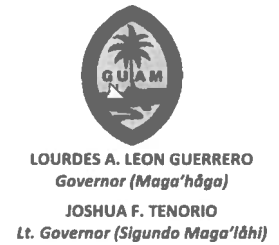




**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
HUMAN RESOURCES DIVISION
(*Dibision Inadilanto yan Guinaha Para Taotao*)
Telephone (Telifon): (671) 475-1288/1103 • Fax (Faks): (671) 477-3671



June 5, 2025

HRD NO.: 25-069

MEMORANDUM

To: Personnel Services Administrator, Human Resources Division

From: Personnel Specialist IV, Classification and Pay Branch

Subject: Notice of Proposed Amendment and Creation of Positions
RE: Vocational Rehabilitation Administrator and Assistant Vocational Rehabilitation Administrator

Buenas yan Håfa Adai! This is to request your approval to proceed with the proposed amendment of the Class Specifications for the Vocational Rehabilitation Administrator (VRA) position and the creation of an Assistant Vocational Rehabilitation Administrator position, at the request of the Director, Department of Integrated Services for Individuals with Disabilities (DISID).

To reflect updates that align with current compliance requirements, programmatic needs, and leadership responsibilities of the VRA position, DISID has requested to an amendment to the job standard for the VRA position. Although the position was last amended in July 2021, the changes did not fully capture the evolving complexity, expanded leadership role, and enhanced compliance and federal program oversight requirements with federal and state mandates, necessary for the administration of the Division of Vocational Rehabilitation (DVR).

In addition to the amendment, DISID has requested to create an Assistant VRA position within the Division of Vocational Rehabilitation (DVR), to provide support and assistance to the VRA in overseeing the division, to include policy development, monitoring compliance, facilitating interagency partnerships, coordinating training initiatives, and managing structural improvements and staffing performance, to ensure quality and effective island-wide vocational rehabilitation programs are available for all individuals with disabilities. The creation of the Assistant VRA position is vital in enhancing DISID's capacity to deliver comprehensive vocational rehabilitation services and strengthen program oversight and improvement initiatives to fulfill the organization's mission of promoting independence, employment and full inclusion for individuals with disabilities in Guam.

To properly align the positions within the organization, the following is our recommended Hay Evaluation for the proposed positions:

POSITION TITLE	KNOW-HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Vocational Rehabilitation Administrator	F I 3 350	E 4 43% 152	E 2 P 175	677	R
Assistant Vocational Rehabilitation Administrator	E II 3 304	E 4 43% 132	E 3 C 152	588	Q

Upon approval of this request, the proposal will be posted on the Department of Administration's website for a period of ten (10) working days, with a copy of the proposal being forwarded to the requesting department to be posted on their website, pursuant to 4 GCA §6303 (c)(2). Additionally, electronic copies will be provided to the various local media outlets to fulfill the transparency and disclosure requirements. After the 10-day period has expired, the proposed job specification will be sent to the Director of Administration and the Governor for final approval.

Your consideration of the above request is greatly appreciated. Should you have any questions, please do not hesitate to contact our Classification and Pay Branch at 475-1131/1174/1201. ***Dangkolo na Agradesimientol***



ROSEZETTE NT SANTOS

Attachments

☒ APPROVED ☐ DISAPPROVED  TONY C. AGUON, PSA Human Resources Division Date:
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Department of Integrated Services For Individuals with Disabilities

Dipartimento Programa Para I Maninutet



Lourdes A. Leon Guerrero
GOVERNOR

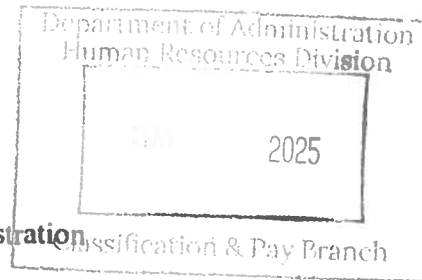
Joshua F. Tenorio
LIEUTENANT GOVERNOR

Michelle L. C. Perez
DIRECTOR

Audrey J. A. Topasna
DEPUTY DIRECTOR

March 11, 2025

To: Director, Department of Administration
From: Director, Department of Integrated Services for Individuals with Disabilities
Subject: To Amend: The Vocational Rehabilitation Administrator Position Description



Hafa Adai Director Birn,

I am writing to formally request the amendment of the Vocational Rehabilitation Administrator (VRA) job description to reflect necessary updates that align with federal requirements, programmatic needs, and leadership responsibilities.

The current VRA job description, last updated in July 2021, does not fully capture the evolving complexity, leadership role, and compliance requirements necessary for the successful administration of the DVR. The proposed amendments include:

1. Clarification of Leadership Responsibilities

- Expanding the VRA's role in evaluating program performance, staffing structures, and professional development initiatives.
- Strengthening oversight of financial management and strategic planning to align with federal and state mandates.

