

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV78993
Job Class Code:	510	Salary Schedule:	ASRRDISAB
EEO Category:	02	Grade:	18
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 II

HRIS TITLE: DISAB EVALR II

CHARACTERISTICS OF THE CLASS: Works under general supervision, exercising independent judgment in the application of program rules and regulations; and acquiring working knowledge and skills to move to senior level in the work system. Recommends continuation or cessation of medical disability benefits; decisions regarding medical examinations needed, case documentation required; eligibility decisions based on program regulations and in conjunction with medical consultants. Performs journey level tasks by reviewing, analyzing, assessing, evaluating and making eligibility decisions on moderately complex disability claims, i.e., continuing disability investigations claims and appeals; requests and reads medical, vocational and related data; applies program regulations to make decisions; confers with customers, medical practitioners, legal representatives to give and request information; writes reports, correspondence and due process notices.

Prepares written correspondence to customers; evaluates medial 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 on due process notices; formal decision notices; case decisions. Responsible for accurate and timely case determination and adjudication of continuing disability review cases; conduct difficult and complex disability claims; quality of completed work products.

EXAMPLES OF DUTIES: Examines and reviews continuing disability 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. Researches laws, data from manuals, statutes, rules, codes and regulations in order to make determinations and decision based on wording, meaning, and intent of laws. Composes correspondence dealing with subject matter in ways that call for discretion and involve some judgment or negotiations, replying to inquiries, presenting or requesting information. Reads incoming correspondence, memoranda, or reports; plans and formulates response. Confers with other staff members discussing, planning, and determining courses of action in case determination. Reads and applies federal, state, and local codes, laws, and regulations in order to prepare reports or utilize in work activities.

Explains agency policies, procedures, and practices to customers, representatives of other agencies, or outside individuals or groups. 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. Consults manual, rule book, codes or regulations in order to find exact required course of action, determination or authorization. Confers with other practitioners and technical experts in own field of specialization, in order to broaden knowledge, acquire specific information or obtain advice or consultation. Compares data from several sources to assure accuracy of report statements, descriptions, or phraseology, according to established criteria and relying upon knowledge of the subject material. Confers with supervisor, presenting and resolving difficult problems or questions, discussing plans and actions to be taken. Performs related work as required or assigned.

WORK CONDITIONS: Frequent telephone calls and restriction to desk area; considerable contact with irate or antagonistic customers; works under stringent qualitative and quantitative productivity standards.

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.