

CIVIL SERVICE COMMISSION
Conference Call Agenda
June 28, 2018

Begins at 10 a.m. CT

1. Roll call of board members
2. Approval of agenda
3. Approval of minutes
4. Review of classification and compensation items
 - a. FY19 pay structures
 - b. Reclassifications: Lifespan Specialist and Certified Orientation & Mobility Specialist
 - c. New classification: Long Term Services & Supports Supervisor
5. Review of Civil Service Commission roster
6. Adjourn

<p>Persons interested in joining the meeting may do so by dialing in at 866.410.8397. The conference code is 766.392.1553. If you need assistance, please contact Heather Perry at 605.773.4479 or heather.perry@state.sd.us.</p>
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Civil Service Commission Minutes

Conference Room 3, Kneip Building, Pierre, SD

April 23, 2018

Members participating:

JC Carpenter
Barbara Christianson, chair
Bob Grandpre
Greg Ingemunson
Shannon Williams

Please note that these minutes are a draft until approved by the Civil Service Commission at its next meeting.

Other participants:

Rob Anderson, attorney for the Department of Corrections
Tom Lee, hearing officer
Jennifer Meyer, Department of Corrections
Heather Perry, BHR director of policy and special projects
Robbie Rohl, attorney for the grievant
Tim Scott, grievant
Melody Tromberg, Department of Corrections
Ellen Zeller, BHR director of classification and compensation

Commissioner Christianson called the meeting to order at 1 p.m. CDT.

1. Approval of agenda

The agenda was reviewed, and Commissioner Williams moved to approve the agenda as presented. Commissioner Ingemunson seconded the motion. The agenda was unanimously approved.

2. Approval of minutes

Commissioner Ingemunson moved that the minutes of the March 21, 2018, meeting be approved. Commissioner Grandpre seconded the motion. The agenda was unanimously approved.

3. Classification review

Zeller presented information about a new class title: Epidemiology Surveillance Coordinator I, which was proposed as a paygrade GJ.

Commissioner Grandpre moved to approve the new class title and pay grade recommendation. Commissioner Williams seconded the motion. Approval of the motion was unanimous.

4. Grievance hearing: Tim Scott v. DOC

The hearing started, but the grievance was withdrawn by Scott before testimony was finalized.

5. Adjourning meeting

Commissioner Ingemunson moved to adjourn the meeting. Commissioner Grandpre seconded the motion. The vote to adjourn the meeting was unanimous.

Commissioner Christianson adjourned the meeting at 3:40 p.m.

Civil Service Commission Minutes

Room 412, Capitol Building, Pierre, SD

April 24, 2018

Members participating:

JC Carpenter
Barbara Christianson, chair
Bob Grandpre
Greg Ingemunson
Shannon Williams

Please note that these minutes are a draft until approved by the Civil Service Commission at its next meeting.

Other participants:

Tim Engel, attorney for the Bureau of Human Resources
Tom Lee, hearing officer
Orren Thornes, grievant
Heather Perry, BHR director of policy and special projects
Ellen Zeller, BHR director of classification and compensation

Commissioner Christianson called the meeting to order at 1 p.m. CDT.

1. Grievance hearing: Orren Thornes v. BHR

Mr. Thornes appealed his job classification and testimony was presented for both sides. The meeting was moved into executive session at 3:40 p.m. to deliberate. Returning from executive session at 3:50 p.m., Commissioner Grandpre moved to uphold BHR's classification decision. The motion was seconded by Commissioner Ingemunson. The motion passed 5-0.

2. Adjourning meeting

Commissioner Grandpre moved to adjourn the meeting. Commissioner Ingemunson seconded the motion. The vote to adjourn the meeting was unanimous.

Commissioner Christianson adjourned the meeting at 3:55 p.m.

FY19 Accounting Career Band

2080 hours in fiscal year

Effective July 1, 2018

Pay Range	Band Minimum	5% above Minimum	Band Maximum
hourly	\$19.01	\$19.97	\$44.93
semimonthly	\$1,647.53	\$1,730.73	\$3,893.93
monthly	\$3,295.07	\$3,461.47	\$7,787.87
annual	\$39,540.80	\$41,537.60	\$93,454.40

Professional Levels		90% of Market Value	Market Value
A1	hourly	\$21.23	\$23.58
	semimonthly	\$1,839.93	\$2,043.60
	monthly	\$3,679.87	\$4,087.20
	annual	\$44,158.40	\$49,046.40
A2	hourly	\$25.08	\$27.86
	semimonthly	\$2,173.60	\$2,414.54
	monthly	\$4,347.20	\$4,829.07
	annual	\$52,166.40	\$57,948.80
A3	hourly	\$29.31	\$32.56
	semimonthly	\$2,540.20	\$2,821.87
	monthly	\$5,080.40	\$5,643.74
	annual	\$60,964.80	\$67,724.80
A4	hourly	\$33.70	\$37.44
	semimonthly	\$2,920.67	\$3,244.80
	monthly	\$5,841.33	\$6,489.60
	annual	\$70,096.00	\$77,875.20
A5	hourly	\$38.90	\$43.22
	semimonthly	\$3,371.33	\$3,745.74
	monthly	\$6,742.67	\$7,491.47
	annual	\$80,912.00	\$89,897.60

