

**CLASSIFICATION:** VOCATIONAL EVALUATOR I

**Class Code:** 9729-18

**Date Established:** 10-02-75

**Occupational Code:** 7-7-9

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To perform technical duties in selecting, administering, scoring, and interpreting tests to determine the employment and rehabilitation potential of the disabled.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Administers, scores and interprets standardized tests, work samples, and work tryouts to determine vocational aptitudes and skills.
- Prepares evaluation summary reports to include findings, implications, and recommendations appropriate for attaining vocational independence for disabled clients.
- Selects or develops work samples to determine vocational aptitude and skills based on client background and interests.
- Interprets client performance in occupational specialty areas and recommends training or job placement of clients to rehabilitation counselors.
- Arranges job tryouts and tours with local businesses and industries.
- Assists in work sample development by performing job analysis, recommending equipment and development or instructions.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

**Supervision:** Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

**Complexity:** Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

**Independent Action:** Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

VOCATIONAL EVALUATOR I

Page 2

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in rehabilitation counseling, education, vocational evaluation, psychology or sociology. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Two years' experience in one of the following fields: industrial or vocational education, psychometry, counseling, testing, vocational evaluation or a related field, one year of which shall have been in vocational evaluation. Additional years of related work experience may not be substituted for the formal education required by this class specification.

**License/Certification:** Valid New Hampshire driver's license.

**RECOMMENDED WORK TRAITS:** Knowledge of psychological tests. Knowledge of occupational classification systems. Knowledge of counseling methods. Knowledge of medical and psychological terms. Working knowledge of interviewing techniques and work sample development and usage. Skill in written and verbal communication including report preparation. Ability to operate and maintain a variety of equipment and machinery used to evaluate the handicapped. Ability to establish rapport with multiple handicapped people. Ability to prepare vocational evaluation summaries and recommendations. Ability to establish and maintain harmonious relationships with employers clients and associates. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.