

DISABILITY DETERMINATION SUPERVISOR I

Employees in this class provide supervision to a group of specialists involved in determining the validity of initial claims for medical disability as provided by Federal Social Security laws. Work also involves contacts with district Social Security offices to discuss procedures and conduct training sessions, and medical providers within a specific geographic area to identify and resolve problems.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees develop plans for management of workload and supervision of unit personnel.

Organizing and Directing - Employees are responsible for ensuring efficient workflow based on staffing. Employees devise workflow plans and systems for follow-up with medical sources. Employees may assign special work to unit personnel.

Budgeting - Employees ensure cost of case processing remains within budgetary limitations by approving consultative exam purchases.

Training - Employees identify training needs in areas of techniques and procedures, and provide training for unit staff. Employees supervise appropriate on-the-job training for new staff.

Setting Work Standards - Employees are responsible for 'assuring that staff conform to overall guidelines and standards of the agency. Employees establish production and quality goals for unit personnel based on overall section goals.

Reviewing Work - Employees review all cases while in progress and before leaving unit. Employees consult with unit staff on problems, and receive and analyze cases in which deficiencies have been cited by the Quality Assurance Unit. Employees keep statistics in order to identify problems, and develop quality and production goals.

Counseling and Disciplining - Employees are responsible for counseling and disciplining personnel within unit. Disciplinary actions must have the concurrence of the assistant section chief.

Performing Other Personnel Functions - Employees participate in interviewing and selecting unit clerical personnel. Employees are responsible for performance evaluations of unit personnel, and make recommendations for promotions and annual salary increases.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Federal guidelines involving case processing frequently change.

Variety of Work Supervised - Employees supervise case processing activities of unit.

Number of Employees Responsible For - Employees supervise 5-12 employees.

III. EXTENT OF SUPERVISION RECEIVED: Employees receive frequent instructions from assistant section chief on case related, administrative, and personnel matters. Employees submit weekly statistical reports to assistant section chiefs. The Quality Assurance Unit provides weekly statistical report of unit activities to management.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Staff is assigned to work basically an eight-to-five schedule; work force is basically stable; and staff is located in one building.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Complete knowledge of medical and vocational treatment facilities available in specific geographic area. Complete knowledge of medical terminology and body systems, and skill in applying this knowledge in a variety of case situations. Complete knowledge of regulations and procedures of the Federal Social Security Act. Ability to express oneself clearly and concisely in oral and written form. Ability to establish effective working relationships with subordinates; co-workers; the general public; State, Federal, and local agencies; and a variety of professional disciplines. Ability to make accurate decisions in a production-oriented setting. Ability to supervise and conduct management functions.

Minimum Education and Experience - Graduation from an accredited four-year college or university and four years of progressive experience as a Disability Determination Specialist; or an equivalent combination of education and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.