

Class Concept

Employees in this class are responsible for the management of multiple functions of Disability Determination Services (such as Case Processing Units, Professional Relations, Quality Assurance, Medical Consultants, Policy, Training and staff development, Consultative Examination Controls, Administrative Processing & Support). These employees monitor the work of subordinate staff through review of activities and program progress reports, formal conferences and informal discussions to assure compliance with operational standards and established policies.

Employees serve as key members of the agency management team in the development, evaluation and implementation of agency initiatives and strategies. Employees develop short- and long-range plans and establish and prioritize objectives to meet changing Federal policy directives. Employees are directly responsible for the attainment of major goals and objectives of the organization. These employees participate in budget development, including the development of justification for expenditures. These employees are responsible for the compilation, preparation and analysis of reports required by the Social Security Administration.

Employees report to the Director for Disability Determination Services and is responsible for agency operations in his/her absence.

Recruitment Standards

Knowledge Skills and Abilities

- Considerable knowledge of the various work units/specialized functions: Case Processing, Vocational Consultation, Quality Assurance, Medical Assistance, Training and Staff Development, Administrative Support, Technology, and Medical Professional relations and their interface with Disability Determination programs.
- Thorough knowledge of regulations and procedures of the Federal Social Security Act.
- Thorough knowledge of medical terminology and body systems, and skill in applying this knowledge in a variety of case situations.
- Skill in establishing effective working relationships with subordinates, co-workers, the general public, state, Federal and local agencies and a variety of professional disciplines.
- Skill in making accurate decisions in a production oriented setting.
- Skill in supervision and conducting management functions.
- Ability to express oneself clearly in oral and written form.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and five years of progressive experience as a Disability Determination Specialist, at least two of which were in a supervisory capacity; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.