2. Enhanced Compliance and Federal Program Oversight

- Explicitly outlining the Administrator's role in ensuring compliance with federal funding requirements, including the Rehabilitation Act, WIOA, and Americans with Disabilities Act (ADA).
- Adding responsibilities for budget monitoring, expenditure review, and programmatic fiscal reporting.

3. Greater Emphasis on Stakeholder Engagement and Public Outreach

- Strengthening the role of the VRA in community partnerships, employer engagement, and workforce collaboration to improve employment outcomes for individuals with disabilities.
- Expanding public education and outreach initiatives to ensure DVR services are accessible to all eligible individuals.

Department of Integrated Services For Individuals with Disabilities

Dipartimento Programa Para l Maninutet

4. Alignment with Strategic Goals

- Updating the job description to reflect modern vocational rehabilitation strategies, including supported employment, independent living initiatives, and customized workforce development programs.

I request the Department of Administration's approval to officially amend the VRA job description to ensure that it aligns with current operational needs and federal compliance requirements. The updated job description has been drafted and is available for review.

Thank you for your time and consideration.

Sincerely,


Michelle I.C. Perez

NATURE OF WORK IN THIS CLASS:

Administers island-wide vocational rehabilitation (VR) programs for individuals with disabilities, ensuring compliance with federal and local regulations while overseeing service delivery, program planning, and stakeholder engagement.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Manages the Division of Vocational Rehabilitation (DVR); directs staff and resources to achieve strategic goals and objectives.

Serves as a non-voting member of the Rehabilitation Advisory Council (RAC); attends RAC meetings and keeps RAC informed about DVR needs; responds to issues affecting rehabilitation services.

Develops agreements with federal and local partners to enhance rehabilitation service delivery to individuals with disabilities.

Expands outreach efforts to identify and serve unserved or underserved individuals with disabilities.

Oversee initiatives to promote supported employment, independent living and community participation.

Prepares and implements state and strategic plans to improve vocational rehabilitation services.

Provides leadership in evaluating and improving VR program performance, staffing and structure.

Develops and implements a professional development system that attracts and retains qualified rehabilitation professionals.

Establishes relationships with workforce partners and advocacy groups to enhance program effectiveness.

Oversees budget, monitors program expenditures to ensure compliance with financial reporting requirements.

Keeps abreast of current relevant laws, regulations and funding requirements to ensure compliance.

Develops education and outreach initiatives targeting potential clients and businesses to increase program awareness.

Represents VR department and programs in public and professional setting.

Perform other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of vocational rehabilitation principles, services and resources.

Knowledge of laws and regulations related to the rehabilitation of persons with disabilities, including the Americans with Disabilities Act (ADA) and the Rehabilitation Act.

Knowledge of the principles and practices of effective supervision and management within a human services setting.

Knowledge of vocational rehabilitation programs and services and the availability of community resources.

Ability to develop and implement strategic plans.

Ability to provide financial oversight and budget management for the Division of Vocational Rehabilitation.

Ability to establish and maintain effective working relationships with others and to establish community support and awareness for vocational rehabilitation goals and objectives.

Ability to communicate effectively, both orally and in writing.

Ability to provide guidance and direction, including setting performance standards and monitoring program performance.

Skill in the development of rehabilitation programs and system performance measures relative to the goals of the Division.

MINIMUM EXPERIENCE AND TRAINING:

- A. Graduation from a recognized college or university with a Master's degree in Rehabilitation Counseling or closely related field, including the completion of a required internship, and at least three (3) years of experience in vocational rehabilitation services, of which two (2) years shall be supervisory work; **or**
- B. Graduation from a recognized college or university with a Bachelor's degree in Rehabilitation Counseling, Special Education, Social Work, Psychology or related

**VOCATIONAL REHABILITATION ADMINISTRATOR
(PROPOSED)**

3.350

field; four (4) years of experience in administering health or human services programs, including two (2) years of experience in interpreting and applying rehabilitation laws and regulation; **or**

C. Any equivalent combination of experience and training beyond the Bachelor's Degree which provides the minimum knowledge, abilities and skills.

ESTABLISHED: OCTOBER 1998

**AMENDED: JULY 2025
 JULY 2021
 OCTOBER 2001**

PAYGRADE: R (GPP)

FLSA STATUS: EXEMPT

HAY EVALUATION:	KNOW-HOW:	F II 3	350
	PROBLEM SOLVING:	E 4 43%	152
	ACCOUNTABILITY:	E 2 P	<u>175</u>
	TOTAL POINTS		<u>677</u>

This standard revises and supersedes the standard established in October 1998, and amended in October 2001 and July 2021.

EDWARD M. BIRN, Director
Department of Administration

LOURDES A. LEON GUERRERO
Governor of Guam