



EDWARD M. BIRN
Director (Direktot)
RENA K. BORJA
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
DIRECTOR'S OFFICE
(Ufisinan Direktot)
Telephone (Telfon): (671) 475-1101/1250



LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'håhi)

August 20, 2026

HRD NO.: 26-132

MEMORANDUM

To: Director of Administration

From: Personnel Services Administrator, Human Resources Division

Subject: **Notice of Proposed Amendment**
RE.: Vocational Rehabilitation Counselor Supervisor

Buenas yan Háfa Adail This is to respectfully request your approval for the amendment of the Class Specifications for the Vocational Rehabilitation Counselor Supervisor position under the Division of Vocational Rehabilitation (DVR), at the request of the Director, Department of Integrated Services for Individuals with Disabilities (DISID).

As a result of recruitment difficulties, DISID is requesting to amend the minimum experience and training requirements and the removal of the certification requirement listed under Necessary Special Qualification. The amendment would better align the class standards with national vocational rehabilitation personnel practices. The proposed amendment for the Vocational Rehabilitation Counselor Supervisor position is as follows, with no change to the current pay grade:

Current Minimum Training and Experience:

- A.) Graduation from a recognized college or university with a master's degree in rehabilitation counseling including the completion of required internship and at least two (2) years experience as a Vocational Rehabilitation Counselor (Level IV) or equivalent; or
- B.) Any equivalent combination of experience and training beyond the master's degree which provides the minimum knowledge, abilities and skills.

Necessary Special Qualifications:

Must be certified and maintain certification as a Rehabilitation Counselor by the Commission on Rehabilitation Counselor (CRCC). Possession of a valid driver's license may be required.

Proposed Amendment:

- A.) Three (3) years of experience as a Vocational Rehabilitation Counselor (Level III) or equivalent and graduation from a recognized or accredited college or university with a

master's degree in rehabilitation counseling, counseling, special education, social work, psychology or related field; or

- B.) Any equivalent combination of training and experience beyond a bachelor's degree, plus 24 semester credit hours earned towards a master's degree in rehabilitation counseling, counseling, special education, social work, psychology or related field.

Necessary Special Qualifications:

Possession of a valid driver's license may be required.

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 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 Agradesimiento!


TONY C. AGUON

Attachments

☒ APPROVED
☐ DISAPPROVED
 EDWARD M. BIRM Director of Administration
Date: 8/25/26

NATURE OF WORK IN THIS CLASS:

Supervises vocational rehabilitation services for individuals with disabilities.

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.)

Supervises rehabilitation counseling and evaluation services under the Division of Vocational Rehabilitation (DVR); approves expenditures for planned rehabilitation services.

Plans, organizes, coordinates and monitors counseling and evaluation activities to achieve established goals and objectives.

Plans and implements specialized rehabilitation services or projects; develops and implements placement programs and expanded opportunities for vocational training and placement.

Confers and coordinates with physicians, hospital staff and representatives of public and private agencies in assessing clients' abilities and needs and determining feasibility of plans for rehabilitation of clients; monitors progress of clients to ensure goals and objectives are met.

Reviews and analyzes case records for accuracy and completeness; ensures appropriateness of specialized placement or vocational plans; resolves problems or issues arising from placement.

Develops and coordinates program planning, evaluation and training activities; attends conferences and professional meetings; provides direction, guidance and counseling to subordinate vocational rehabilitation counselors.

Provides information or technical assistance to the public and private agencies, institutions and community groups concerning the rehabilitation program.

Maintains records, case files and prepares reports.

Performs related duties as directed or required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of vocational rehabilitation programs and services.

Knowledge of the laws and regulations pertinent to the rehabilitation of persons with disabilities including the Americans with Disabilities Act and the Rehabilitation Act.

**VOCATIONAL REHABILITATION COUNSELOR SUPERVISOR
(Proposed Amendment)**

3.336

Knowledge of the principles and practices and techniques of vocational counseling and training.

Knowledge of principles and methods of rehabilitation for persons with physical, emotional and psychological disabilities.

Knowledge of occupational testing and placement, strategic planning, resource allocation, available community resources and coordination of people and resources.

Knowledge of the principles and practices of effective supervision.

Ability to provide guidance and training.

