

DISABILITY DETERMINATION SERVICES DIRECTOR

KIND OF WORK

Managerial direction of the statewide program of disability insurance claims under the Social Security Act.

NATURE AND PURPOSE

This employee is responsible for planning, implementing and directing the statewide investigation and adjudication of disability insurance claims in accordance with the Social Security Act, operational guidelines and interpretations. In addition to directing all phases of eligibility determinations, the employee is responsible for recommending possible changes in program content and assumes final responsibility for all liaison between the State of Minnesota and the Social Security Administration. Planning responsibilities include development of future staffing patterns, section budget preparation in conduction with federal authorities.

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

Interprets and communicates to staff all aspects of the social security law, amendments, operational guides and interpretations, together with policies which affect the section, to assure compliance with all legal requirements and state and federal regulations.

Plans and implements the organization and administration of the Disability Determinations Unit in a manner which will best achieve established objectives.

Working with the chief medical consultant, recommends to assistant commissioner fee schedules or modifications for medical consultations and procedures and reports concerning consultative examinations.

Develops and maintains cooperative working relationships with Social Security district offices throughout the state.

Directs the preparation of reports concerning the operation of the section as required.

Determines necessary development of projects for vocational evaluation of disability insurance applicants at specialized rehabilitation centers.

Devises projects that will explore the best possible ways of evaluating the vocational potential of disabled persons applying for disability benefits.

Develops and makes final recommendations for section budgets.

Assures all staff members are adequately trained and oriented in laws, policies, procedures and medical terminology which relate to their positions.

Responsible for the selection, development of necessary training and evaluation of all staff in order to perform in a most efficient manner.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

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

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

Extensive knowledge of the laws and regulations governing vocational rehabilitation, of the workmen's compensation laws, and other federal and state legislation as it affects vocational rehabilitation.

Thorough knowledge of casework methods.

Ability to:

Ability to establish and maintain effective working relationships with federal representatives, rehabilitation personnel, the medical profession and others.

Ability to organize work and execute technical supervision over staff.

Ability to prepare and present written reports, budget proposals, financial statements and statistical reports.

Ability to utilize management techniques effectively.

Est.: 6/68
Ckd.: 11/92; 10/02

T.C.: 3/1/02
Former Title(s): Rehabilitation OASDHI
Director