

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**DISABILITY EXAMINER MANAGER**

**JOB DESCRIPTION**

Employees in this job direct the work of professional Disability Examiners in the analyses and determination for disability insurance benefits and supplemental security income benefits for the Social Security Administration. The work requires knowledge of the policies, procedures, and regulations of the disability determination program, and supervisory techniques, personnel polices, and procedures.

There are three classifications in this job. The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

**Position Code Title - Disability Exam Manager-2**

Disability Examiner Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

**Position Code Title - Disability Exam Manager-3**

Disability Examiner Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Code Title - Disability Exam Manager-4**

Disability Examiner Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensure proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Monitors and ensures the uniform application of federal social security policies and procedures.

Monitors and ensures that cases assigned to the work unit are processed within time limits, that proper follow-up actions are taken, and that production goals are met.

Keeps informed of social security policy changes and takes necessary actions, as required.

Coordinates activities with staff physicians on individual case problems.

Provides for staff training in medical areas.

Attends conferences and individual meetings with representatives of the Social Security Administration.

Develops and implements policies and procedures for assigned area of responsibility.

Recruits and evaluates medical vendors and resources in assigned area.

Initiates and develops public relations in the assigned area; meets with service providers, physicians, community officials, and community organizations.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Thorough knowledge of the Social Security Act relating to disability insurance and supplemental security income programs.

Thorough knowledge of Social Security Administration policies and procedures as they relate to the disability insurance and supplemental security income programs.

Thorough knowledge of the methods and procedures used in the adjudication of disability claims.

Thorough knowledge of the principles of case history analysis.

Thorough knowledge of vocational education and rehabilitation programs.

Thorough knowledge of the types of physical and mental disabilities.

Thorough knowledge of industrial, commercial, and professional occupations open to the physically handicapped.

Thorough knowledge of medical terminology.

Thorough knowledge of training and supervisory techniques.

Thorough knowledge of employee policies and procedures, and equal employment opportunity policies and procedures.

Thorough knowledge of labor relations.

Thorough knowledge of the principles of management, including program planning, staffing, and budgeting.

Ability to instruct and evaluate employees.

Ability to evaluate programs and policies and make recommendations accordingly.

Ability to determine case compliance with Social Security Administration policies and procedures.

Ability to recommend an appropriate decision where differences exist between examiners' decisions.

Ability to prepare and provide sufficient documentation for administrative law hearings.

Ability to, maintain records, prepare reports, and compose correspondence.

Ability to communicate with others.

### **Working Conditions**

*None*

### **Physical Requirements**

*None*

### **Education**

Possession of a bachelor's degree in any major.

### **Experience**

#### **Disability Examiner Manager 13**

Four years of professional experience adjudicating, analyzing, and determining eligibility for disability claims equivalent to a Disability Examiner, including two years equivalent to a Disability Examiner P11 or one year equivalent to a Disability Examiner 12.

#### **Disability Examiner Manager 14**

Five years of professional experience adjudicating, analyzing, or determining eligibility for disability claims equivalent to a Disability Examiner, including three years equivalent to a Disability Examiner P11, two years equivalent to a Disability Examiner 12, or one year equivalent to a Disability Examiner Manager 13.

#### **Disability Examiner Manager 15**

Six years of professional experience adjudicating, analyzing, or determining eligibility for disability claims equivalent to a Disability Examiner, including two years equivalent to a Disability Examiner Manager 13 or one year equivalent to a Disability Examiner Manager 14.

### **Special Requirements, Licenses, and Certifications**

Candidates are subject to a Michigan Department of Health and Human Services (MDHHS) background check.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

#### **Job Code**

DIEXMMGR

#### **Job Code Description**

DISABILITY EXAMINER MANAGER

#### **Position Title**

Disability Exam Manager-2

#### **Position Code**

DISEMGR2

#### **Pay Schedule**

NERE-142

Disability Exam Manager-3

DISEMGR3

NERE-146

Disability Exam Manager-4

DISEMGR4

NERE-155

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