

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

DISABILITY EVALUATION SERVICES ADMINISTRATOR III

POSITION NUMBER:

800-940-8426-005

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

DISABILITY DETERMINATION SERVICE DIVISION

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

ADMINISTRATION

SUPERVISOR'S NAME:

KIMIKO KUWABARA

SUPERVISOR'S CLASS:

CEA-A

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
- ☐ None
- ☐ Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

- ☐ None ☒ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

4 Bureau Chiefs

Total number of positions for which this position is responsible: 80-90

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

The Branch Chief may directly supervise one Disability Evaluation Services Administrator (DESA) II, two or more DESA Is, and one secretary. The incumbent has overall responsibility for approximately 80-100 branch employees; about half working in a professional classification.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the California Department of Social Services is to serve, aid and protect the people of California experiencing need in ways that empower wellbeing and disrupt systemic inequities.

CONCEPT OF POSITION:

Under the general direction and guidance of an Assistant Deputy Director (CEA-A), the Branch Chief (Disability Evaluation Services Administrator III), will manage, plan, organize, direct and evaluate the overall evaluation, analysis, processing and reporting in the development and adjudication of disability claims in their Branch's jurisdiction. In this capacity, the Branch Chief articulates, interprets, and implements Federal, Departmental, Division, and Branch policies, regulations, and procedures.

A. RESPONSIBILITIES OF POSITION:

30% Manages, supervises, and provides administrative direction, through subordinate supervisors, for a Branch office. Encourages empowerment, high involvement, and success.

25% Develops and presents recommendations, to Division management, on statewide policies and procedures to ensure effective program management.

25% Assures uniform conformance with program objectives in the administration of the disability evaluation responsibilities of the Social Security Disability Insurance, Supplemental Security Income or the Medi-Cal Medically Needy programs.

10% Designs and directs special studies/projects, both at the Branch and Division level, to improve and evaluate program priorities.

10% Develops effective working relationships with, and provides liaison to, a number of public and private organizations, institutions, agencies, and individuals within the Branch's jurisdiction, in order to promote and enhance Branch goals and objectives.

B. SUPERVISION RECEIVED:

Receives formal evaluation, from the Assistant Deputy Director (CEA I), covering professional performance and growth. Receives broad direction in regard to program goals, policies, and priorities, as well as clear descriptions and authority and responsibilities to supervise and direct accomplishment of assigned organizational and program functions.

C. ADMINISTRATIVE RESPONSIBILITY:

The Branch Chief provides input to Division management for planning purposes, participates in the selection and development of Branch personnel, and insures the maintenance of effective policies and procedures, organizational structure and staffing in the Branch. The DESA III is responsible for compliance with federal reporting requirements and monitoring of specified budgetary and personnel allocations within their Branch.

D. PERSONAL CONTACTS:

The Branch Chief has routine contact with all levels of staff within the Branch. The incumbent also has contact with staff in the Central Support Services Branch and other branches of the Division, regarding a variety of personnel, fiscal and procurement matters. The DESA III has contact, as needed, with departmental support managers to resolve problems and negotiate management priorities to meet program needs. The Branch Chief has contact with private vendors and the medical community regarding general case development and branch operational issues.

E. ACTIONS AND CONSEQUENCES:

The Branch Chief must exercise judgment in contacts with other Branches, departmental support organizations and other State agencies. Failure to exercise prudent judgment or make sound decisions could result in inadequate compliance with Federal regulations. Failure to exercise good judgment in Branch management could result in case quality and processing deficiencies, inadequate personnel utilization, inadequate budgetary monitoring and control, and missed opportunities for improvement. Ineffective management would translate into substantial program cost increases and disservice to the public.

F. OTHER INFORMATION: