

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**

**DISABILITY EXAMINER**

**JOB DESCRIPTION**

Employees in this job complete and oversee a variety of professional assignments to ensure that all medical and personal information meet program evidentiary standards for the evaluation and determination of eligibility for Social Security Disability Insurance (SSDI), Supplemental Security Income (SSI), Disability Retirement, State Disability Assistance (SDA), and/or related work exemption or deferral programs based on medically determinable impairment. The work entails extensive gathering of medical and personal histories and the application of laws, rules, regulations, and policy directives in the determination process.

There are four classifications in this job.

**Position Code Title - Disability Examiner-E**

Disability Examiner 9

This is the entry level. As a trainee, the employee carries out a range of professional disability examiner assignments while learning the methods of the work.

Disability Examiner 10

This is the intermediate level. The employee performs an expanding range of professional disability examiner assignments in a developing capacity.

Disability Examiner P11

This is the experienced level. The employee performs a full range of professional disability examiner assignments in a full-functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title - Disability Examiner-A**

Disability Examiner 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of others professionals or have regular assignments which have been recognized by Civil Service as having significant greater complexity than those assigned at the experienced level. Recognized senior-level assignments are in the areas of (1) Quality Assurance Analyst; (2) Disability Hearings Officer; (3) Professional Relations Officer; (4) Case Specialist; (5) Disability Retirement Specialist; (6) Office Trainer; and (7) Disability Claims Fraud Specialist which will be through appointments to established positions. Use of universal senior standards is precluded for position reclassifications.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**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.

Reviews and analyzes disability claims for social security and supplemental security income benefits, state and federal medical assistance programs, exemption/deferrals from employment programs in cooperation with a review physician, and determines eligibility.

Gathers medical/work history and social data as needed, and, if necessary, makes arrangements for special examination by medical specialists.

Determines if additional medical data is needed, and, if necessary, makes arrangements for special examinations by medical specialists.

Advises and trains agency staff on better ways to prepare and maintain social case histories, case summaries, case records, and correspondence.

Prepare written determination summarizing findings and providing rationale for eligibility decisions.

Recruits and trains contract physicians to assist disability determination.

Contacts physicians, hospitals work establishments, claimants, or other sources by telephone to collect necessary data as needed.

Develops and maintains working relationships with community agencies and professional and medical personnel to ensure availability and provision of supportive services for clients.

Prepares written reports of all contacts to ensure legality of documentation.

Provides expert testimony and/or representation in hearings and appeals.

Conducts field visits to gather supplemental information, if necessary.

Grants provisional disability awards for applicants in financial need if appropriate.

Assesses applicants' rehabilitation potential and makes appropriate referrals for services.

Reviews progress of claimants receiving benefits and/or medical assistance based on disability to determine if benefits should be terminated or continued.

Assist in the evaluation, preparation, and presentation of appeals for supplemental security insurance benefits.

Assesses vocational issues to determine if other jobs can be done by claimant.

Assesses impact of disability laws, regulations, and/or procedural changes and provides training to affected staff/community providers.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

### **Additional Job Duties**

#### **Disability Examiner 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, training staff, and resolving related work problems.

#### **Disability Examiner 12 (Senior Worker)**

Performs on a regular basis professional disability examiner assignments which are recognized by Civil Service as more complex than those assigned at the experienced level. The recognized, pre-approved, senior concepts for this classification are: (1) Quality Assurance Analyst; (2) Disability Hearings Officer; (3) Professional Relations Officer; (4) Case Specialist (5) Disability Retirement Specialist; (6) Office Trainer; and (7) Disability Claims Fraud Specialist.

## **JOB QUALIFICATIONS**

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

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of physical and mental disabilities.

Knowledge of the principles of case history analysis.

Knowledge of vocational, educational, and rehabilitation programs.

Knowledge of the Social Security Act and state and federal rules and regulations relating to the disability insurance and supplemental security income benefits, and state and federal medical assistance programs.

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

Knowledge of the various methods and procedures used in the adjudication of disability claims.

Knowledge of industrial, commercial, and professional occupations.

Knowledge of medical terminology.

Ability to analyze and evaluate medical data.

Ability to gather and analyze relevant data and to determine if additional information is needed.

Ability to render an appropriate decision with the available data and to defend this decision.

Ability to learn and utilize computer processes.

Ability to plan and manage multiple priorities in an efficient and timely manner.

Ability to organize, evaluate and present information effectively.

Ability to successfully complete in-service training programs.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

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

#### **Disability Examiner 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

### **Working Conditions**

*None*

### **Physical Requirements**

*None*

### **Education**

Possession of a bachelor's degree in any major.

## **Experience**

### **Disability Examiner 9**

No specific type or amount is required.

### **Disability Examiner 10**

One year of professional experience adjudicating, analyzing, and determining eligibility for disability claims equivalent to a Disability Examiner 9.

### **Disability Examiner P11**

Two years of professional experience adjudicating, analyzing, and determining eligibility for disability claims equivalent to a Disability Examiner, including one year equivalent to a Disability Examiner 10.

### **Disability Examiner 12**

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

## **Alternate Education and Experience**

### **Disability Examiner 9 - 12**

Possession of a master's degree with a major in Rehabilitation Counseling, Guidance and Counseling, Special Education, Social Work, Psychology, Child Development, Sociology, Nursing, Physician Assistant, Pre-Medical Vocational Rehabilitation, Clinical Psychology, Health, Physical Therapy, Anatomy, or Bio-Physics may be substituted for six months of professional experience in the evaluation and/or adjudication of disability claims. Credit for a master's degree can be used only once during the progression of a position from the entry (9) level to the intermediate (10) level, from the intermediate (10) level to the experienced (P11) level, or from the experienced (P11) level to the senior (12) level.

## **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**

DISBLTEXM

### **Job Code Description**

DISABILITY EXAMINER

### **Position Title**

Disability Examiner-E

Disability Examiner-A

### **Position Code**

DISBEXME

DISBEXMA

### **Pay Schedule**

W22-009

W22-043

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