play a critical role in assisting the SDU Rehabilitation State Administrative Manager and Staff Development/Training & Policy Division Director with the ongoing assessment, design, development, implementation, and evaluation of training. Moreover, this position is responsible for collaborating with other bureau staff to assist in the systemic analysis of issues related to the provision of vocational rehabilitation services utilizing performance consulting. Other primary functions include assisting with the Staff Development & Policy Division strategic planning and ensuring compliance with federal regulations regarding the Comprehensive System of Personnel Development (CSPD) per the Workforce Innovations Opportunity Act (WIOA). As a member of the Staff Development team, this position is also responsible for working in collaboration with managers, counselors, administrators, partner agencies, and contractors to accomplish the duties of the position.

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: 60

As a member of the Staff Development team, this position develops and conducts training to support new counselors, coordinators and rehab assistant training, refresher training for seasoned staff, annual mandatory training, as well as other statewide training initiatives and identifies the needs that help develop the competencies and skills of rehabilitation counseling professionals and support staff.

Individual tasks related to the duty:

- Develops the design of numerous statewide training programs for internal and external audiences for Counselors and Coordinators, RAs, and other statewide initiatives as appropriate. Utilizes the AWARE training server.
- Develops and prepares refresher training materials and other statewide training programs for rehabilitation counselors and support staff.
- Provides operational management of training contractors.
- Conducts research, analyzes data and develops training strategies to help improve staff performance.
- Develops and maintains relationships with other rehabilitation professionals, partner agencies, and contractors.
- Conducts face-to-face and on-line (blended learning) statewide training programs as appropriate with internal and external audiences.
- Attends meetings and seminars to obtain information and evaluate speakers to determine a fit to train MRS staff.
- Monitors training costs to ensure budget is not exceeded.
- Responsible for development and continuous improvement activities related to Motivational Interviewing.
- Analyzes and determines appropriate delivery modalities on-line learning.
- Develops learning activities that match the need, learning style and level of understanding of MRS staff.
- Uses adult learning strategies that encourage learners to build on their experiences.
- Assembles and oversee cross-functional teams as appropriate to help inform the designs of future training programs. Collaborate with other Rehabilitation Consultants as appropriate.
- Other duties as assigned.

Duty 2

General Summary:

Percentage: 15

Provides oversight for the Bureau's Learning Management System known as YesLMS.

Individual tasks related to the duty:

- Works with contractors to further the development of this learning system and coordinate and consult in the development of training materials and classes and other newly launched statewide training initiatives.
- Meets regularly with contractors and other members of SDU to coordinate system development.
- Provides technical assistance and consultation to managers, VR staff, administrators, and system users statewide of YesLMS and contributes to the development of training materials and classes and participates in weekly SDU Huddles.

Duty 3

General Summary:

Percentage: 15

Assists the SDU manager with the application and reporting of any new in-service training grants, data collection, spending plans and evaluations.

Individual tasks related to the duty:

- Assists in the preparation of grant proposals, state and federal reports.
- Assists in the development of the Staff Development Unit's spending plan and in reviewing data collection and evaluations for the purpose of continuous improvement.
- Prepare needed Statements of Work for training as directed by the SDU Manager.
- Consults with internal and external subject matter experts (SMEs).
- Serves as a subject matter expert (SME) on various projects (i.e., consumer development, business development, inter-agency or departmental liaison, Title 1 Coordinator, school services, vocational rehabilitation services, etc.).
- Facilitates in-person and online learning.
- Engages business and community organizations in Disability Awareness Training and collaborates with the Business Network Division.
- Assists in the development of a method for tracking bureau leadership development activities.
- Develops feedback mechanism for assessing the completion of stretch projects.

Duty 4

General Summary:

Percentage: 10

Performs related work as assigned.