Managerial Levels			
AM1	hourly	\$27.11	\$30.12
	semimonthly	\$2,349.53	\$2,610.40
	monthly	\$4,699.07	\$5,220.80
	annual	\$56,388.80	\$62,649.60
AM2	hourly	\$33.70	\$37.44
	semimonthly	\$2,920.67	\$3,244.80
	monthly	\$5,841.33	\$6,489.60
	annual	\$70,096.00	\$77,875.20

FY19 Attorney Career Band

2080 hours in fiscal year

Effective July 1, 2018

Pay Range	Band Minimum	5% above Minimum	Band Maximum
hourly	\$30.00	\$31.50	\$74.73
semimonthly	\$2,600.00	\$2,730.00	\$6,476.60
monthly	\$5,200.00	\$5,460.00	\$12,953.20
annual	\$62,400.00	\$65,520.00	\$155,438.40
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Professional Levels		90% of Market Value	Market Value
Level 1	hourly	\$31.00	\$34.44
	semimonthly	\$2,686.67	\$2,984.80
	monthly	\$5,373.33	\$5,969.60
	annual	\$64,480.00	\$71,635.20
Level 2	hourly	\$37.67	\$41.85
	semimonthly	\$3,264.73	\$3,627.00
	monthly	\$6,529.47	\$7,254.00
	annual	\$78,353.60	\$87,048.00
Level 3	hourly	\$43.86	\$48.73
	semimonthly	\$3,801.20	\$4,223.27
	monthly	\$7,602.40	\$8,446.54
	annual	\$91,228.80	\$101,358.40
Level 4	hourly	\$50.06	\$55.62
	semimonthly	\$4,338.53	\$4,820.40
	monthly	\$8,677.07	\$9,640.80
	annual	\$104,124.80	\$115,689.60
Level 5	hourly	\$56.05	\$62.27
	semimonthly	\$4,857.67	\$5,396.74
	monthly	\$9,715.33	\$10,793.47
	annual	\$116,584.00	\$129,521.60

FY19 Engineering Career Band

2080 hours in fiscal year

Effective July 1, 2018

Pay Range	Band Minimum	5% above Minimum	Band Maximum
hourly	\$24.19	\$25.40	\$56.33
semimonthly	\$2,096.47	\$2,201.33	\$4,881.93
monthly	\$4,192.93	\$4,402.67	\$9,763.87
annual	\$50,315.20	\$52,832.00	\$117,166.40
Professional Levels			
		90% of Market Value	Market Value
E1	hourly	\$25.00	\$27.77
	semimonthly	\$2,166.67	\$2,406.74
	monthly	\$4,333.33	\$4,813.47
	annual	\$52,000.00	\$57,761.60
E2	hourly	\$28.62	\$31.79
	semimonthly	\$2,480.40	\$2,755.14
	monthly	\$4,960.80	\$5,510.27
	annual	\$59,529.60	\$66,123.20
E3	hourly	\$32.22	\$35.79
	semimonthly	\$2,792.40	\$3,101.80
	monthly	\$5,584.80	\$6,203.60
	annual	\$67,017.60	\$74,443.20
E4	hourly	\$36.09	\$40.09
	semimonthly	\$3,127.80	\$3,474.47
	monthly	\$6,255.60	\$6,948.94
	annual	\$75,067.20	\$83,387.20
E5	hourly	\$41.23	\$45.81
	semimonthly	\$3,573.27	\$3,970.20
	monthly	\$7,146.53	\$7,940.40
	annual	\$85,758.40	\$95,284.80
Managerial Levels			
EM1	hourly	\$35.09	\$38.98
	semimonthly	\$3,041.13	\$3,378.27
	monthly	\$6,082.27	\$6,756.54
	annual	\$72,987.20	\$81,078.40
EM2	hourly	\$38.91	\$43.23
	semimonthly	\$3,372.20	\$3,746.60
	monthly	\$6,744.40	\$7,493.20
	annual	\$80,932.80	\$89,918.40
EM3	hourly	\$42.25	\$46.94
	semimonthly	\$3,661.67	\$4,068.14
	monthly	\$7,323.33	\$8,136.27
	annual	\$87,880.00	\$97,635.20

