

DISABILITY EVALUATION SPECIALIST

Nature of Work: Under general supervision, performs professional work at the full-performance level examining and evaluating data to determine eligibility for disability benefits under Titles II and XVI of the Social Security Act (SSA) for the Disability Determination Section (DDS). Secures and analyzes medical, psychological, vocational and other evidence, utilizing knowledge of federal policies, regulatory codes, legislation, directives, court precedents or other guidelines. Assigned claims involve complex medical, legal and vocational issues. May request consultative medical examinations to assure adequacy of documentation and/or resolve inconsistencies in submitted evidence. Performs related work as required.

Distinguishing Characteristics: Work at this level is distinguished by the assignment of a more significant amount of difficult cases such as those with conflicting medical, legal and vocational issues. These cases involve researching federal court decisions to determine precedents in the issues.

Essential Job Functions: (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties which may be assigned.)

Develops initial and/or reconsideration cases by sending letters requesting information to agencies, hospitals, sources and the claimants.

Reviews and analyzes medical and vocational evidence upon receipt.

Telephones doctors, hospitals and claimants to clear up conflicting information or to obtain further medical information.

Requests a consultative medical examination if there is not enough evidence to determine a case; authorizes a travel expense payment for the claimant.

Files information and evidence into appropriate case files.

Evaluates claimant's vocational background, age and education to decide the types of work the claimant could perform in cases where physicians indicate the claimant has residual functional capacities; makes referrals to WVDHHR Children's Services.

Writes final determinations of entitlement, personalized explanations of wholly or partially unfavorable determinations and technical rationales; designates appropriate notices of the determination to be mailed to the claimant by the DDS or SSA.

Meets with supervisor as necessary to discuss difficult cases and to resolve problems.

Consults various sources to keep abreast of changes in policies in procedures.

DISABILITY EVALUATION SPECIALIST (CONT'D)

Knowledge, Skills and Abilities:

Thorough knowledge of federal laws and regulations pertaining to the Disability Insurance Program under Titles II and XVI of the Social Security Act.

Knowledge of a wide range of occupations and their components.

Knowledge of and ability to summarize, analyze, synthesize, and interpret complex medical data.

Skill in preparing written communications and quasi-legal documents.

Ability to use the Dictionary of Occupational Titles effectively.

Ability to establish and maintain effective relationships with claimants, public officials, physicians, hospital administrators, attorneys and other professional personnel.

Ability to develop and evaluate pertinent facts and evidence related to claims adjudication.

Ability to present ideas clearly and concisely.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited four-year college or university.

Experience: One year of experience as a Disability Evaluation Specialist or successful completion of the one year Examiner Trainee Program.

Established: 7/16/92
Revised: 12/17/93, 5/29/09
Effective: 5/29/09