

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

DISABILITY EXAMINER SPECIALIST

DEFINITION

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

Determines eligibility for disability benefits of all benefit categories and levels of claims under the federal Social Security program; handles the most difficult/complex tasks and cases; performs advanced vocational analysis; writes residual functional capacity assessments with minimal assistance from medical consultants; 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

Makes determinations on all types of claims including initial, reconsideration, sensitive cases, or cases/workloads that contain the most complex issues.

Determines continuing eligibility of current beneficiaries by applying medical improvement review standards.

Obtains the vocational documentation necessary to make the eligibility determination by interviewing the claimant or employer; uses vocational references such as the Dictionary of Occupational Titles to determine claimant's past job titles and physical and mental demands of those jobs; determines if claimant has skills that transfer to other work.

Determines the claimant's residual functional capacity with minimum supervisory and medical oversight.

Determines eligibility using Social Security rules; prepares necessary forms and rationales to support the decision.

Responds to questions from claimants, family members, authorized representatives, and others regarding the status of the case or regarding policies and procedures.

Mentors trainee disability examiners.

COMPETENCIES REQUIRED

Knowledge of the laws, regulations, policies, and procedures of the Social Security Disability Program (Title II) and the Supplemental Security Income disability program (Title XVI).

Knowledge of diseases, medical terminology, and anatomy.

Knowledge of the physical and mental demands of occupations.

Knowledge of regulations and policies governing confidentiality and the release of information.

Ability to read and understand complex information presented in writing, e.g., medical and vocational reports, rules regulations, policies, and procedures.

Ability to apply general rules to complex case-related problems and to produce answers that make sense.

Ability to communicate information and ideas in writing so that less experienced disability examiners or others not familiar with the disability program will understand.

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, 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 four-year college or university, and the experience equivalent to five years of full-time work making disability determinations in the Social Security disability program;

OR

experience equivalent to nine years of full-time work making disability determinations in the Social Security disability program;

OR

current continuous experience in the state executive branch that includes experience equal to four years of full-time work as a Disability Examiner.

Effective Date: 08/15 KF