Environmental Scientist Career Band

2080 hours in fiscal year

Effective July 1, 2018

Pay Range	Band Minimum	5% above Minimum	Band Maximum
hourly	\$22.05	\$23.16	\$54.69
semimonthly	\$1,911.00	\$2,007.20	\$4,739.80
monthly	\$3,822.00	\$4,014.40	\$9,479.60
annual	\$45,864.00	\$48,172.80	\$113,755.20
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Professional Levels		90% of Market Value	Market Value
S1	hourly	\$22.50	\$24.99
	semimonthly	\$1,950.00	\$2,165.80
	monthly	\$3,900.00	\$4,331.60
	annual	\$46,800.00	\$51,979.20
S2	hourly	\$26.13	\$29.03
	semimonthly	\$2,264.60	\$2,515.93
	monthly	\$4,529.20	\$5,031.87
	annual	\$54,350.40	\$60,382.40
S3	hourly	\$31.70	\$35.22
	semimonthly	\$2,747.33	\$3,052.40
	monthly	\$5,494.67	\$6,104.80
	annual	\$65,936.00	\$73,257.60
S4	hourly	\$36.47	\$40.52
	semimonthly	\$3,160.73	\$3,511.73
	monthly	\$6,321.47	\$7,023.47
	annual	\$75,857.60	\$84,281.60
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Managerial Levels			
SM1	hourly	\$36.47	\$40.52
	semimonthly	\$3,160.73	\$3,511.73
	monthly	\$6,321.47	\$7,023.47
	annual	\$75,857.60	\$84,281.60
SM2	hourly	\$41.02	\$45.57
	semimonthly	\$3,555.07	\$3,949.40
	monthly	\$7,110.13	\$7,898.80
	annual	\$85,321.60	\$94,785.60

FY19 Medical Pay Structure

2080 hours in fiscal year

Effective July 1, 2018

Grade			Minimum	5% Above Minimum	Market Value	Maximum
MA	Occupational Therapist	hourly	\$29.96	\$31.46	\$33.96	\$37.36
		semimonthly	\$2,596.53	\$2,726.53	\$2,943.20	\$3,237.87
		monthly	\$5,193.07	\$5,453.07	\$5,886.40	\$6,475.73
		annual	\$62,316.80	\$65,436.80	\$70,636.80	\$77,708.80
MB	Physical Therapist	hourly	\$33.64	\$35.33	\$38.14	\$41.96
		semimonthly	\$2,915.47	\$3,061.93	\$3,305.47	\$3,636.53
		monthly	\$5,830.93	\$6,123.87	\$6,610.93	\$7,273.07
		annual	\$69,971.20	\$73,486.40	\$79,331.20	\$87,276.80
MC	Psychologist	hourly	\$32.54	\$34.17	\$41.03	\$45.14
		semimonthly	\$2,820.13	\$2,961.40	\$3,555.93	\$3,912.13
		monthly	\$5,640.27	\$5,922.80	\$7,111.87	\$7,824.27
		annual	\$67,683.20	\$71,073.60	\$85,342.40	\$93,891.20
MD	Veterinarian	hourly	\$37.41	\$39.29	\$44.42	\$48.87
		semimonthly	\$3,242.20	\$3,405.13	\$3,849.73	\$4,235.40
		monthly	\$6,484.40	\$6,810.27	\$7,699.47	\$8,470.80
		annual	\$77,812.80	\$81,723.20	\$92,393.60	\$101,649.60
ME	Epidemiologist	hourly	\$33.64	\$35.33	\$41.52	\$45.68
		semimonthly	\$2,915.47	\$3,061.93	\$3,598.40	\$3,958.93
		monthly	\$5,830.93	\$6,123.87	\$7,196.80	\$7,917.87
		annual	\$69,971.20	\$73,486.40	\$86,361.60	\$95,014.40
MF	Physician Assistant	hourly	\$41.29	\$43.36	\$50.17	\$55.19
		semimonthly	\$3,578.47	\$3,757.87	\$4,348.07	\$4,783.13
		monthly	\$7,156.93	\$7,515.73	\$8,696.13	\$9,566.27
		annual	\$85,883.20	\$90,188.80	\$104,353.60	\$114,795.20
MG	Nurse Practitioner	hourly	\$41.29	\$43.36	\$50.17	\$55.19
		semimonthly	\$3,578.47	\$3,757.87	\$4,348.07	\$4,783.13
		monthly	\$7,156.93	\$7,515.73	\$8,696.13	\$9,566.27
		annual	\$85,883.20	\$90,188.80	\$104,353.60	\$114,795.20
MH	State Veterinarian	hourly	\$50.64	\$53.18	\$57.47	\$63.22
		semimonthly	\$4,388.80	\$4,608.93	\$4,980.73	\$5,479.07
		monthly	\$8,777.60	\$9,217.87	\$9,961.47	\$10,958.13
		annual	\$105,331.20	\$110,614.40	\$119,537.60	\$131,497.60
MI	State Epidemiologist	hourly	\$50.64	\$53.18	\$57.47	\$63.22
		semimonthly	\$4,388.80	\$4,608.93	\$4,980.73	\$5,479.07
		monthly	\$8,777.60	\$9,217.87	\$9,961.47	\$10,958.13
		annual	\$105,331.20	\$110,614.40	\$119,537.60	\$131,497.60
MJ	Pharmacist	hourly	\$46.79	\$49.13	\$60.09	\$66.10
		semimonthly	\$4,055.13	\$4,257.93	\$5,207.80	\$5,728.67
		monthly	\$8,110.27	\$8,515.87	\$10,415.60	\$11,457.33
		annual	\$97,323.20	\$102,190.40	\$124,987.20	\$137,488.00

