

**DISABILITY EVALUATION SPECIALIST, SENIOR**

**Nature of Work:** Under limited 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. Secures and analyzes medical, psychological, vocational and other evidence, utilizing knowledge of federal policies, regulatory codes, legislation, directives, court precedents or other guidelines. Assignments may include but are not limited to adjudication of initial, reconsideration and continuing disability claims; professional relations activities; lead worker duties such as coaching and monitoring work of new employees or offering advice on complex issues; and performing quality assurance reviews. Work may involve reviewing case determinations for adequate documentation, correct decision, and compliance with SSA's standards. Confers with medical or other professionals to resolve claim issues. Performs related work as required.

**Distinguishing Characteristics:** Typically, work at a level is characterized by a caseload of all types of disability claims to include complex claims such as court cases and continuing disability reviews. Incumbents may supervise and/or review the work of other examiners. The incumbent may work as a quality control reviewer.

**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 Disability Determination Section (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 and procedures.
- Determines whether decisions of entitlement are correct and whether documentation is sufficient and if the decisions are accurate.
- Consults with physicians about complex medical cases to determine whether more detailed information would clarify the decision of the case, or if proposed medical assessment is correct.
- Writes explanations of deficiencies of information and suggests corrective action to the Disability Evaluation Specialist.
- Reviews deficient cases returned by central and/or regional offices of the Social Security Administration (SSA); records the deficiency and takes corrective action.
- Writes special reports or analyses of work received by the unit, such as monthly reports, reports on the most prevalent types of cases or the percentage of cases being returned for deficiencies of information.

**DISABILITY EVALUATION SPECIALIST, SENIOR (CONT'D)**

**Essential Job Functions (cont'd)**

Trains new employees during orientation in office procedures and casework development; teaches Social Security medical and vocational guidelines.  
Fills in for other examiners in their absence to maintain the work flow of the unit.  
Returns work to other examiners to meet time constraints.  
Consults with other examiners to offer advice or solve problem cases.  
May review random cases of each examiner in the unit; checks for accuracy, processing time or errors on the part of Social Security, the Disability Determination Section or the examiner.  
May review all requests made for consultative examinations to ensure requests are appropriate and complete.  
May participate in special projects as needed.

**Knowledge, Skills and Abilities**

Knowledge of Federal laws and regulations pertaining to the Disability Insurance Program under 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 utilize 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:** Three years of experience as a Disability Evaluation Specialist.

Established: 7/16/92  
Revised: 12/17/93, 10/29/96, 5/29/09  
Effective: 5/29/09