

Effective Date: March 12, 2000

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

DISABILITY DETERMINATION SUPERVISOR

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 supervisory positions located within the Department of Health and Social Services. Positions allocated to this classification supervise employees in the Disability Determinations Bureau and meet the definition of supervisor contained in s. 111.81(19), Wis. Stats. 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

The positions in this classification are professional supervisory positions located within the Department of Health and Family Services, Division of Health Care Financing, Disability Determinations Bureau. Positions are Section Chiefs and Unit Supervisors responsible for activities related to disability determinations.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of "supervisor" as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which, for a majority of the time, engage in supervising positions in classifications other than Disability Determination Specialist, Disability Claims Reviewer, or Disability Claims Specialist.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

DISABILITY DETERMINATION SUPERVISOR

Positions in this classification direct the activities of a disability determination unit, the training unit, or a comparable professional unit within the Disability Determinations Bureau (DDB); supervise activities related to the determination and evaluation of disability application appeals; or supervise the performance of quality analysis or disability hearing activities for the DDB. Unit supervisor positions review, schedule, and assign cases to adjudicators; answer substantive and procedural questions pertaining to caseloads; and assist in resolving any unusual or legal problems or conflicts between decisions of the reviewing physician and the adjudicator. Section Chief positions review quality assurance reports, coordinate program evaluation study activities, recommend operational areas requiring study, propose changes in policies and procedures to increase the productivity or quality of Bureau activities, and may provide information and reports for the Deputy Bureau Director, Bureau Director and, periodically, for federal regional and central Social Security Offices. Positions provide or assist in providing advanced and ongoing training of staff including topical training, individual case training, and informal sessions or discussions on the application of new policies, procedures and regulations. Positions recommend hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate employees.

Representative Positions:

Unit Supervisor: Directs and evaluates the activities and performance of a unit of Disability Determination Specialists and independent medical consultants. Assists the Section Chief, Deputy Director and Bureau Director in administrative assignments and delegated projects which affect overall Bureau functions.

Program Analysis Section Chief: Directs the ongoing substantive and procedural appraisal performed by the Program Analysis Section on representative samples of all types of initial and appealed disability claims and insures that the adjudication decisions which have been made meet federal regulations and state program objectives.

Disability Hearing Section Chief: Directs the activities of positions in the Disability Hearing Section which conduct disability appeals hearings and assures the hearings are conducted in accordance to the appropriate federal and state laws, rules and regulations.

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 March 12, 2000 and announced in Bulletin CLR/SC-109 as a result of Phase Two of broadbanding non-represented positions to describe professional positions which supervise activities related to disability determinations. Positions were previously classified as Disability Determination Supervisor 1 and 2 which was created effective August 7, 1994.