

**DISABILITY EVALUATION SPECIALIST, TRAINEE**

**Nature of Work:** Under direct supervision, performs professional work at the entry level examining and evaluating data to determine eligibility for disability benefits under Titles II and XVI of the Social Security Act (SSA), and analyzes medical, psychological, vocational and other evidence utilizing knowledge of federal policies, regulatory codes, legislation, directives, court precedents or other guidelines. Learns to evaluate medical evidence for consistency, validity and sufficiency. Performs related work as required.

**Distinguishing Characteristics:** At this level, the incumbent develops the ability to determine eligibility for disability claims and upon completion of that phase of training, performs analytical reviews of evidence under general supervision and at the full-performance level. The caseload is predominantly initial claims.

**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.)

Participates in a formal training program in disability claims adjudication.

Acquires the knowledge, skills and abilities to perform disability claims adjudication work.

Develops new cases by reviewing the initial claim; sends 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.

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

**Essential Job Functions: (Cont'd)**

Meets with supervisor on a regular basis to discuss difficult cases and to resolve problems.  
Consults various sources to keep abreast of changes in policies in procedures.

**Knowledge, Skills and Abilities:**

Ability to learn and apply federal laws and regulations pertaining to the Disability Insurance Program under Titles II and XVI of the Social Security Act.  
Ability to learn the policies and procedures of the Disability Determination Section.  
Ability to learn the effects of disabilities.  
Ability to learn the appropriate use of various medical tests, x-rays and special medical examinations in documenting claims.  
Ability to learn to use the Dictionary of Occupational Titles.  
Ability to communicate with physicians and other medical personnel for the purpose of eliciting information regarding a claimant's disability.  
Ability to identify, synthesize, analyze and interpret pertinent information relevant to a disability.  
Ability to compose a claims determination.  
Ability to prepare routine correspondence in requesting medical information.  
Ability to summarize, in writing, statements of fact in support of claims determinations.

**Minimum Qualifications:**

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

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