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 understand the impact of diagnosis and to interpret results.

Ability to analyze data and situations accurately.

Ability to develop and implement effective plans for vocational placement.

MINIMUM EXPERIENCE AND TRAINING:

- A.) Three (3) years of experience as a Vocational Rehabilitation Counselor (Level III) or equivalent and graduation from a recognized or accredited college or university with a master's degree in rehabilitation counseling, counseling, special education, social work, psychology or related field; **or**
- B.) Any equivalent combination of training and experience beyond a bachelor's degree, plus 24 semester credit hours earned towards a master's degree in rehabilitation counseling, counseling, special education, social work, psychology or related field.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Guam driver's license may be required.

**VOCATIONAL REHABILITATION COUNSELOR SUPERVISOR
(Proposed Amendment)**

3.336

ESTABLISHED: JULY 1980

**AMENDED: AUGUST 2026
OCTOBER 2001**

PAYGRADE: P (GPP)

HAY EVALUATION:	KNOW-HOW:	F I 3	264
	PROBLEM SOLVING:	E 4 43%	115
	ACCOUNTABILITY:	E C 2	<u>132</u>
	TOTAL POINTS		511

This standard revises and supersedes the standard established in July 1980 and amended October 2001.

EDWARD M. BIRN
Director of Administration

LOURDES A. LEON GUERRERO
Governor of Guam



Lourdes A. Leon Guerrero
GOVERNOR

Joshua F. Tenorio
LIEUTENANT GOVERNOR

Department of Integrated Services For Individuals with Disabilities

Dipattamenton Programa Para I Maninmet



Michelle L. C. Perez
DIRECTOR

Reuel Drilon
ACTING DEPUTY DIRECTOR

February 9, 2026

TO: Director, Department of Administration

FROM: Director, Department of Integrated Services for Individuals with Disabilities

SUBJECT: Discrepancy in Educational Requirements for Vocation Rehabilitation Counselor Supervisor Position

Hafa Adai Director Birn,

The DISID Division of Vocational Rehabilitation (DVR) continues to experience significant challenges with respect to achieving effective supervision of our Vocational Rehabilitation (VR) Counselors as a result of the long standing (approx. 3 years), hard-to-fill vacancy of the VR Counselor Supervisor position. As a result of this vacancy, such challenges include, but are not limited to, the following:

- Ineffective Case Management (e.g., longstanding stagnant cases, unmet case closure deadlines, IPEs not completed or updated in a timely manner) by VRC's resulting in Disciplinary Issues leading to Adverse Actions;
- Unmet Services/Needs of VR Program Consumers;
- VR Program Participants' & Families' Dissatisfaction; and
- Unmet goals and objectives of Guam's Combined State Plan.

The VR Counselor Supervisor position currently requires a Master's degree in Rehabilitation Counseling with no substitutions permitted. Despite continuous recruitment efforts by the Department of Administration, this strict requirement has contributed to the position remaining vacant for several years.

To address this workforce shortage and improve recruitment, DISID respectfully proposes an amendment to the educational requirements so they better align with national Vocational Rehabilitation personnel practices and current workforce realities.

Department of Integrated Services For Individuals with Disabilities

Dipartimento Programa Para I Maninutet

The proposed requirement:

- **Master's degree in Rehabilitation Counseling or a related field (including Counseling, Special Education, Social Work, Psychology, or closely related disciplines), or an equivalent combination of graduate-level education and qualifying professional experience beyond a Bachelor's degree in a related field.**

Across the United States, State Vocational Rehabilitation agencies commonly utilize equivalent-degree pathways for supervisory and counseling classifications due to the nationwide shortage of Rehabilitation Counseling graduates. Many state VR agencies have adopted flexible qualification standards in order to maintain program continuity and meet federal service delivery requirements.

This proposed amendment does not lower professional standards. Rather, it expands the pool of qualified candidates while maintaining competency expectations, supporting career progression for experienced VR counselors, and ensuring adequate supervision of federally funded rehabilitation services.

Approving this modification will help DISID-DVR fill a long-standing vacancy, strengthen program oversight, and improve services to individuals with disabilities, while remaining consistent with national VR practice.

Respectfully,


Michelle L.C. Perez

cc: Joseph A. Cameron, Vocational Rehabilitation Administrator