

**STATE OF WISCONSIN**  
**CLASSIFICATION SPECIFICATION**

**DISABILITY DETERMINATION SPECIALIST**  
**CLASSIFICATION SERIES**

**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, Division of Health Care Access and Accountability, Disability Determination Bureau (DDB). Positions allocated to this series perform adjudication activities of adult initial and reconsideration Social Security and Medicaid disability claims. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed 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 series encompasses positions located within the DDB. Positions allocated to this classification series review and document initial and reconsideration adult disability claims, develop and evaluate medical and vocational evidence, make decisions on eligibility, and write determinations explaining the reasons for allowing or denying claims for disability benefits under Titles II, XVI, and XIX of the Social Security Act, Amendments and rulings.

C) Exclusions

Excluded from this classification series 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 administered and interpreted by the Wisconsin Employment Relations Commission.
- 2) Positions which are engaged in adjudication of any or a combination of continuing Disability Review claims, child cases, and disability remands at all levels for a majority of the time are more appropriately classified as Disability Claims Reviewer.

- 3) Positions which either perform work on highly specialized disability determination projects, quality assurance, hearing officers or training specialist for a majority of the time and are more appropriately classified as a Disability Claims Specialist
- 4) All other positions which are more appropriately identified by other classification specifications.

D) Entrance Into and Progression Through This Classification Series

Employees enter positions within this classification series by competitive examination. Progression to the objective level is through reclassification as the employee satisfactorily attains the specified training, education and performance levels.

## II. DEFINITIONS

### **DISABILITY DETERMINATION SPECIALIST CLASSIFICATION SERIES**

Positions in this classification series perform disability determination work in the DDB and are responsible for examining and assessing all types of initial and reconsideration adult claims; developing and evaluating medical, non-medical, and vocational evidence; and writing determinations explaining the reasons for allowing or denying claims for disability benefits. The work involves reviewing and documenting initial and reconsideration cases to determine what medical, non-medical, or vocational information is necessary to make a disability determination, and to insure that cases are jurisdictionally proper. Duties include evaluation of claimant's functional capacity as documented and/or determined through an analysis of vocational testing, medical records, employment records, and other documentation, in order to determine whether the claimant is entitled to benefits.

#### **DISABILITY DETERMINATION SPECIALIST – ENTRY**

Positions allocated to the entry level perform basic adjudication activities of Initial adult cases as described in the definition statement under close to limited supervision.

#### **DISABILITY DETERMINATION SPECIALIST – OBJECTIVE**

Positions allocated to the objective level perform adjudication activities as described in the definition statement for all initial and reconsideration adult claims under general supervision.

#### **Representative Position:**

This position reports to a Disability Determination supervisor and, under general supervision, evaluates initial disability applications under Titles II, XVI, and XIX of the Social Security Act and Amendments, making independent determination of the claimants' eligibility for benefits.

## 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 series was created effective October 16, 1994, and announced in Bulletin CC/SC-28 as a result of the Professional Social Services Personnel Management Survey, which also abolished the former Disability Determination Specialist 1-4 series. The series was updated effective December 6, 2009, and announced in Bulletin OSER-0260-CLR/SC to accommodate the reorganization and renaming of the Department of Health Services and its divisions and bureaus.

This classification was modified effective May 3, 2015 and announced in Bulletin OSER-0389-CC/SC to update the definition language to reflect increased knowledge required at the objective level.

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