

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Disability Examiner Specialist Advanced

Definition

Performs lead-work or specialized disability examination work including: bureau-wide training, quality assurance (program integrity), disability hearings, professional relations, and cooperation in disability investigations; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions, and reassignments.

Develops in-service training plans/material and delivers new disability examiner basic training; coordinates the on-the-job phase of training with mentors and supervisors.

Reviews cases at various stages of the development process to determine if quality standards are met; provides feedback to caseworker; collects data and writes summary report.

Performs quality reviews, special studies, or performance audits for management concerning agency operations; prepares written reports of findings with conclusions and recommendations based on analysis of data collected.

Serves as technical resource for line examiners, medical consultants, and management on complex program issues.

Plans, coordinates, and implements a statewide professional relations program including recruiting consultative examination providers, conducting consultative examination oversight reviews, and making presentations about the disability program to interested groups; helps resolve problems and improve communication with medical community.

Conducts disability hearings on appeals for cessations following administrative rulings and policy guidelines. Demonstrates a high level of autonomy and understanding of legal proceedings.

Works in collaboration with Cooperative Disability Investigations (CDI) such as: performing initial assessment of referred cases; reviewing documentation for disability claims; making collateral contact to confirm or refute claim information, providing technical expertise for Reports of Investigation (ROI) and CDI Summary ROI; making oral presentations to Iowa DDS and Social Security Administration (SSA) Field Office staff to explain CDI Unit mission/function and encourages appropriate referrals to Iowa DDS.

Competencies Required

Knowledge:

- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.

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- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
 - English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
 - Therapy and Counseling – Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
 - Education and Training – Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Negotiation – Bringing others together and trying to reconcile differences.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation – Actively looking for ways to help people.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

- Learning Strategies – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university and experience equal to six years of full-time work in making disability determinations in the Social Security disability program.
- 2) Ten years of full-time work experience making disability determinations in the Social Security disability program.
- 3) Current, continuous experience in the state executive branch that includes twelve months of full-time work as a Disability Examiner Specialist.

Effective date: 09/17 SA