

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
DISABILITY EXAMINER

DEFINITION

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

Determines eligibility for disability benefits for adults and children under the federal Social Security program; obtains medical, vocational, and other evidence necessary to document claims; 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

Reviews initial claim information supplied by the Social Security field office for accuracy and completeness. Contacts the claimant or the field office to resolve issues.

Requests reports from medical sources and other appropriate sources of evidence needed to document the claim. Follows up with the source as necessary; clarifies information when needed.

Requests consultative medical examinations when evidence of record is not sufficient to make a disability determination.

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.

Obtains detailed description of claimant's activities of daily living and how symptoms affect these and work-related activities.

Analyzes all of the evidence to determine its sufficiency to make a disability determination and takes appropriate action to resolve material conflicts and inconsistencies.

Prepares the case for review by medical or psychological consultants; assists in the assessment of residual functional capacity.

Confers with medical consultants on medical issues.

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.

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 routine case-related problems and to produce answers that make sense.

Ability to communicate information and ideas in writing so that others 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;

OR

experience equal to four years of full-time work making disability determinations in the Social Security disability program.

Effective Date: 08/15 KF