

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:		Job Code:	ACV78996
Job Class Code:	510	Salary Schedule:	ASRRDISAB
EEO Category:	02	Grade:	20
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 IV**

HRIS TITLE: **DISAB EVALR IV**

CHARACTERISTICS OF THE CLASS: Works under general supervision exercising discretion and independent judgment in application of policies and procedures established for work systems. Has the authority to authorize medical and psychological consultative examinations determine presumptive disability, medical deferment actions; daily operational decisions related to specific assignments or projects; assign work to and/or evaluate performance of staff. Supervises the daily activities of Disability Evaluators engaged in disability claims evaluation and determination and/or performs consultative services by providing specialized technical programmatic support assistance; evaluates impact of new federal regulations; develops monitoring systems, recommends policy and procedural changes, provides operational enhancement training, and directs special studies, as assigned. Work product consists of Prepares statistical production reports; authorizes medical examinations; analyzes disability claims; prepares information to customers; completes determinations on cases returned as insufficient or inaccurate by agency or federal quality control; completes projects; provides technical advice to staff; trains staff; conducts staff performance evaluations. Responsible for the timeliness and quality assurance of work products; effectiveness and accuracy of work unit.

EXAMPLES OF DUTIES: Reviews work products or achievements of staff; evaluates work and formulates plans for improvement. Directs, instructs, explains and guides staff in carrying out a variety of tasks. Devises a daily staff schedule of work or itinerary, agenda, or timetable for assigned staff or program. Reviews and makes corrections on claims, benefit decisions, program recommendations or policy updates. Interprets program policies, procedures, and practices to customers or representatives of other agencies. Writes reports summarizing database on statistical compilation, interpretation, analysis and presentation. Develops research methodology and strategies to meet specific problems in staff planning or operation. Develops, conducts, or coordinates staff training on new procedures related to disability determination and/or quality assurance. Resolves problems and questions presented by staff regarding work methods and processes. Confers with concerned customers and provides them with technical advice. Writes or updates policy and operating procedures for division or section of work system or agency, subject to guidelines and regulations set forth by management, and by laws, and regulations.

Analyzes new and existing data from manuals, statutes, rule books, codes and regulations in order to make determinations and decisions. Plans for effective use of material and staff resources. Instructs staff members in proper use of a complex system of methods, procedures, rules or regulations utilized by the work system. Confers with other staff members, specialists, consultants and members of the treatment and/or training teams, discusses, plans and determines courses of action or case determination. Compiles information for and writes periodic reports on activities. Attends staff meetings as chairman; directs discussion, trains, explains, listens, guides problem-solving processes, resolves conflicts; participates and leads in decision-making. Confers with management, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Performs related work as required or assigned.

WORK CONDITIONS: Long hours of concentration on detail; works under stringent qualitative and quantitative productivity standards; significant involvement in conflict resolution; and may involve travel.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: complex Federal laws, regulations and polices governing eligibility for disability benefits under provisions of the Social Security Act; management and program policies, practices and procedures; medical, physiological and psychiatric terminology; the effects of medical, physiological and psychiatric conditions on functional capacity; policies and procedures established for the work system; research analysis of statistical data or policy/procedural changes; computer programs; principles and practices of work leadership and management.

Skill in: using automated systems to enter, retrieve, research and analyze statistical and programmatic data.

Ability to: evaluate and make decisions on cases; establish and maintain work relationships; apply the principles and practices of work leadership and management; develop, coordinate and provide technical assistance to staff; direct, facilitate and coordinate the work of staff; communicate verbally and in writing.