

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### REHABILITATION COORDINATOR

##### DEFINITION:

Under direction, to plan, coordinate, and supervise one of the City's Vocational Rehabilitation Program for employees disabled because of a work related injury or illness; and to perform related work.

##### \* EXAMPLES OF DUTIES:

- Serves as the City's In-House or External Vocational Rehabilitation Program Coordinator;
- Coordinates the Rehabilitation Programs with Personnel, Retirement Board, Worker's Compensation Administration, and Light Duty Administrator;
- Develops vocational rehabilitation programs for industrially and non-industrially injured City employees;
- Consults with departments on specialized placements, transfers, and reassignments of disabled employees;
- Develops and authorizes appropriate re-training programs for disabled employees through cooperation with community colleges, state universities, and other educational institutions;
- Ensures compliance of the City's program with applicable legal provisions;
- Interviews disabled employees to determine employment potential;
- Consults with physicians, therapists, and nurses to determine physical limitations of disabled employees;
- Administers and interprets standardized vocational and aptitude tests;
- Explains the provisions of the Rehabilitation Program to employees;
- Counsels employees regarding their rights under Worker's Compensation, City Retirement, and other programs;
- Establishes and revises program procedures;
- Develops and revises forms as needed for record keeping, tracking, and cost accounting;
- Authorizes payment of benefits and expenses;
- Establishes monetary reserves and monitors adjustments;
- Evaluates program effectiveness;
- Trains, reviews, and evaluates the work performance of subordinates;
- Conducts special studies;
- Prepares correspondence and reports.

##### MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree, **AND** three years of professional experience providing professional vocational rehabilitation services including the evaluation, counseling, re-training, and placement of industrially and non-industrially injured persons. Qualifying experience must include at least one year of experience providing services under the California Workers' Compensation Program.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.