Grade			Minimum	5% Above Minimum	Market Value	Maximum
MK	Dentist	hourly	\$55.99	\$58.79	\$63.48	\$69.83
		semimonthly	\$4,852.47	\$5,095.13	\$5,501.60	\$6,051.93
		monthly	\$9,704.93	\$10,190.27	\$11,003.20	\$12,103.87
		annual	\$116,459.20	\$122,283.20	\$132,038.40	\$145,246.40
ML	Chief Dentist	hourly	\$67.20	\$70.56	\$76.19	\$83.81
		semimonthly	\$5,824.00	\$6,115.20	\$6,603.13	\$7,263.53
		monthly	\$11,648.00	\$12,230.40	\$13,206.27	\$14,527.07
		annual	\$139,776.00	\$146,764.80	\$158,475.20	\$174,324.80
MM	Physician	hourly	\$87.87	\$92.27	\$112.87	\$124.16
		semimonthly	\$7,615.40	\$7,996.73	\$9,782.07	\$10,760.53
		monthly	\$15,230.80	\$15,993.47	\$19,564.13	\$21,521.07
		annual	\$182,769.60	\$191,921.60	\$234,769.60	\$258,252.80
MN	Psychiatrist	hourly	\$123.18	\$129.34	\$146.29	\$160.92
		semimonthly	\$10,675.60	\$11,209.47	\$12,678.47	\$13,946.40
		monthly	\$21,351.20	\$22,418.93	\$25,356.93	\$27,892.80
		annual	\$256,214.40	\$269,027.20	\$304,283.20	\$334,713.60
MO	Medical Director	hourly	\$134.18	\$140.89	\$159.35	\$175.29
		semimonthly	\$11,628.93	\$12,210.47	\$13,810.33	\$15,191.80
		monthly	\$23,257.87	\$24,420.93	\$27,620.67	\$30,383.60
		annual	\$279,094.40	\$293,051.20	\$331,448.00	\$364,603.20

FY19 Nursing Career Band

2080 hours in fiscal year

Effective July 1, 2018

Pay Range	Band Minimum	5% above Minimum	Band Maximum
hourly	\$21.78	\$22.87	\$59.91
semimonthly	\$1,887.60	\$1,982.07	\$5,192.20
monthly	\$3,775.20	\$3,964.13	\$10,384.40
annual	\$45,302.40	\$47,569.60	\$124,612.80
Professional Levels			
		90% of Market Value	Market Value
N1	hourly	\$23.61	\$26.23
	semimonthly	\$2,046.20	\$2,273.27
	monthly	\$4,092.40	\$4,546.53
	annual	\$49,108.80	\$54,558.40
N2	hourly	\$27.11	\$30.12
	semimonthly	\$2,349.53	\$2,610.40
	monthly	\$4,699.07	\$5,220.80
	annual	\$56,388.80	\$62,649.60
N3	hourly	\$30.15	\$33.49
	semimonthly	\$2,613.00	\$2,902.47
	monthly	\$5,226.00	\$5,804.93
	annual	\$62,712.00	\$69,659.20
Managerial Levels			
NM1	hourly	\$33.97	\$37.74
	semimonthly	\$2,944.07	\$3,270.80
	monthly	\$5,888.13	\$6,541.60
	annual	\$70,657.60	\$78,499.20
NM2	hourly	\$39.08	\$43.42
	semimonthly	\$3,386.93	\$3,763.07
	monthly	\$6,773.87	\$7,526.13
	annual	\$81,286.40	\$90,313.60
NM3	hourly	\$44.93	\$49.92
	semimonthly	\$3,893.93	\$4,326.40
	monthly	\$7,787.87	\$8,652.80
	annual	\$93,454.40	\$103,833.60

CLASSIFICATION & COMPENSATION AGENDA

Effective Date: 6/28/2018

CLASS CODE	CLASS TITLE	NEW	PAY GRADE FROM	TO	DELETED	RETITLED	REVISED	COMMENTS
050591	Lifespan Specialist		GG	GH		X	X	
051375	Certified Orientation & Mobility Specialist		GI	GJ		X	X	
051770	Long Term Services & Supports Supervisor	X		GJ				

Approved
Laurie Gill
Commissioner

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Lifespan Specialist

Class Code: 050591

Pay Grade: GH

A. Purpose:

Provides active treatment supports and services, crisis intervention services, skills training, and behavior management to people with intellectual and developmental disabilities at the South Dakota Developmental Center (SDDC) to assist clients to work toward establishing a vision for their future, discover their supports, promote self-determination, and enhance their skills and abilities.

B. Distinguishing Feature:

The Direct Support Professional provides direct care services and conducts daily individual teaching plans for the people served.

