

## ASSISTANT DIRECTOR FOR DISABILITY DETERMINATION

Employee in this class is responsible for the administration of the Federal Social Security disability program under terms of an agreement between Secretary of Health, Education, and Welfare and the State of North Carolina. Employee functions under the Director of the Division of Social Services. Work involves considerable contact with medical providers and Federal, State, and local agencies in order to maintain cooperative work relationships.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee establishes goals, priorities, and deadlines for section based on objectives of the Federal disability program; determines personnel needs, space, equipment, and other resources to meet the goals of the disability program.

Organizing and Directing - Employee determines make up of staff, organizational structure, and changes in program or procedures based on input from assistant section chiefs and changes in the Federal program.

Budgeting - Employee is responsible for preparation and documentation of budget for section which includes a detailed manpower analysis and justification documents. The budget is subject to the approval of the Federal Social Security office.

Training - Employee is responsible for ensuring that staff is provided training; however, other staff identify needs, and develop and implement training.

Setting Work Standards - Employee reviews and approves all policies and procedures, which are developed by the assistant section chiefs.

Reviewing Work - Employee reviews work of section through statistical reports, which are provided by the Quality Assurance Unit and assistant section chiefs.

Counseling and Disciplining - Assistant section chiefs have responsibility for ensuring that appropriate disciplinary procedures are followed. Employee has final responsibility for dismissals, subject to approval by Director of Social Services.

Performing Other Personnel Functions - Employee reviews and approves personnel selections, performance evaluations, promotions, reassignments, and salary adjustments, subject to divisional and departmental guidelines.

### II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - There are frequent revisions in policies and procedures because program must operate under both Federal and State guidelines, which change frequently.

Variety of Work Supervised - Primary purpose of section is to process claims for medical disability; however, assistant section chiefs are responsible for the technical aspects of the program.

Number of Employees Responsible For - Employee is responsible for staff of 300.

III. EXTENT OF SUPERVISION RECEIVED: Weekly operation reports, as well as progress on individual and program objectives, are reviewed by the Director. All personnel actions are routed through the Director. Individual conferences are held as necessary.

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

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of the disability program's policies, rules, and regulations. Ability to organize, plan, evaluate, and direct a comprehensive program. Ability to establish and maintain cooperative working relationship with Federal, State, and local agency representatives, and a variety of medical providers and professional groups.

Minimum Education and Experience - Graduation from an accredited four-year college or university and six years of experience in administrative governmental work, at least four of which were in a supervisory or consultative capacity; 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.