



STATE OF MISSISSIPPI
Established Date: Jul 1, 2007
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DRS-WORK ADJUSTMENT INSTRUC II

Class Code:
1886

SALARY RANGE

\$21,068.38 - \$36,869.67 Annually

CHARACTERISTICS OF WORK:

This is work involving the instruction and training of individuals with disabilities in one or more skills, trades, or crafts or in assembly line function in a factory setting. The incumbent supervises contract work performed by clients. The work is usually performed at a sheltered workshop, factory, plant, or with a Mississippi Department of Rehabilitation Services office or facility. General supervision is received from the production manager or DRS-Counselor.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

May assume the duties and responsibilities of the production manager during his/her absence; plans and organizes the work on specific projects; may assume functional supervisory responsibility.

Familiarizes new clients with workshop rules, regulations, layout, tools, machinery, and equipment and demonstrates how they are used, emphasizing safety practices.

Participates as a team member in formulating and devising training courses, instructional methods, and techniques which will best benefit clients, prior to assigning client training.

Supervises loading and shipping of finished products; may operate forklift and drive trucks or van.

Observes work being performed by clients and records progress, production and behavior, motivating clients in personal and work habits as needed.

Administers first aid to clients with minor injuries.

Ensures that adequate amounts of supplies and materials are at each work station; keeps perpetual inventory of supplies and materials and prepares requisitions.

Performs minor maintenance on machinery and equipment; reports malfunctions and safety hazards to immediate supervisor; supervises the cleaning of work area and disposal of waste materials.

Assists district counselor or special facility counselor in performing, under close supervision, routine counselor type activities requiring no special training.

Performs related or similar duties as required or assigned.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is

qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

One (1) year of experience of work related to the described duties.

Substitution Statement:

Related education and related experience may be substituted on an equal basis.

Licensure:

Must possess a valid driver's license, as verified by the hiring agency.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Provides instruction, training, and supervision of clients.
2. Documents activities and maintains various records related to program operations and client performance.
3. Maintains the coordination, organization, and safety of the working environment.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required sit; climb or balance; and stoop, kneel, crouch, or bend.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Teaching Others: Helps others learn; identifies training needs; provides constructive reinforcement; and coaches others on how to perform tasks.

May participate as a team member in formulating and devising training courses, instructional methods, and techniques which will best benefit clients, prior to assigning clients to training. Evaluates the performance of work being done by clients. Motivates clients in personal and work habits as needed.

Production and Processing: Possesses knowledge of inputs, outputs, raw materials, waste, maintaining inventory, and techniques for maximizing the manufacture and distribution of goods.

Ensures that adequate amounts of supplies and materials are at each work station. Keeps perpetual

inventory of supplies and materials and prepares requisitions. Supervises the cleaning of work area and waste disposal. Supervises loading and shipping of finished products.

Safety: Ensures the safe operating condition of all equipment and ensures safety practices are followed by clients.

Demonstrates use of tools, machinery, and equipment, emphasizing safety practices. Maintains safety of the work environment. Administers first aid to clients with minor injuries.

Professional Maturity: Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled and enables the incumbent to deal with situations in the workplace in a professional manner.

Is able to assess the situation and appropriately respond. Manages conflicts and defuses situations. Knows when to refer an issue to the appropriate level. Takes initiative to accomplish stated and unstated goals. Maintains appropriate standards of professionalism and only provides information within authority. Maintains confidentiality with appropriate information.

MSPB/AGENCY USE ONLY - NOTES/COMMENTS:

State Exempt for Agency 331, 333, 373, 387