The Lifespan Specialist focuses on providing supports and services to people with intellectual and developmental disabilities through crisis intervention, skills training, and behavior management to assist clients to work toward establishing a vision for their future, discover their supports, promote self-determination, and enhance their skills and abilities.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Provides active treatment supports and services to people with intellectual and developmental disabilities to ensure the most effective methods of behavior modification and treatment are implemented.
 - a. Serves as a member of the Interdisciplinary Team, which designs support plans in the areas of daily/life employment, community living, social/spirituality, healthy living, safety/security, citizenship/advocacy, services supports, coping skills, and life choices for each person supported to ensure the most effective methods of behavior modification or treatment.
 - b. Reviews case histories, biographies, and other data pertaining to people supported in order to determine problems, their causes, and possible remedies.
 - c. Completes assessments and author evaluations utilizing person-centered practices and integrated services and supports domains for inclusion in the comprehensive functional assessment.
 - d. Develops individualized teaching service plans in the lifespan areas for persons on caseload and submits for approval.
 - e. Plans and conducts individual and group sessions as specified in the Individual Support Plan (ISP).
 - f. Provides monthly progress narratives based on the plans, observations, and attendance.
 - g. Initiates requisitions and maintains inventory for supplies, program materials, and reinforcement.
 - h. Participates in transition and discharge planning.
2. Assesses and intervenes in emergency and crisis incidents and events by following individualized behavior treatment strategies or facility procedures to ensure the safety of people receiving services and staff.

- a. Responds to calls to process and provide support to people in crisis.
 - b. Assists with crisis prevention and intervention utilizing non-violent crisis intervention techniques and SDDC policies and procedures.
 - c. Approves, observes, and assists in the application of certain devices and restraint techniques.
 - d. Documents the use of restraints.
 - e. Makes entries in the responder log of qualifying events when acting in the responder role.
 - f. Executes approved behavior treatment strategies to ensure an effective outcome during crisis.
 - g. Reports unusual behavior to medical staff.
 - h. Initiates emergency procedures.
 - i. Searches for missing people.
 - j. Provides support and guidance to staff and people supported after an incident occurs.
3. Provides support to develop skills and decrease the barriers that prevent opportunities for community living.
- a. Teaches skills, both formally and informally, in the active treatment schedule of the ISP.
 - b. Documents progress and learning opportunities.
 - c. Reviews records in the active treatment services binder and the communication and accountability book.
 - d. Performs basic personal care, homemaking skills, and other tasks stated in the ISP.
 - e. Promotes and models social skills and positive interactions with others.
 - f. Provides the level of supervision directed by the risk assessment during appointments, activities, or meetings.
 - g. Assists with planning and supervises recreational, social, spiritual, and daily living activities.
 - h. Promotes positive interactions.
4. Provides direct personal care for people supported and implements Activities of Daily Living (ADL) programs to ensure good health and hygiene.
- a. Wakes people.
 - b. Escorts people to meals and assists with feeding when necessary.
 - c. Assists or instructs with personal hygiene such as shaving, bathing, and dressing.
 - d. Assists with toileting and changing people supported.
 - e. Helps people do their laundry.
 - f. Obtains and records vital signs.
 - g. Ambulates people supported and escorts them to appointments and activities.
 - h. Observes people supported for unusual symptoms and reports to medical staff.
 - i. Assists people supported with personal telephone calls and letters.
5. Performs other work as assigned.

D. Reporting Relationships:

Typically reports to a Program Manager. This position does not supervise other staff, but may provide work direction to Direct Support Professionals.

E. Challenges and Problems:

Challenges include developing and selecting appropriate learning curriculum based on the various abilities, limitations, emotional fluctuations, goals, and needs of each client. This is difficult because each Lifespan Specialist works with several clients simultaneously who have different abilities, disabilities, and emotional needs. Additionally, the Lifespan Specialist must effectively address and intervene during behavior and crisis situations while remaining calm, professional, and positive. The Lifespan Specialist must be aware of each client's ISP and address crisis interventions according to the plan. Other challenges include learning about each client in order to teach and motivate them, recognizing changes in behavior, and helping clients who may be resistive to change develop healthy communication and coping skills that will allow them to reintegrate successfully into a less-restrictive environment.

Problems include complying with facility policies in regards to completing written paperwork while being actively involved in unit programming and maintaining individual contact with each client; recognizing manipulative and maladaptive behavior; caring for resistive people; determining the appropriate level of intervention; dealing with equipment malfunctions and adaptations; and maintaining communication between units, treatment team, supportive services, the patient, and the patient's guardian/family.

F. Decision-making Authority:

Decisions include the appropriate assessment tools to use, the content and format of processing group sessions and when they are scheduled, the implementation of behavior intervention strategies and plans as written, extending usage of crisis procedures and restraints, removing people from physical or mechanical restraints, removing restraints from commission due to safety concerns, choosing curriculum and adjusting curriculum to match learning styles, selection of appropriate reinforcement, and when to intervene and de-escalate or diffuse a potential crisis.

Decisions referred include final discharge dates, placement after discharge, medical needs or concerns, safety and risk management issues not covered by policies or guidelines, and interpretation of policies and procedures.

