

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

## ADMINISTRATIVE CONSULTANT VOC REHAB 3

### DEFINITION

This job classification is used only by the Department of Education, Division of Vocational Rehabilitation Services.

Performs professional level physician work evaluating claims for disability benefits administered by the Social Security Administration and participates, as defined in applicable federal regulations, in the determination of whether an individual is under a disability; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

### WORK EXAMPLES

Examines medical records to determine if a medically determinable impairment exists as demonstrated by medically acceptable clinical and laboratory techniques.

Determines from medical records if medical impairment meets or equals the Listing of Impairments found in the Code of Federal Regulations.

Makes finding of credibility of applicant's statements about the functional affects of symptoms that result from medical impairments by comparing statements made by applicant with other medical and non-medical evidence; prepares a written explanation of the findings citing specific reasons supported by the evidence, the weight given to the applicant's statements and the reasons for that weight so that the findings are sufficiently clear to subsequent reviewers.

Determines the residual functional capacity (RFC) of applicant by examining all the medical and non-medical evidence, including the finding of credibility; prepares a written rationale of the findings citing specific limitations and reasons.

Determines whether a child applicant functionally equals the Listing of Impairments by evaluating impairment within functional domains; prepares a written rationale supporting the assessment, citing specific evidence in the file.

Compares current medical findings of medical impairments to findings present when beneficiary was allowed benefits and makes a finding whether medical improvement has occurred. Determines if the evidence documents any exceptions to medical improvement and prepares a written explanation of the findings.

Contacts applicant's treating/examining medical source to obtain updated/missing information, clarify inconsistencies within the source's report, or to resolve inconsistencies between a source's report and other evidence in the file.

Examines medical records/evidence to determine if drug or alcohol abuse is material to an individual's inability to work; prepares written rationale to support the assessment, citing specific evidence in the file.

Provides advice to disability examiners about medical impairments and medical issues generally or in specific cases.

Requests the purchase of specific medical examinations and tests when the evidence in file is insufficient to support a disability determination.

### COMPETENCIES REQUIRED

Knowledge of the practice of medicine and its relationship to the Social Security disability program.

Knowledge of diseases, symptoms, and treatments of medical conditions and their affects on an individual's ability to perform work-related activities or, in the case of children, their affects on age-appropriate functioning.

Knowledge of the administrative and legal requirements of the Social Security program regarding the role and work products of a consulting physician.

Ability to exercise judgment in evaluating claims for benefits based on professional expertise in medicine and the legal requirements of the Social Security disability program.

Ability to write professional opinions and rationales in an understandable manner.

Ability to work and communicate effectively with disability examiners in a team environment.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited school of medicine, and licensure as a physician by the State of Iowa, and experience equal to two years of full time work as a physician in a clinical setting.

#### **NOTE:**

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Department of Education, Division of Vocational Rehabilitation Services.

Effective Date: 09/12 BR