

DISABILITY DETERMINATION SERVICES ASSISTANT DIRECTOR

KIND OF WORK

Managerial work in adjudicating claims for disability benefits under Title II and Title XVI of the Social Security Act.

NATURE AND PURPOSE

An employee in this class is responsible for the supervision and coordination of the work involved in the process of adjudicating disability claims and referral of claimants considered to have vocational rehabilitation potential for counseling and training. This includes responsibility to assist the director in the effective administration of agency operations, administrative services or medical services. Work is reviewed by the Disability Determination Services Director.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises the investigation of all claims for disability benefits so as to assure equitable and prompt adjudication decisions for claimants throughout the state.

Recommends to the director improvements in the investigation and approval or disapproval of claims for disability benefits so that the adjudication unit operates in the most thorough and efficient manner.

Acts as liaison between various Disability Determination Services units so that cooperative and proper relationships are maintained.

Renders final decisions on claims which are held in dispute so that a final, consistent method of adjudication is reached.

Ensures that all necessary medical consultation services are available so that medical disability interpretations are made correctly in the minimum amount of time.

Coordinates training programs so that medical consultants may render effective consultation services.

Develops and maintains effective systems of internal communication so that agency staff maximize the available agency medical consultation services.

Ensures that internal medical or adjudication policies are current and in compliance with SSA policy so that interpretation errors be kept to a minimum.

Ensures that administrative support services, including vocational analysis, technical program and medical training, operation of the physical plant and certification of payment to all service vendors, are provided so that the agency may operate effectively and efficiently.

Ensures the monitoring of DDS performance within the Quality Assurance section and to ensure effective reporting of data so that agency quality and efficiency can be assessed.

Coordinates statistical reporting for the agency so that needs of agency units and management and the requirements of the Social Security Administration are fulfilled.

Reviews and evaluates and makes recommendations concerning agency manpower needs so that the agency can be prepared to meet workload expectancies on a timely and effective basis.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the Social Security Act, amendments, operational guidelines and interpretations.

Thorough knowledge of the programs of public and community agencies, health agencies, social agencies and medical clinics.

Thorough knowledge of all agency functions.

Thorough knowledge of the procedures and goals of the quality assurance system.

Working knowledge of the laws and regulations governing vocational rehabilitation, workers' compensation laws and other federal and state legislation as it affects Social Security disability determination.

Working knowledge of casework methods.

Working knowledge of computer applications.

Ability to:

Ability to work with, organize and supervise staff members and consultants.

Ability to organize and implement effective professional relations.

Ability to utilize management techniques effectively.

Ability to effectively assess and evaluate agency manpower needs and expenditure.

Est.: 6/68

Rev.: 8/69; 7/77; 2/78; 10/02

Ckd.: 11/92; 10/02

T.C.: 12/59; 6/68; 3/02

Former Title(s): Associate

Director of Rehabilitation,
Rehabilitation OASI Supervisor,
Rehabilitation OASDHI
Assistant Director