G. Contact with Others:

Contact with the family/guardian of each person supported to discuss progress in treatment. Contact with agencies, schools, and other community resources on an as needed basis. Frequent contact with direct support professionals, case managers, medical staff, and other interdisciplinary team members to gather and relay information regarding a person's behavior and progress.

H. Working Conditions:

Works in a developmental disability facility and is subject to the risk of verbal abuse and physical harm.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- principles of basic human behavior;
- problems experienced by and methods of supervising people with developmental disabilities;
- CPR and first aid;
- Crisis Prevention Intervention techniques;

- people's rights;
- serious emotional disturbances.

Ability to:

- complete assessments and detailed and understandable plans;
- utilize CPI's Nonviolent Crisis Intervention;
- deal effectively with people from diverse ethnic and sociological backgrounds;
- be a positive role model;
- observe and understand adolescent and adult behavior;
- listen to and be empathetic with adolescents and adults;
- accurately recall information;
- maintain safety and security in a developmental center;
- counsel adolescents and adults;
- provide individual and/or group crisis and de-escalation techniques;
- direct adolescents and adults in assigned tasks;
- effectively diffuse potentially explosive confrontations between adolescents and/or adults;
- plan and organize work by effective time management;
- communicate effectively to relay information regarding adolescents and adult behaviors and needs;
- understand adolescents and adult behavior and help them formulate more acceptable responses to situations or problems they encounter;
- maintain records and prepare reports;
- coordinate and conduct planned treatment programs;
- interpret and follow established policies, procedures, operations memoranda, and guidelines.

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Certified Orientation and Mobility Specialist

Class Code: 051375

Pay Grade: GJ

A. Purpose:

Organizes, develops, and executes orientation and mobility (O&M) services for people who are blind and visually impaired to provide instruction on the necessary skills needed to travel independently in their environment.

B. Distinguishing Feature:

Certified O&M Specialists (COMS) provide concept development, which includes body image, spatial, temporal, positional, directional, and environmental concepts to individuals who are blind and visually impaired. In addition, instruction includes motor development, including motor skills needed for balance, posture, and gait, as well as the use of adaptive devices and techniques to assist those with multiple disabilities. COMS provide sequential training based on assessments that determine each individual's skill level. Training plans are developed with estimates of length and frequency of service necessary to meet each client's needs. Training is done both in and outdoors in all types of terrain and weather conditions.

Rehabilitation Teachers provide academic, social, independent living and vocational training to clients with mental, physical, and emotional disabilities.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Determines O&M training needs to develop a unique, effective, and practical training strategy.
 - a. Assesses the client's present level of functioning in each of the following areas as related to O&M: vision, senses, O&M skills, social/emotional issues, concepts/cognition, medical and physical limitations, and personal goals.
 - b. Based on the O&M assessment determines the client's O&M needs and/or makes recommendations for services, mobility devices and/or systems, and additional assessments.
 - c. Identifies and describes factors to be considered to minimize the psychosocial impact of vision loss upon clients with congenital or adventitious visual impairments and their families.
 - d. Identifies strategies to assist clients during the process of adjustment to vision loss including providing resources, informational counseling, referrals to appropriate service providers and supports, etc.
2. Analyzes clients' environments and needs to determine the safest route of travel.
 - a. Studies neighborhoods, terrain, and street conditions.
 - b. Assesses traffic trends.
 - c. Researches modes of transportation such as the city bus system.
3. Re-evaluates skills frequently by assessing a clients' ability to maneuver safely, effectively, and gracefully in real situations to help determine if clients require additional O&M training or if a case may be closed.

4. Determines the progression of training by applying the three O&M principles of sequencing, distancing, and acceptable risk to encourage learning and ensure safety.
 - a. Teaches or supervises the teaching of O&M techniques to prepare individuals who are blind, visually impaired, and experiencing multiple disabilities for independent travel.
 - b. Instructs and evaluates clients' decision-making processes and skills to determine their ability to identify and handle safety and potentially dangerous situations.
 - c. Provides statewide O&M training by conducting on-site visits or directing field rehabilitation teachers in O&M techniques to meet the mobility needs of clients throughout the state.
 - d. Conducts training in many different situations to ensure clients have practice in dealing with various obstacles such as rain, snow, ice, curbs, gutters, gravel, and cars, etc.
 - e. Coordinates services to meet clients' overall independent living goals.
 - f. Determines levels of safe travel to communicate to client's safety needs, restrictions, and negotiations.
 - g. Explain principles of vision development as they apply to visual efficiency training.
 - h. Learns to operate mobility, the tools for adaptive skills of blindness, and assistive technology to teach or to familiarize clients with the use of such devices.
 - i. Orders and maintains training supplies for O&M training.
5. Documents all training plans to enable the incumbent to detect clients' strengths and weaknesses to aid in the re-evaluation process and to help determine when cases may be closed.
 - a. Completes written evaluations and progress reports and attends all client progress meetings to document and inform others on client O&M progress and needs.
 - b. Documents specific techniques taught and how and where the teaching was administered.
6. Provides consultation on teaching techniques and options to address situational barriers and reviews the work of field rehabilitation teachers' provision of O&M training to maintain quality statewide O&M services.
 - a. Collaborates on teaching strategies.
 - b. Evaluates client progress.
7. Applies rehabilitation techniques such as kinesiology, concept development, and sensory awareness by heightening clients' awareness of spatial relationships, object-to-object relationships, directions, numbering systems, landmarks, and information gathering clues to increase client development and rehabilitation.
8. Performs other work as assigned.

