

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

DISABILITY CLAIMS SPECIALIST

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future professional positions located within the Department of Health Services (DHS), Division of Health Care Access and Accountability, Disability Determination Bureau (DDB). This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50% of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions located within the Department of Health Services, Division of Health Care Access and Accountability, Disability Determination Bureau, which for a majority of the time, perform specialized high level and complex decision making processes related to disability determinations; conduct special projects and assignments requiring a wide and diverse knowledge base of Social Security Administration (SSA) policy, regulations and procedures; provide training and mentoring to disability examiners and to others external to the DDB; perform quality assurance sampling work and education; and conduct administrative hearings for Social Security Administration (SSA) disability cessation cases.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definitions of supervisor and/or management as defined in Wis. Stats. 111.81(19) and (13) as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions which adjudicate only adult initial and reconsideration cases for eligibility of disability benefits under the Social Security Act a majority of the time and are more appropriately classified as a Disability Determination Specialist.

3. Positions which adjudicate any combination of adult and child initial, Continuing Disability Review (CDR) and reconsideration cases a majority of the time and are more appropriately classified as a Disability Claims Reviewer.
4. Positions which are not located within the DHS, Division of Health Care Access and Accountability, Disability Determination Bureau.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification will be through competition or reclassification.

II. DEFINITIONS

DISABILITY CLAIMS SPECIALIST

Positions in this classification perform specialized high level and complex decision making processes related to disability determinations. Positions are responsible for training and mentoring disability examiners and others external to the DDB, conducting face to face hearings, performing quality assurance sampling work and education, performing case reviews, determinations, or special activities as assigned by the DDB which require knowledge of laws and regulations related to Titles II and XVI of the Social Security Act. Work is performed under general supervision.

Positions may provide ongoing education and feedback to ensure that examiners and medical consultants are provided the tools and guidance to ensure that they are successful in rendering disability determinations. This is accomplished through classroom education, one-on-one counseling, development and updating of training materials, and feedback.

Positions may also conduct administrative hearings related to disability determinations of Title II and Title XVI disability cases on behalf of the Commissioner of the Social Security Administration in appeals of medical cessation disability cases and adverse reopening disability cases; pre-hearing work-up of cases and development of evidence; conduct post-hearing development as determined necessary; and prepare and issue a comprehensive written final determination.

Positions may also perform quality assurance case reviews on all types and levels of disability claims to assure that cases are both technically and substantively correct; conduct special system, procedures, and related studies; and analyze operational policies and procedures to improve the quantity and quality of case decisions.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an

identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective October 16, 1994 in Bulletin CC/SC-28 as a result of the Professional Social Services Personnel Management Survey. The classification was modified effective October 11, 2009 and announced in Bulletin OSER-0251-MRS/SC to accommodate the change of the name of the agency from the Department of Health & Family Services to the Department of Health Services and of the Divisions and Bureaus, and to update the duties and responsibilities of the positions.

The specification was revised effective August 9, 2015 and announced in Bulletin DPM-0404-CC/SC to reflect the updating of the language and the broadbanding of the classification.

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