

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV78997</b>
<b>Job Class Code:</b>	<b>510</b>	<b>Salary Schedule:</b>	<b>ASRRDISAB</b>
<b>EEO Category:</b>	<b>01</b>	<b>Grade:</b>	<b>22</b>
<b>Workers Comp Code:</b>	<b>8832</b>		

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

**JOB CODE SERIES:** Vocational Rehabilitation Series

**JOB CODE TITLE:** DISABILITY EVALUATOR V

**HRIS TITLE:** DISAB EVALR V

**ORGANIZATION/WORK SETTINGS:** Arizona Department of Economic Security

**WORK DESCRIPTION:** Manages through supervisors; responsible for work of considerable difficulty planning, coordinating, and supervising staff in disability eligibility determinations; develops the work process; ensures increased productivity; develops program and budgetary reports by gathering data and conferring with state and federal officials; oversees the most difficult management analysis studies, prepares recommendations for organizational development or operational functions or changes.

**WORK ACTIVITIES:** Manages, instructs and guides through supervisory staff, carrying out tasks requiring considerable judgment or creative effort.

Visits and inspects work in progress; instructs, directs and advises supervisory staff and others, as necessary.

Revises production schedules to meet changing priorities of equipment, personnel or work objectives.

Participates in the development of an annual plan of work activity, including statements of scope of activity, goals and objectives; studies materials, confers with others involved, constructs assigned aspects and participates in formulation of final product.

Develops detailed plan or proposal for action or program activity based on research, organization of information, evaluations and determinations.

Reads, examines and reviews reports prepared by supervisory staff, consultants or specialists.

Establishes and maintains work standards, procedures and methods.

Plans for effective use of material and personnel resources, confers with supervisors, analyzes, evaluates and makes program determinations.

Provides presentations to a variety of public agencies and organizations related to agency programs.

Reads incoming correspondence, memoranda or reports; plans and formulates response; composes correspondence dealing with subject matter in ways that call for considerable discretion, judgment and negotiation authority, replying to inquiries, presenting or requesting information.

Confers with staffs of agencies in other States or other levels of government with regard to joint actions taken or to be taken, or in exchange of vital or useful information.

Compiles data and writes periodic progress or status reports or reports on work activities.

Attends professional seminars, meetings, conferences; gives and receives information helpful in work system operation.

Attends meetings of supervisors or with appropriate Program Administrator; explains, listens, discusses, participates in problem resolution and decision making.  
Performs related work as assigned or required.

**WORK CONDITIONS:** Long hours of concentration on detail; occasional overnight travels; significant involvement in conflict resolution.

**SUPERVISION:** Works under the direction of the Program Administrator, managing the work activities of supervisors and resolving complex operational problems.

**WORK RESULTS/PRODUCTS:** Approves or denies recommended operational procedures; analyzes data; prepares written corrective action plans; provides information to staff; provides verbal and written information to various customers; prepares memoranda, reports and correspondence.

**RESPONSIBILITY:** For the timeliness and quality of work products; accuracy and timeliness of work.

**AUTHORITY:** Assigns work and evaluates performance of staff; determines resource needs; develops, negotiates and implements operational procedures; may direct agency operations in the absence of the Program Administrator.

## **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** complex Federal laws, regulations and policies governing eligibility for disability benefits under provisions of the Social Security Act; principles and practices of work leadership and management; medical and psychiatric terminology as it relates to principles and practices of anatomy and physiology; computer software related to assigned program area; policies and procedures established for the work system.

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

**Ability to:** resolve conflicts; build consensus; communicate verbally and in writing; apply the principles and practices of work leadership and management; analyze and interpret programmatic and statistical data; establish and maintain effective work relationships.