D. Reporting Relationships:

This position does not typically supervise.

E. Challenges and Problems:

Challenged to accurately analyze travel environments to identify and overcome potential barriers to clients' access in home, school, work, or community environments; and manage time for service provision at the Rehabilitation Center for the Blind and on a statewide basis due to the limited number of O&M specialists.

Typical problems include determining when clients are ready for additional training and when and where they are skilled enough to travel safely and independently.

F. Decision-making Authority:

Decisions made include determining clients' needs and potential for participating in training; developing appropriate training plans; identifying effectiveness of training techniques; assessing abilities of clients to maneuver safely in their environment; making recommendations to department leadership, supervisors, and co-workers concerning the field of O&M; and training and evaluating the competency of field rehabilitation teachers and rehabilitation counselors in O&M procedures.

Decisions referred include those that require exceptions to written policies and procedures.

G. Contact with Others:

Daily contact with rehabilitation staff members to participate during client evaluations and with blind and visually impaired individuals to conduct O&M training; weekly contact with field rehabilitation teachers and rehabilitation counselors to plan programs and to evaluate the progress of clients; and monthly contact with other public and private entities to promote awareness.

H. Working Conditions:

May encounter extensive environmental factors to complete the performance of his or her duties. Because clients must be exposed to all factors of the environment, the incumbent must teach O&M techniques during all weather conditions. Good physical stamina is needed due to extensive walking required during training sessions.

I. Knowledge, Skills and Abilities:

Knowledge of:

- O&M practices and techniques;
- associated standards, rules, policies, and procedures that apply to the teaching of O&M;
- methods used to accommodate the challenges of individuals dealing with blindness.

Ability to:

- work effectively on a one-on-one and group basis with individuals who are blind and visually impaired;
- assess clients' functioning levels;
- determine appropriate training techniques for each client;
- teach O&M concepts to clients as well as to others involved in the O&M field;
- communicate information clearly and concisely;
- operate and teach operation of mobility devices;
- participate in training and education to maintain certification.

J. Licenses and Certification:

Must have certification by the Academy for Certification of Vision Rehabilitation and Education Professionals in orientation and mobility.

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Long Term Services and Supports Supervisor

Class Code: 051770

Pay Grade: GJ

A. Purpose:

Manages Long Term Services and Supports services within a designated area including supervising Lead Long Term Services and Supports Specialists, Long Term Services and Supports Specialists, and support staff; and monitoring and evaluating delivery of services to ensure quality services are delivered safely, timely, and in compliance with rules and regulations.

B. Distinguishing Feature:

The Long Term Services and Supports Supervisor supervises Lead Long Term Services and Supports Specialists, Long Term Services and Supports Specialists, and support staff; and monitors and evaluates delivery of services within a designated service area to ensure that needed services are provided to clients within rules and regulations.

The Long Term Services and Supports Specialist is responsible for an assigned case load in the Division of Long Term Services and Supports.

The Lead Long Term Services and Supports Specialist assists the supervisor of an assigned unit by providing expert advice and training to Long Term Services and Supports Specialists and is responsible for an assigned case load.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Supervises subordinate staff to ensure that the objectives of the work unit are met.
 - a. Interviews and selects staff.
 - b. Identifies and provides training and development needs to increase staff performance and promote professional growth.
 - c. Plans, assigns, and monitors work.
 - d. Reviews and approves leave and travel requests.
 - e. Addresses staff problems and recommends and implements disciplinary action.
 - f. Provides timely, constructive, and regular performance feedback and conducts performance appraisals.
 - h. Sets goals for staff and the work unit and evaluates progress.
 - i. Reviews metrics regularly and evaluates work processes to identify ways to increase efficiency and effectiveness.
2. Provides technical assistance and oversight of complex or high profile cases to ensure consistent application and compliance with federal and state laws and rules.
 - a. Assists staff in resolving non-routine or complex tasks, problems, and complaints.
 - b. Provides oversight of difficult, high-profile, controversial, and/or sensitive cases.
 - c. Interprets, implements, and recommends legislation, rules, policies, and procedures.
3. Monitors all case management activities of the work unit including reviewing assessments, cases, and reports to ensure appropriate in-home services are being provided to eligible adults.

