

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

DISABILITY CLAIMS REVIEWER

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 classification perform adjudication activities of Social Security disability continuation-cessation claims, reconsideration cases, and disability remands. 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 classification encompasses professional positions located within the DDB. Positions allocated to this classification determine and evaluate disability application appeals, continuing disability reviews (CDRs), and initial children’s cases under Titles II, XVI, and XIX of the Social Security Act, Amendments and rulings, and write determinations explaining the reasons for allowing/denying or continuing/ceasing claims for disability benefits.

C. Exclusions

Excluded from this classification 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 initial adult Social Security disability claims for a majority of the time and are more appropriately classified as Disability Determination Specialist.

3. Positions which are engaged in:
 - (i) performing specialized high level and complex decision making processes related to disability determinations,
 - (ii) specialized projects requiring wide and diverse knowledge of Social Security Administration policy and procedures under unique circumstances,
 - (iii) providing training and mentoring to other disability examiners and to others external to DDB,
 - (iv) conducting quality assurance work on disability determinations and analysis of operational policies and procedures, and
 - (v) conducting hearings to resolve disability determination disagreementsfor a majority of the time and are more appropriately classified as Disability Claims Specialist.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter position within this classification by competition or by reclassification (logical and gradual progression).

II. DEFINITION

DISABILITY CLAIMS REVIEWER

Positions in this classification perform advanced professional disability determination work in the DDB and are responsible for examining and assessing specialized claims, including, but not limited to: continuance/cessation claims (CDRs), reconsideration cases, initial child cases, and disability remands; developing and evaluating medical, non-medical, and vocational evidence; and writing determinations explaining the reasons for allowing/denying or continuing/ceasing claims for disability benefits. The work involves reviewing and documenting specialized 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 claimants' functional capacity as documented and/or determined through an analysis of vocational testing, medical records, employment records, and other documentation, in order to determine the claimants' ability to engage in any substantial gainful activity and may include referral of the claimant to an appropriate agency for vocational, drug/alcohol, or other counseling.

Representative Position:

Reports to Disability Determination Supervisor and evaluates all disability applications' appeals and continuing disability reviews and initial children's cases under Titles II, XVI, and XIX of the Social

Security Act under general supervision. Documents and determines disability entitlement under the Social Security Disability Act, Amendments 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 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. The classification 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.

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