

GENERAL DESCRIPTION OF CLASS

The DISABILITY ANALYST 1 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 1 is the second level of a three-level series. Responsibility for functioning on a totally proficient basis, handling all claim types, and at all levels of disability adjudication performed by the agency distinguishes this class from the lower level. The absence of responsibility for reviewing claims processed by other analysts and providing consultative services to others distinguishes this class from the higher level.

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

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. Independently purchases consultative examinations as needed to provide documentation of files.

Interviews applicants, in person or by telephone, to document psychological and vocational 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 makes contact by letter to resolve these conflicts. Develops and 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

Reads and analyzes medical reports and other disability file documents and makes judgments as to the existence of medically determinable physical or mental impairments.

Identifies conflicting and inconsistent medical evidence within the case file and clarifies and resolves such evidence.

Identifies medical and non-medical opinions regarding the severity of the applicants medical condition, determines if the file documentation supports the medical opinions, clarifies those medical opinions which are inconsistent with available medical documentation and identifies those opinions which are reserved to the Social Security Administration. Prepares analysis and makes recommendations to medical consultants 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 and submits these documents for medical consultant review.

Establishes residual functional capacity and makes 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

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

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 maximize the use of agency funds.

RELATIONSHIPS WITH OTHERS

Employees in this class have daily 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 determination procedures.

SUPERVISION RECEIVED

Employees in this class receive general supervision from an administrative superior who assures agency policy and procedures are followed. Employees receive feedback at scheduled, formal reviews. 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 documentation.

KNOWLEDGE AND SKILLS (KS)

- General knowledge of Social Security law, applicable court order, rules, and regulations.
- 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.
- General knowledge of a wide variety of occupations and the needed skills.
- General knowledge of case development techniques and procedures.
- General knowledge of anatomy and physiology.

- Skill in analyzing and evaluating medical and vocational evidence and data.
- Skill in interpreting and applying basic laws, regulations, and procedures.
- Skill in preparing clear and concise written explanations of complex and technical determinations of eligibility for benefits.
- Skill in using the telephone effectively.
- 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