

State of Michigan  
Civil Service Commission

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

Position Code

1. REHBCS2AA10R

## 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.

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

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

This position functions as a statewide Staff Development training and performance consultant responsible for the design, implementation, and evaluation of training resources for MRS VR counselors, managers, and Rehabilitation Assistants, as well as individuals interning at MRS offices. In addition, this position will be responsible for professional development efforts associated with the ongoing training of MRS staff, revamping and expanding MRS' recruitment and retention program, and oversight over statewide initiatives related to employee engagement. 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, administrators, partner agencies, and contractors to assess, develop, and implement complex training programs for MRS with an emphasis on district staff.

**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: 35**

Develop, enhance, coordinate, and deliver training and programming for MRS managers and Rehabilitation Assistants. This position will work closely with the SDU manager and complete research on outside management development resources to identify training curricula for new and current MRS VR managers and rehabilitation coordinators. This requires a focus on creating competency-based action learning projects for varying levels of staff. These activities include but are not limited to developing curricula of action-learning (stretch projects), providing virtual and/or face-to-face instruction, facilitation, delivering presentations, facilitating a coaching network, and facilitating team problem-solving of real VR challenges, etc.

**Individual tasks related to the duty:**

- 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.
- Plans ongoing training activities that evaluate learner mastery during the entire event.
- Designs blended and accelerated learning strategies that strengthen learning transfer back on the job.
- Conducts formative and evaluative assessments.
- Consults and facilitates work teams and training design groups in response to identified bureau needs.
- 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.
- Other duties as assigned.

**Duty 2**

**General Summary:**

**Percentage: 35**

This position will work closely with the SDU State Administrative Manager, in consultation with other divisions, to identify training gaps and needs for current MRS VR counselor and manager refresher training. In collaboration with Succession Planning & Management (SP&M), and professional development programming and other teams within MRS and LEO, this position will develop a comprehensive and consistent approach to professional development for bureau staff. This will include but is not limited to the development of individual plans, curricula, engagement with internal and external subject matter experts, and ongoing formative and evaluative assessments to determine any needed changes or enhancements. Moreover, the duties of this position include ensuring bureau compliance with CSPD requirements as indicated in the WIOA federal regulations.

**Individual tasks related to the duty:**

- Utilize the LEO Individual Development Plans (IDPs) for bureau staff.
- Conducts formal and informal needs assessments.
- Consults with managerial staff for input on training topics and training priorities.
- Establishes effective learning objectives.
- Designs blended learning solutions for managers and consultants.
- 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.).
- Help coordinate MRS' Manager's Roundtable, logistics, subject matter experts and training materials.
- Assesses learning and performance before and after to measure training effectiveness.
- Develops a calendar of training topics and timeframes.
- Incorporates participant feedback and data for future improvement.
- Provides summary year-end reports of training activities and impact for federal CSPD standards and compliance.
- Develop, coordinate, and implement regional, statewide, or departmentwide specialized vocational rehabilitation training programs.

**Duty 3**

**General Summary:**

**Percentage: 15**

This position will revamp and enhance the bureau's recruitment and retention strategies, resources and materials to be made available to district staff for the purposes of increasing recruitment efforts for MRS' VR program. The primary target audience of these efforts will be colleges and universities with master's-degree level counseling programs, in an intent to increase internship participation in MRS local offices. These responsibilities include addressing internship applications, determining assignments in local offices and completing evaluations of placements. These duties will include targeted use of social media, electronic marketing and promotion and in-person networking with college personnel as appropriate. The position will expand existing onboarding guides to include in-person overviews of MRS, legislative and historical perspectives on vocational rehabilitation, vision and mission of the bureau, community partner relationships, overviews of various internal bureau functions, strategic and operational information as well as networking opportunities to aid new staff in the acclimation to VR.

**Individual tasks related to the duty:**

- Assesses the needs of managers relative to desirable VR counselor candidates
- Designs recruitment materials
- Builds relationships with key university and college programs
- Explores social media opportunities to maximize the impact of recruitment strategies
- Conducts research necessary to design and deliver onboarding activities
- Attends annual advisory council meetings at universities with rehabilitation and other counseling programs.
- Develops and maintain relationships with other rehabilitation professionals, partner agencies, contractors, and private sector resources as appropriate.
- Updates and modify recruitment materials and strategies as needed.
- Prioritize and manage multiple tasks and projects.
- Work within a variety of technology platforms.

**Duty 4**

**General Summary:**

**Percentage: 10**

Collaborate with the SDU Rehabilitation Consultant Manager to find and apply for grants that will leverage the bureau's funds for the professional development of staff. Identify other efficient training resources to maximize the professional development of bureau staff and community partners at the least cost to the bureau. Monitor bureau changes in employee engagement and propose recommendations for making statewide positive changes.

