

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**DISABILITY ASSOCIATE**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions responsible for providing office support to disability examiners in the Disability Determination Bureau, Division of Health Care Financing, Department of Health and Family Services. This classification specification is not intended to identify every duty that 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 positions 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 be the appropriate classification.

B. Inclusions

The positions in this classification provide administrative support work in support of disability determination functions relating to disability casework.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definitions of confidential, supervisor and/or management in s. 111.81(7), (19) and (13), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions that perform a variety of administrative support tasks that are not related to disability determination functions the majority of the time (more than 50%) and are more appropriately classified as Office Associate.
3. Positions that perform paraprofessional disability determination support duties for the majority of time (more than 50%) and are more appropriately classified as Disability Program Associate.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

## II. DEFINITIONS

### DISABILITY ASSOCIATE

Positions perform disability case assistant work for disability examiners and supervisors under general supervision. Responsibilities include performing disability claims intake, process, and closure functions for all types of cases; managing examiner case files; preparing and processing initial, reconsideration, continuing disability review, pre-hearing and hearing claims; reviewing, modifying and processing determinations on all types of cases. Positions schedule complex consultative examinations for claimants; initiating telephone contact with claimants and rescheduling missed examinations and work with the Fiscal Section to process payment for claimants who do not attend examinations; and schedule interpreters. Positions initiate telephone contacts with claimants to obtain medical, vocational, and educational information, earnings records, date last insured and issues concerning daily living activities; review applications received with claim for completeness and resolve any inconsistencies. Positions research with counties the information needed to make presumptive disability decisions; review continuing disability review claims for complete records and obtain needed information for examiner. Positions research and resolve conflicts with medical releases and missing medical reports; research federal computer system for claimant work histories and prior disability folders; review newly received claims for complete records; and work with Social Security Administration Field Offices to obtain needed information.

## 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 July 24, 2005 and announced in Bulletin OSER-0071-MRS-SC as a result of Phase II of the Administrative Support Unit Survey. This classification replaces some positions formerly classified in the Program Assistant series. The classification was abolished and recreated effective October 12, 2008, and announced in Bulletin OSER-0225-MRS/SC to remove the A/B pay designations from the title as a result of ASU 2007-2009 bargaining.

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