- a. Reviews various information (e.g., priority of critical care issues, protective service cases, and investigations) to assist staff in determining the appropriate response, action, case status, or the need for law enforcement.
 - b. Reviews and approves written correspondence.
 - c. Assists staff in determining eligibility for various services (e.g., in-home services).
 - d. Reviews recommendations from staff regarding various services (e.g., in-home services).
 - e. Consults with state office staff and the Regional Manager regarding staff recommendations for various services.
 - f. Monitors various services, cases, and reports (e.g., case review visits) to ensure their appropriateness, timeliness, accuracy, and completion.
 - g. Monitors fee payments to ensure customers are participating in payment process.
 - h. Submits request to state office for additional funds when the cost of the care plan exceeds the maximum limit.
4. Represents the unit, provides training, and serves as a liaison with external entities, including in-home contract providers, to provide information about the program and services provided and to address any issues or concerns regarding delivery of services.
5. Monitors the administrative hearing process to ensure program laws, rules, and policies have been applied correctly.
 - a. Notifies the state office of fair hearing requests.
 - b. Submits requested documentation as necessary to the Office of Administrative Hearings.
 - c. Oversees preparation of supporting documentation for hearings.
 - d. Attends and presents testimony at hearing when required.
 - e. Follows-up to ensure implementation of action based on hearing decision.
6. Performs administrative duties to facilitate office operations.
 - a. Identifies and reports problems regarding the data system to appropriate personnel.
 - b. Evaluates and recommends information technology needs of staff and/or the program.
 - c. Evaluates and recommends or authorizes equipment and supply purchases.
 - d. Monitors maintenance of facilities and equipment and requests needed maintenance when required.
7. Directs services to elderly people and adults with disabilities to ensure the safety and wellbeing of eligible adults in need of protection and to ensure appropriate in-home services are being provided to eligible adults to prevent premature and unnecessary institutional placement.
 - a. Supervises case management activities by assigned Long Term Services and Supports to arrange for and monitor in-home services and coordination of resources for elderly people and adults with disabilities.
 - b. Assesses individuals at risk of placement or intended placement in a nursing home facility.
 - c. Oversees investigations of alleged violations of residents' rights and abuse, neglect, and exploitation of residents who reside in long-term care facilities such as nursing homes, assisted-living facilities, board-and-care homes, and adult foster homes.
 - d. Provides information, training, and referral services to individuals, families, and the public regarding Long Term Services and Supports services and issues pertinent to quality of life.
 - e. Directs protective services for eligible adults encompassing a wide array of services which provide short-term crisis intervention to stabilize and safeguard the adult, and if necessary, more restrictive services to provide for long-term safety of the individual.

9. Performs other work as assigned.

D. Reporting Relationships:

Supervises Lead Long Term Services and Supports Specialists, Long Term Services and Supports Specialists, and support staff.

E. Challenges and Problems:

Challenges include thoroughly training new staff and keeping staff trained regarding changes to the Long Term Services and Supports program, maintaining up-to-date knowledge of regulations and policies and consistently interpreting and implementing them, providing support to provider agencies, diffusing and addressing complaints, handling diverse client needs, and continually prioritizing and reprioritizing to ensure tasks are completed in the most effective and efficient manner.

Typical problems include limited services availability in the home community where the individual chooses to live, service provider conflicts with client lifestyles, continually evolving Long Term Services and Supports services options, and meeting the demands of a rapidly expanding aging population.

F. Decision-making Authority:

Decisions include assignment of work, ensuring prompt response to emergency situations, development of training plans for staff, reviewing case files, working to resolve problems and complaints from clients and/or community members, and holding routine meetings with providers.

Decisions referred include establishment of a guardianship or conservatorship, interpretation of unclear or conflicting statewide policy issues, and approval of formal disciplinary actions.

G. Contact with Others:

Frequent contact with community professionals, law enforcement, contractors, and providers.

H. Working Conditions:

Works in a typical office environment with travel. Clients' homes are often in poor condition and may be unsanitary and duties may involve exposure to contagious diseases. Clients may have dementia, be fragile, or be a danger to themselves or others.

Incumbents may be required to work flexible duty schedules which may include evening, night, holiday, and weekend hours

I. Knowledge, Skills and Abilities:

Knowledge of:

- state and federal laws, rules, regulations, and policies related to the assigned field of social services;
- social work/casework principles and practices;
- the organization, structure, and programs within an assigned area;
- managerial, administrative, and supervisory principles and techniques;

- state and federal statutes relating to employment law (ADA, FMLA, FSLA, EEOC).

Ability to:

- analyze the needs of individuals requiring assistance and recommend alternatives;
- plan and implement operational procedures consistent with department goals and available resources;
- provide technical consultation in an assigned area;
- correctly interpret policies and procedures, apply them to specific situations and/or functions, and recommend corrective action;
- make timely and accurate decisions related to an assigned area;
- determine work loads, deadlines, work objectives, and time use to ensure proper completion of work assignments;
- establish and maintain effective working relationships among staff, clients, and the community;
- establish performance objectives for staff and maintain awareness of individual performance in relation to objectives;
- communicate information clearly and concisely;
- maintain records, and prepare reports and correspondence related to an assigned area.