Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Disability Examiner Series

Classes in the Series

Class Code	Class Title
03174	Disability Examiner
03177	Disability Examiner Specialist
03178	Disability Examiner Specialist Advanced

Series Concept

Positions in this series adjudicate claims for disability benefits under the federal Social Security Disability (Title II) and Supplemental Income Disability Program (Title XVI) guidelines or provide specialized services to the bureau that require particular program expertise. Duties include obtaining medical, vocational, and other evidence; analyzing the evidence and drawing conclusions; making disability eligibility determinations; and performing other related activities to support the agency's mission.

Exclusions

Positions in the Disability Determination Services Bureau that perform agency or statewide program planning, training, technical consultation, and monitoring or evaluation duties should be classified in the Resource Manager class.

Class Distinctions

Disability Examiner

This is the entry and full performance level of the series. Positions perform, with minimal assistance, the key tasks required for adjudication of all types of disability cases and claims (adult, child, and continuing disability) and an advanced vocational analysis and assessment of residual functional capacity. The training period may be up to three years and incumbents will work closely with and be mentored by Disability Examiner Specialists. Especially complex or difficult issues are referred to higher-level positions.

Disability Examiner Specialist

Positions at this level handle all types of cases including the most difficult or complex issues and first-level appeals. Positions act as on-the-job mentors or reference sources for Disability Examiner positions, perform advanced vocational analysis, and assess residual functional capacity with little assistance from medical consultants.

Disability Examiner Specialist Advanced

Positions perform consultative and specialized services for the entire bureau (statewide) or an operational unit. Positions are established experts in one of several key program areas (e.g., quality assurance, training, professional relations, and disability hearings) or may function as lead workers. Positions use expertise to influence the work of others throughout the bureau.

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