Disability Examiners

Job Code	Job Title	Pay Grade
8381D2	Disability Examiner Trainee	25
8382D2	Disability Examiner I	26
8383D2	Disability Examiner II	29
8385D2	Disability Examiner Reviewer	30
8384D2	Disability Examiner Supervisor	31

CONCEPT:
This is professional analytical work assisting individuals in disabilities claim determination, which requires advancement to Disability Examiner I and Disability Examiner II levels after 2 and 4 years respectively.

TASKS:
Disability Examiner Trainee

- Interviews clients and/or collateral contacts to gather information; secure medical and work history information; determine need and eligibility for Social Security Administration disability Program.
- Documents eligibility decisions and retains copies of client information, psychological, medical, and vocational in order to provide accountability for the expenditure of federal funds by recording information in electronic claimant files.
- Reviews initial applications and determines the type and amount of documentary evidence necessary to arrive at a disability decision in accordance with federal regulations and standards for disability programs.
- Requests authorization to purchase necessary exams and testing in the field of medicine, psychiatry, and psychology evaluation, as needed, in order to obtain evidence that will assist in making a determination.
- Assists in making a determination of disability by analyzing and evaluating all documentary evidence to determine if claimant meets the federal and state requirements. Prepares a detailed written decision for file documentation and notifies the claimant of the decision in writing.
- Successful completion of Disability Examiner Basic Training and final exam.
- Staffings with internal medical, psychological and speech consultants.
- Identifies past work as per the Dictionary of Occupational Titles and obtain complete work histories.

Disability Examiner I

In addition to above tasks a Disability Examiner I will also:

- Reviews case files of individuals, applying for, receiving or denied services for the Social Security Disability Program to assure services, procedures, and decisions appropriately address the individual needs while federal rules and regulations are being met and followed.
- Independent adjudication of initial adult and child disability claims.
- Proficient in independent case management
- Successful completion of complex case training including reconsideration claims, pre-hearing and continuing disability reviews.
- Completes vocational assessment including transferability of skills analysis.
- Evaluates and analyses information and data used in determining eligibility/ineligibility to document and support decisions.
- Complete Residual Functional Assessments
- Ability to manage a full caseload of adult and child initial claims

Disability Examiner II

In additions to above tasks a Disability Examiner II will also:

- Demonstrates independent adjudication of all case types including high profile federal workloads i.e., military casualty and expedited reinstatement claims.
- Demonstrate ability to mange of full caseload of 12+ receipts per week and the required disposition rate.

Disability Examiner Reviewer

In addition to above tasks a Disability Examiner Reviewer will also:

- Utilize knowledge of Social Security Administration (SSA) Disability Programs, Policies and procedures, medicine, psychology, and vocational evaluation
- Train and mentor new and experienced Disability Determinations staff
- Serve as a technical expert to all disability examiners.
- Serve as Vocational Specialist providing vocational analysis for new and experienced Disability Examiners on cases involving transferability of skills.
- Provides program assistance to medical and psychological consultants.

Disability Examiner Supervisor

- Provides administrative and program supervision, insuring programs are in accordance with federal laws, rules and regulations. Recruits, interviews, hires and trains professional staff.
- Interprets federal requirements, standards and criteria for administering the Social Security Administration's Disability Program.
- Train, orients, mentors staff, making recommendations to supervisors regarding personnel actions.
- Assesses training needs, develops training packages, schedules and conducts program specific training, collaborating with other program staff for their respective areas of specialization.
- Represents the agency at various meetings, conferences, seminars and hearings. Acts as liaison between the agency and local public officials, community and citizen organizations, contract staff, other agencies and disciplines.
- Establishes or participates in establishing or revising guidelines for authorizations for the purchase of consultative examinations and medical evidence of record by section staff; ensures that guidelines comply with established policy and that total funds obligated do not exceed section budget authority.
- Establishes and maintains a program of standardized supervisory review of initial, reconsideration, appeals and other disability claims to evaluate employee performance.
- Acts as liaison between the program section and federal offices to provide information, identify, and resolve case-related issues.
- Reviews and analyzes management reports, case files, procedural expectations and other materials related to complaints, appeals and fraud in order to determine propriety of actions. Evaluates and makes recommendations concerning the need for new and revised federal policies and programs.
- Evaluates the performance of professional examiner unit in accordance with federal performance expectations and agency policy.

LEVELS OF WORK

- Class Group consists of five classes.

Disability Examiner Trainee: Work involves learning to interpret program information; determining eligibility for the federal disability program; written and verbal communication with claimants and wide range of medical and legal professionals and assisting in analyzing medical, physiological and/or vocational information. Non-successful completion of training will result in dismissal from employment.
Minimum Requirements: Two years of experience interviewing, investigating, compiling information, documenting decisions, interpreting guidelines and/or providing technical assistance relevant to the agency's programs. Post-secondary education may be substituted for experience as determined relevant by the agency.

Disability Examiner I: Work involves learning to interpret program information; determining eligibility for the federal disability program; written and verbal communication with claimants and wide range of medical and legal professionals and assisting in analyzing medical, physiological and/or vocational information. This is specialized professional analytical work. Non-successful completion of training will result in dismissal from employment.
Minimum Requirements: Satisfactory completion of DE trainee requirements and at least 2 years' experience adjudicating initial adult and child claims.

Disability Examiner II: Full performance investigating and documenting applications for reconsideration, reopenings, informal remands and continuance of benefits.
Minimum Requirements: Satisfactory completion of DE I requirements and at least 4 years' experience adjudicating initial adult and child claims.

Disability Examiner Reviewer:
Performs all levels of quality reviews on adjudicated as well as pending claims. End of line reviews assess the accuracy of the decision, appropriateness of evaluation of both impairment severity and vocational factors, the completeness and consistency of medical and vocational documentation, and the completion and accuracy of technical requirements and entries. Performs in line reviews on selected cases to evaluate the timeliness, effectiveness and adherence to agency requirements of examiners' developmental practices. May perform vocational analyses. Prepares written reports to examiners and supervisors on deficient cases, which include an explanation of the deficiency, citation of references and suggested remedial actions.
Minimum Requirements: Fully trained disability examiner with at least 4 years of experience.

Disability Examiner Supervisor: This is supervisory work in the administration of the Social Security Administration's disability program. Work involves planning, organizing and directing the work of staff. Work may involve reviewing, planning and implementing program policies, implementing training, conducting case reviews for quality, timeliness and cost efficiency while monitoring compliance with federal rules and agency policy.
Minimum Requirements: Fully trained disability examiner with at least 5 years of experience.

NC: 2/20
REV: 10/20
REV: 11/20
REV: 8/21
REV: 6/24