



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

INFO COORD FOR DEAF & HARD OF HEARING

Job Number: 20000976

Job Code: 41470V151116

Job Group: 4100 - AUXILIARY AND MEDICAL THERAPY

Job Established: 12/16/1984

Job Revised: 05/16/2008

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| Grade: 14 | Salary (MIN - MID): | Special Entrance Rate: |
| | \$18,075-\$23,944 - Hourly | NONE |
| | \$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary | NONE |
| | \$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary | NONE |

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates all information and referral activities for the program on deafness and/or hard of hearing services on a state wide basis; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have two years of administrative experience providing services to the deaf and hard of hearing.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Develops, interprets and coordinates policies and methods for the program to staff and program recipients on a statewide basis. Develops, coordinates and improves the use and conservation of materials and supplies as related to the program. Has continuing personal contact with staff, Commission on the Deaf and Hard of Hearing, general public, governmental officials of higher rank or other jurisdictions to respond to programmatic inquiries and to advocate the needs of the deaf and hard of hearing. Requests, collects and/or coordinates the collection of program data. Edits and analyzes data. Writes comprehensive reports for the executive director to develop new programs or improve existing services for the deaf and hard of hearing. Collects, compiles, maintains and distributes program information. Uses Telecommunication Device for the Deaf and personal computer to communicate or organize program information. Utilizes a wide variety of communication methods such as American Sign Language, Pidgin Sign English, etc. to serve deaf and hard of hearing citizens of Kentucky with their information referral and advocacy needs. Develops presentations and workshops and attends professional, civic, etc. meetings to gather or distribute program information and to advocate the needs of the deaf and hard of hearing. Develops agency publications such as newsletters, informational brochures and directory of services.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting and requires travel both in and out of state. Ability to communicate with deaf and hard of hearing individuals with a wide variety of communication modes is required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.