

**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 policies, and procedures.

There are three classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Disability Examiner 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 Examiner 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 Examiner 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.

DISABILITY EXAMINER MANAGER

PAGE No. 2

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. All duties should be able to be performed with or without reasonable accommodations.

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.

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.

DISABILITY EXAMINER MANAGER

PAGE NO. 4

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 with 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

None.

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

DISABILITY EXAMINER MANAGER

PAGE No. 5

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

DISEXMMGR

Job Code Description

Disability Examiner Manager

Position Title

Disability Examiner Manager-2

Disability Examiner Manager-3

Disability Examiner Manager-4

Position Code

DISEMGR2

DISEMGR3

DISEMGR4

Pay Schedule

NERE-142

NERE-146

NERE-155

ECP Group 3
Revised 2/9/07
TeamLeaders