



DRS-DISABILITY EXAMINER I

CHARACTERISTICS OF WORK:

This is professional work with responsibility for determining eligibility of initial claims for disability benefits under Federal Social Security laws. Incumbent collects, examines, and translates all available medical and vocational information and prepares a medico-legal determination of eligibility for benefits according to provisions of appropriate Federal and State laws. Duties are performed with frequent guidance from an administrative superior.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Sedentary Work: May occasionally walk or stand and/or occasionally move light objects, material, etc.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Ability to Adjust Focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to stand; and walk. The incumbent is frequently required to stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Communication Skills: Effectively shares information verbally or written.

Writes in clear and concise terms using good grammar. Interviews customers and obtains pertinent information and records information for use in claim utilizing supervisory input. Obtains information (orally or written) from other professional sources, such as lawyers, social workers, doctors, and teachers, utilizing supervisory input. Explains decisions and the need for medical/vocational information to customers and responds appropriately to questions from customers. Must be aware of the need to seek advice if unable to answer questions for customers. Demonstrates ability to deal with individuals who may be hostile and resolves conflicts and recognizes need to obtain assistance from more experienced staff members if situation escalates.

Organizational Ability: Has the ability to gather, collect, and maintain information in a timely manner.

Maintains updated materials, such as manuals and memorandums. Demonstrates time management skills, with supervisory input. Maintains an effective diary (follow up) system utilizing supervisor's advice. Prioritizes workload, information and job duties using resources such as computer and manuals under close supervision.

Self Development: Adapts behavior to work methods in response to new information, changing conditions, or unexpected obstacles.

Demonstrates ability to make independent decisions for job level. Attends training both mandatory and voluntary. Shares information with others. Adapts to change. Exhibits maturity, such as acquiring new information about job, applying information and seeking ways to grow in the job.

Analytical Thinking: Has the ability to analyze, interpret, and apply information.

Makes a decision by interpreting the medical and vocational factors, under close supervision. Exhibits program knowledge as appropriate for level and applies it to all development actions with assistance from supervisor. Obtains and analyzes information and draws conclusions in order to take appropriate case

development actions, such as ordering an examination, making additional telephone calls, etc., under the direction of a supervisor.

Customer Service Oriented: Demonstrates a commitment to quality public service through statements and actions.

Treats everyone with respect. Is responsive to customer's requests and inquires. Provides timely and accurate decisions.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Strives to reach agency goals. Dedicated to proving services to customers. Abides by agency rules, such as time attendance, flex time, and privacy issues. Motivates self and others to provide quality service. Demonstrates ability to respond appropriately to constructive criticism.

Program Knowledge: Possesses the knowledge to effectively perform the duties of an examiner.

Demonstrates ability to understand and apply MDRS and SSA rules and regulations, as appropriate for this level. Utilizes resource materials, with assistance from supervisor. Applies knowledge of computer skills as appropriate for the level.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Adjudicates initial claims for Social Security Act and Supplemental Security Income disability in accordance with federal regulations and internal procedures.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Analyzes and plans the development of each individual claim in advance, then implements the plan expeditiously to meet deadlines; this requires an extensive collection of medical and vocational work reports accumulated through contact with many sources.

Consults on a one-to-one basis with physicians to obtain and discuss medical facts, findings, and inferences so that a correct, final decision may be made on disability claims.

Evaluates and judges medical information regarding a claimant's mental and/or physical residual functional capacity through utilization of extensive knowledge of anatomy and physiology.

Requests authorization for very large amounts of tax monies for various medical examinations, specific laboratory tests, x-ray procedures, etc., on a daily basis.

Understands and translates complex Social Security Administration technical rules and regulations and highly technical medical terminology into layman's language, both for legal purposes and claimant understanding.

Conducts conferences with claimants and/or other representatives to explain the technical reasons for denial of benefits.

Interfaces with other professionals to explain the Social Security Administration regulations utilizing technical knowledge.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.