

DISABILITY CLAIMS PROGRAM COORDINATOR

NATURE OF WORK IN THIS CLASS

Administers the Disability Determination Services Program within the Department of Vocational Rehabilitation.

This position involves complex technical work in reviewing and making recommendations on claims involving disability determination.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Administers a federally funded disability determination program; plans, manages, and coordinates the activities of the program.

Reviews claims to determine medical and non-medical evidence for adequacy, completeness, and relevancy.

Obtains pertinent medical, vocational, social, and other evidence by correspondence, or direct personal contact with public, private and federal agencies and institutions.

Secures additional evidence from claimants' families, employers, and various community sources.

Analyzes and evaluates medical, psychiatric, vocational, social, and other evidence obtained for consistency, validity, and sufficiency.

Confers with medical and psychiatric consultants to resolve inconsistencies in medical and other evidence; determines functional impairments and capacities; determines degree of impairments; determines the need to obtain consultative specialty examinations.

Arranges consultative specialty examinations with physicians and psychiatrists.

Analyzes the rehabilitation potential of claimants for vocational rehabilitation services.

ILLUSTRATIVE EXAMPLES OF WORK (Con't)

Refers claimants for vocational rehabilitation services.

Prepares determination statements to support decisions; prepares monthly, quarterly, and annual reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of interviewing, counseling, and guidance.

Knowledge of employment practices and the minimum knowledge, abilities, and skills, and the physical demands of various occupations.

Knowledge of pertinent laws, rules, procedures, and related guidelines.

Ability to administer a comprehensive federally funded program.

Ability to analyze and evaluate data and make sound recommendations regarding disability claims.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to interpret and apply pertinent laws, regulations, and other program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- A. Two (2) years of experience in the field of vocational rehabilitation or social service work; two (2) years of experience in planning, developing, coordinating, or implementing federally funded programs; and graduation from a recognized college or university with a Bachelor's degree in rehabilitation, special education, guidance and counseling, psychology, sociology, public or business administration, or closely related field; or
- B. Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980
 AMENDED: FEBRUARY 1997

PAY GRADE: N

HAY EVALUATION:

KNOW HOW:	E12	230
PROBLEM SOLVING:	E3 (33%)	76
<u>ACCOUNTABILITY:</u>	<u>E1C</u>	<u>87</u>
TOTAL POINTS:		393



 ELOY P. HARA
 Executive Director
 Civil Service Commission