

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV78992
Job Class Code:	510	Salary Schedule:	ASRRDISAB
EEO Category:	02	Grade:	17
Workers Comp Code:	8832		

Job Code Established:	06/28/82	Effective Date:	
Job Code Revised:	04/25/00	Effective Date:	

JOB CODE SERIES: Vocational Rehabilitation Series

JOB CODE TITLE: **DISABILITY EVALUATOR I**

HRIS TITLE: **DISAB EVALR I**

CHARACTERISTICS OF THE CLASS: Works under direct supervision, exercising some judgment in the application of program rules and regulations; and acquiring knowledge and skills needed for advancement to or for effective performance as a journey level worker. Has the authority to make medical eligibility decisions based on strict application of program regulations and/or in conjunction with medical consultant; decisions regarding medical examinations needed, case documentation required. Performs junior level tasks by making eligibility decisions on applications for Social Security disability benefits and disabled child claims and other mandated court cases at the initial and reconsideration levels through application of program regulations in the analysis and assessment of medical records, vocational histories and related data. Work product consists of Makes recommendations on medical determination to Social Security; prepares written correspondence to customers; evaluates medical records and reports; prepares written questions to medical consultants; prepares written requests for specific medical examinations; completes forms, records and case files; provides information to customers; prepares formal decision notices. Responsible for accurate and timely case determination and adjudication; quality of completed work products as mandated by Social Security Administration; makes presumptive disability decisions.

EXAMPLES OF DUTIES: Examines and reviews claims applications, case records, medical records and associated materials relating to eligibility for disability benefits under federal Social Security Program; makes evaluations, determinations and recommendations. Gathers data from manuals, statutes, rule books, codes and regulations in order to make determinations and decisions. Reads and applies federal, state, and local codes, laws, and regulations, in order to make determinations and decisions. Reads and applies federal, state, and local codes, laws, and regulations in order to prepare reports or utilize in work system. Confers with appropriate staff members to discuss courses of action in case determinations. Explains agency policies, procedures, and practices to customers. Analyzes the medical evidence to assess and determine the customer's residual functional capacity for work related activities. Consults manual, rule book, codes or regulations in order to find exact required course of action, determination or authorization.

Informs customer of resources for help in the community and of other facts and events that will help customer in terms of support, treatment, rehabilitation or independent living. Confers with supervisor, presenting and resolving difficult problems or questions, discussing plans and actions to be taken. Attends periodic workshops or training sessions to improve working knowledge and skills at junior level in work system. Compares data from several sources to assure accuracy of report statements, descriptions, or phraseology, according to established criteria and relying upon some knowledge of the subject material. Performs related work as assigned or required.

WORK CONDITIONS: Frequently telephoning and extensive use of computer at desk area; some contact with irate or antagonistic customers; works under stringent qualitative and quantitative productivity standards; may require face to face contact.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal laws, regulations and policies governing eligibility for disability benefits under provisions of the Social Security Act; medical and psychiatric terminology; concepts, principles and practices of anatomy and physiology; policies and procedures established for the work system; vocational concepts.

Skill in: using automated systems to enter and retrieve information.

Ability to: establish and maintain work relationships; analyze medical records; communicate verbally and in writing; evaluate and make decisions on cases.