**Individual tasks related to the duty:**

- Assists in the development of staff development spending plans.
- Identifies potential public and private funding sources.
- Prepares needed contract/bid documents, grant applications and monitors progress through State of Michigan system.
- Communicates statewide regarding bureau projects and training programs.
- Conducts work-team meetings in the absence of the SDU Rehabilitation Consultant Manager as appropriate.
- Evaluates Civil Service and non-civil service offerings for application to bureau training needs.
- Coordinates and facilitate "special" offerings of Civil Service trainings for MRS staff.
- Provides reporting and evaluation information to Civil Service as requested.
- Attends on site SDU meetings.
- Attend in-state and out of state training and conferences, as appropriate, for the professional development of vocational rehabilitation training consultants and train-the-trainer model methods to leverage the bureau's internal talent.
- Posts announcements of training offerings on YesLMS.
- Engage in training related to becoming proficient in "performance consulting".
- Works with businesses to access the workplace and recommend accessibility resources and modifications while applying ADA guidelines to accommodate individuals with disabilities as well as consultation/training for MRS staff
- 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.

**Duty 5**

**General Summary:**

**Percentage: 5**

Other duties as assigned

**Individual tasks related to the duty:**

- Other duties as assigned by MRS/SDU leadership.

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

Makes professional judgments based on knowledge of rehabilitation practices. Independently designs and deliver training programs, schedules statewide training activities, works with internal customers, partners and outside contractors to implement training programs, and provides consultation and technical assistance to managers and administration regarding the bureau's succession planning and leadership programs, as well as activities associated with the federal CSPD requirements and employee engagement. All bureau staff may be affected by these decisions.

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

Decisions on major training activities that impact 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.**

Frequently: Extra physical effort is required to frequently carry and set up audio-visual equipment, computers, training materials, and arrange tables and chairs for group events.; Extensive car travel is required to conduct on-site training at Bureau offices and other learning sites across the state in addition to prolonged talking, standing, reading, and writing.

Periodic: Lifting, climbing, stooping and bending

Occasionally: Kneeling and crouching

The above physical activities are generally performed in office environments, conference rooms and other training venues.

**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?**

Succession planning; group process facilitation; designing and delivering training and information; creating leadership development activities; project management; educating and coaching staff on topics related to building capacity and sustainability of the VR program; ensuring compliance with federal CSPD requirements; Evaluating training and program effectiveness; assessing professional needs of staff; write grant proposals and requests for proposals (RFPs) necessary for statewide development projects consistent with the strategic and business goals of MRS; working in collaboration with managers, administrators, partner agencies, internal subject matter experts, college personnel and contractors to assess, develop and implement complex professional development projects for MRS.

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

This position is being refocused to research, develop, and implement training for VR managers and rehabilitation assistants, which is not a resource that is currently available for the department. There are approximately 55 VR managers and 35 rehabilitation assistants in the department in need of a training curriculum for initial and ongoing training. In addition, this position will be responsible for researching, developing and implementing ongoing remediation training for MRS district staff and managers.

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

The Staff Development & Policy Division is responsible for the administrative oversight associated with establishing, developing, implementing, integrating and upholding the Workforce Innovation and Opportunity Act (WIOA) legislation within Michigan Rehabilitation Services. Key duties include: 1) developing and implementing current and long range training and professional development programs; 2) formulating and establishing VR policies for the provision of VR services to individuals with disabilities, 3) ensuring compliance with federal regulations concerning the Comprehensive System of Personnel Development (CSPD), 4) providing leadership to bureau staff in the development, coordination, and timely submission of the bureau's State Plan for Title I and VIB, 5) assisting managers, consultants, professional field and support staff in the interpretation and application of state program administrative rules, policies and procedures under Title I and Title VIB of the Rehabilitation Act of 1973 as amended (WIOA) and other pertinent federal legislation. This position is critical to contributing to the long-term sustainability of the VR program, it's future leadership capacity and the knowledge and skill development of VR professionals in their ability to meet the bureau's mission and the resulting employment of individuals with disabilities.

**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, excellent communication skills, effective group facilitation skills, strategic planning skills and the ability to become competent in performance consulting and:

- Strong written and verbal communication and interpersonal skills.
- Excellent organizational skills and attention to detail.
- Familiarity with Andragogy and Blooms Taxonomy.
- Experience in large-scale project management and collaboration with large team of program managers and staff.
- Ability to manage competing priorities, organize projects and finalize in a timely manner.
- Ability to plan, direct and coordinate administrative activities of a complex interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.
- Must be able to work independently, effectively facilitate large and small groups.
- Demonstrate initiative by researching and conceptualizing topics; utilizes adult learning theories and creates content for training in a manner that promotes long term knowledge retention strategies.
- Identifies opportunities and takes action to build strategic relationships between SDU, district offices, teams, units, and other areas to help achieve the organization's goals.
- Demonstrate the ability to follow directions and submit timely, quality work products and be open/flexible in responding to requests and changes in work assignments/tasks driven by the business and operational needs of the bureau
- Able to articulate an understanding of the value of diversity and inclusion and engages in behaviors that support diversity and inclusion; models behaviors to consistently treat all people respectfully and appropriately expresses disapproval of offensive communication by others.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None 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.

None

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

CHERESSE BUTLER-DAVIS

5/14/2025

\_\_\_\_\_  
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