Individual tasks related to the duty:

- Posts announcements of training offerings.
- Attends meetings and serves statewide on teams as identified by Bureau Director.
- Conducts and co-facilitates work-team meetings in the absence of the SDU manager.
- Provides information and support to bureau departmental units and districts.
- Research topics and prepare reports for Bureau Director and Executive Team, as requested.
- Works with Unit's Dept. Tech to ensure accurate postings, scheduling and data collection of training activities.
- Updates information on SharePoint as needed. Participate in Staff Development Unit Learning Circles.
- Serves as a representative on the national programs such as the National Employment Team (NET), Council of State Administrators of Vocational Rehabilitation (CSAVR), American Occupational Therapy Association (AOTA), or other groups or professional organizations.
- Work in collaboration with LEO/E&T Communications as appropriate to facilitate joint training across E&T.
- Other duties as assigned by MRS/SDU leadership.
- Provides statewide or departmental consultive services in a complex specialized area such as traumatic brain injury (TBI), assistive technology (AT), hard of hearing (HOH), independent living, pre-employment transition services, supported employment, employer education, inter-agency liaison, school services, health and welfare services, facilitate development, staff development and training, and development of partner capacity.

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

Makes independent professional judgments based on knowledge of rehabilitation practices and VR experience. Independently designs training programs. Schedules statewide training activities. Works with staff, partners and outside contractors to implement training programs. Conducts training, provides consultation and technical assistance to managers, administration and other staff as appropriate. Updates the Bureau's on-line learning and knowledge management system and SharePoint. Assemble cross-functional teams to further aid the design and implementation of training programs. Provides consultation to partner agencies within and outside the Department.

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

Decisions on major training activities that impact on budget expenditures. Issues involving departmental procedures, federal or state regulations, or other internal sensitive and/or confidential matters.

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.

Extra physical effort is required to frequently carry and set up audio-visual equipment, and carry training materials. Extensive car travel may be required to conduct on-site training at Bureau offices and other learning sites across the state.

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

Responsible for statewide consultation and training activities that impact over 400 Bureau staff and partner agencies to ensure professional development and collaboration. Independently designs and implements bureau training plans. Conducts group and individual on-site training in field offices across the state. Assists the SDU Manager to implement the agency's In-Service Training Program. Demonstrates good communication, presentation and writing skills to assure productive collaboration with bureau staff, managers, administrators, partner agencies, and contractors to accomplish the duties of the position.

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

This position is responsible for the assessment, development and implementation of complex training with an emphasis on training for Counselors, Coordinators, Rehabilitation Assistants (RAs), and refresher training for seasoned staff. This position will also focus on annual mandatory training, collaborative Policy Unit training, learning management platforms, and other new statewide agency training initiatives that may be launched. Develops the design of numerous statewide training programs for internal and external audiences for Counselors and Coordinators, RAs, and other statewide initiatives as appropriate. Utilizes the AWARE training server. Develops and prepares refresher training materials and other statewide training programs for rehabilitation counselors and support staff. Corrected the Educations requirements for this positon.

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

This position is part of the Staff Development Unit (SDU) which has statewide training responsibilities. The Training Consultant position is within this unit.

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 13

Five years of professional experience providing rehabilitation services to individuals with disabilities equivalent to a Rehabilitation Counselor, including three years equivalent to a Rehabilitation Counselor P11; two years equivalent to a Rehabilitation Counselor 12, Rehabilitation Consultant P11, or Vocational Rehabilitation Manager 13; or, one year equivalent to a Rehabilitation Consultant 12 or Vocational Rehabilitation Manager 14.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the public vocational rehabilitation process. Competent in using Microsoft office software including PowerPoint; Competent in using virtual learning management systems. Demonstrated ability to collaborate with internal staff and community partners. Excellent writing and speaking skills. Excellent problem-solving abilities.

Demonstrate excellent customer service. Effective individual and group facilitation skills. Effective organizational skills and good grasp of differences in learning styles. Must be willing to engage in on-going learning for professional development of self to ensure the latest research and training modalities are adopted and practiced for the benefit of bureau staff. Able to receive feedback and modify actions accordingly.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

CHERESSE BUTLER-DAVIS

4/23/2026

Appointing Authority

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