

## **DISABILITY ANALYST (ENTRY)**

**5925**

### **GENERAL DESCRIPTION OF CLASS**

The DISABILITY ANALYST (ENTRY), under guidance of a higher-level analyst, makes judgments and findings of fact as to the nature and severity of physical and mental impairments and evaluates applications for Social Security disability benefits by applying Social Security laws, court orders, rulings, regulations, and State laws and regulations in light of such judgments and findings of fact.

### **DISTINGUISHING FEATURES**

The Disability Analyst (Entry) is the first level of a three-level series and will be used as an underfill for Disability Analyst 1 positions. The training period for this class is two years and includes four to six weeks of formal classroom training. During this time, the employee will handle all types of claims adjudicated by the agency.

### **DUTIES AND RESPONSIBILITIES**

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may perform all or some combination of the duties listed below as well as other related duties.

#### **1. Claim Development and Documentation**

Under guidance of a higher-level employee, reviews applications for disability benefits filed in Social Security field offices.

Requests and authorizes payment for medical, psychological, vocational, employment, and other evidence needed to determine eligibility for benefits under Social Security law. Recommends purchase of consultative examinations as needed to provide documentation of files.

Interviews applicants, in person or by telephone, to document medical and nonmedical evidence which can be provided directly by applicants as well as determining the existence of pertinent medical sources of evidence.

Identifies and resolves conflicts in medical, vocational, and other evidence. Interviews physicians and other medical sources by telephone or by letter to resolve these conflicts. Implements solutions to disability claim documentation and development problems within the boundaries of organizational policy and procedures. Disability Analysts can choose any of a variety of approaches to accomplishing claim documentation providing claim quality and production standards are met.

#### **2. Disability Claim Evaluation**

Under guidance of a higher-level employee, reads and analyzes medical reports and other disability file documents and makes a judgment as to the existence of medically determinable physical or mental impairments. Prepares analysis and makes decision as to eligibility for benefits on a medical basis alone or remaining functional capacity of applicants to perform work.

Makes judgments and findings of fact regarding the manner in which impairments impact the applicants ability to perform specific work related activities based on the

presence of medically determinable physical or mental impairments. Submits these documents for medical consultant review.

Makes judgments regarding the accuracy of the treating physicians opinion as to the severity of the applicants impairment, comparing the physicians supporting medical evidence to the opinion rendered. Accepts the opinion, offers a refutation of the opinion and/or weighs the opinion against the medical evidence and submits a recommendation for medical consultant review.

Establishes residual functional capacity and findings of fact regarding age, education, and vocational background to determine eligibility for benefits. If claimant is not eligible for benefits, makes judgment as to what occupations would be appropriate given the remaining functional capacity, relevant work skills, age, and education. Determines from these facts whether eligibility for vocational rehabilitation services is feasible and prepares appropriate material for referral to Vocational Rehabilitation Division.

### **3.Claim Adjudication**

Under guidance of a higher-level employee, prepares a formal determination of eligibility for benefits based on Social Security Law, court orders, rules, and regulations. Identifies pertinent findings of fact used in arriving at a legal determination of eligibility for benefits. Prepares a written individualized explanation for the disability applicant.

### **4.Fiscal Management**

Under the guidance of a supervisor and/or higher-level employee, manages the assigned caseload budget. Makes and justifies decisions for the expenditure of funds to meet claim documentation requirements.

Follows established procurement and documentation procedures. Identifies the most cost effective forms of expenditures. Identifies and utilizes alternate sources of documentation to minimize budgetary expenditures.

## **RELATIONSHIPS WITH OTHERS**

Employees in this class have regular phone and written contact and occasional in-person contact with mentally and physically impaired applicants, attorneys and other applicant representatives, Social Security field office personnel, physicians, hospitals, other State agencies, and other sources of evidence to obtain information to support a disability application. They have daily phone and written contact with staff physicians, vocational consultants, quality assurance specialists, and other disability staff in the office to exchange information. They have periodic phone and written contact with congressional staff members and Social Security field office staff to discuss claim outcomes and disability determinations procedures.

## **SUPERVISION RECEIVED**

Employees in this class receive close supervision from an administrative superior who monitors progress and assures policy and procedures are followed. A substantial portion of the work performed will be reviewed by quality assurance specialists for accuracy of determinations and compliance with Federal and State program requirements for file

## **KNOWLEDGE AND SKILLS (KS)**

General knowledge of physical and mental impairments and the effect such impairments have on ability to perform work.

General knowledge of commonly accepted treatments for mental and physical impairments, prognosis, and duration of impairments.

Basic knowledge of anatomy and physiology.

Skill in analyzing and evaluating medical evidence and data.

Skill in interpreting and applying basic laws, regulations, and procedures.

Skill in presentation of ideas in direct understandable language.

Skill in preparing clear and concise written explanations of complex and technical determinations of eligibility for benefits.

Skill in identifying conflicting medical evidence and formulating effective solutions to resolve conflicts.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised 10/93