

**CLASSIFICATION:** VOCATIONAL EVALUATOR II

**Class Code:** 9730-21

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

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

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

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To develop and refine vocational evaluation techniques, and to assess work settings in the determination of employment and rehabilitation potential for the disabled.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Develops and refines vocational evaluation tests and work samples to determine vocational aptitudes and skills of disabled clients.
- Determines type of tests and work samples to be administered based on client background and interest.
- Conducts job analysis in industry to identify appropriate client position match, and recommends job accommodation and/or modification.
- Advises rehabilitation clients relative to increasing individualized occupational awareness, including demands and rewards of specific occupations as relating to client occupational characteristics.
- Reviews professional literature and business/industry trends to develop and maintain a range of evaluation techniques appropriate to client and labor market characteristics.
- Establishes criteria for work sample norms and development.

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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 expertise to resolve problems of a specialized or professional nature in a wide range of applications.

**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 objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

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**MINIMUM QUALIFICATIONS:**

**Education:** Master's degree from an accredited college or university with major study in vocational evaluation, rehabilitation counseling, occupational education, psychology or sociology. Additional years of formal education may not be substituted for the work experience required by this class specification.

**Experience:** Two years of experience in one of the following fields: industrial or vocational education, psychometry, counseling, testing, vocational evaluation or a related field, one of which shall have been in vocational evaluation. Each additional year of approved work experience may be substituted for one year of formal education at the graduate level only.

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

**RECOMMENDED WORK TRAITS:** Thorough knowledge of the principles and practices of rehabilitation and of applicable state and federal laws. Thorough knowledge of vocational evaluation principles and practices including counseling, interviewing techniques, work sample development and usage, standardized test use and interpretation, occupational classification including knowledge of the Dictionary of Occupational Titles, medical and psychological aspects of disability, business and industrial practices and principles of supervision. Skill in written and verbal communication including report preparation. Ability to plan, organize and direct a system of vocational evaluation techniques to measure vocational potential of all types of disabled persons. Ability to initiate and maintain meaningful relationships with agencies, facilities and individuals as required. 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.