

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Disability Evaluation Analyst

POSITION NUMBER:

800-911-5365-VARDIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)***Disability Determination Service Division/LA, Glendale, Covina Branch**BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)***Case Adjudication Bureau**

SUPERVISOR'S NAME:

TBA

SUPERVISOR'S CLASS:

Disability Evaluation Services Administrator ISPECIAL 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.**N/A**

Total number of positions for which this position is responsible:

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

MISSION OF ORGANIZATIONAL UNIT:

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

CONCEPT OF POSITION:

Under the general direction of the Team Manager, a Disability Evaluation Services Administrator I (DESA I), and after successful completion of a formal training period, the Disability Evaluation Analyst (DEA) is responsible for a caseload consisting of initial claims for benefits under the Social Security, Supplemental Security Income, and/or Medi-Cal Disability programs. The DEA is responsible, in conjunction with a Medical Consultant (MC), for establishing an applicant's eligibility for disability benefits by obtaining medical and vocational evidence, determining impairment severity, and evaluating the ability to engage in substantial work activity. The DEA is a full participant on the team and is involved in decision-making regarding team endeavors related to the team's quality, workflow, and production.

A. RESPONSIBILITIES OF POSITION:

50% Adjudicates Social Security, Supplemental Security Income, and/or Medi-Cal applications for disability benefits filed under the Social Security Act. Documents cases with required medical and vocational information and makes decisions by applying appropriate provisions of the law using regulations provided by the Social Security Administration (SSA).

Obtains, analyzes, and evaluates medical and vocational information from various sources, reviewing for consistency, validity, and sufficiency. Follows up with doctors, hospitals, and other community resources to ensure the timely receipt of evidence. Contacts medical and non-medical sources to obtain additional information and to clarify or supplement evidence, as needed. When necessary, prepares a complete vocational evaluation based on the applicant's residual functional capacity. Prepares summaries to document case development. Prepares a written determination providing a medical-legal rationale for the decision. Prepares a personalized denial notice to disallowed applicants and less than fully favorable allowances.

25% Confers with medical consultants and others, as necessary, to resolve complex case issues. Obtains consultative medical examinations, psychological evaluations, or workshop evaluations in instances where the available information is insufficient or absent.

20% Contacts claimants, employers, relatives, friends, staff members of institutions and social agencies, and others to obtain non-medical evidence concerning manifestations of the disability, work performance, daily activities, and other pertinent information. Evaluates vocational rehabilitation potential of applicants for referral to the appropriate rehabilitation agency. Runs, reads, and interprets SSA computer queries to determine jurisdiction, onset date, prior work and earnings information, as well as prior file information, in order to properly adjudicate cases.

5% Participates in regularly scheduled team meetings. Attends case related training. Works on special projects identified by management.

B. SUPERVISION RECEIVED:

Under the general direction of a Team Manager, (DESA I), the DEA works independently on a full caseload of initial disability claims, after an initial training period. Progress of claim development is reviewed on a periodic basis to ensure proper adjudicative practices are being followed. After the rendering of a decision, a sampling of case decisions is reviewed for completeness and program consistency.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The DEA has ongoing contact with staff in other teams, bureaus, and support sections in the Branch. The incumbent has routine contact with physicians, hospitals, and other treatment sources, in both the public and private sector. The DEA makes a wide variety of public contacts to document the claim file and has routine contact with SSA District Offices and/or County Welfare Departments.

E. ACTIONS AND CONSEQUENCES:

Average cash benefits paid on an approved disability claim are \$600 per month. Re-examination of allowances are done at one-year, three-year, and seven-year intervals, depending on the medical condition. The average cost of an erroneous allowance on one claim would range from \$7,200 to \$50,000, depending on the reexamination schedule. On the other hand, failure to grant an eligible individual would result in financial hardship for the applicant.

F. OTHER INFORMATION:

The incumbent's case-related activities require the use of a special computer application utilized by the Disability Determination Service Division for case processing. Case files may be paperless and require processing by computer including reading medical evidence, providing an on-line summation/analysis of the evidence, and keying in of information. Incumbents in this position should have the ability to perform sustained (lengthy and uninterrupted periods) of reading and analysis of data from a PC monitor. Uses computer to read and send e-mail messages.

Case Adjudication Bureau – Disability Evaluation Analyst



 Disability Determination Service Division, Case Adjudication Bureau

 We have offices throughout California including Sacramento, Roseville, Stockton, Fresno, Glendale, Covina, Oakland, Los Angeles, San Diego, La Jolla, and Rancho Bernardo.

Who are we?

The Disability Determination Service Division (DDSD) is an empowered team of caring people who set the standard for the nation in providing quality services. Everything we do will serve to build respect and trust in the California DDSD. Our twelve production branches are responsible for processing disability claims for benefits under the Social Security Disability Insurance, Supplemental Security Income, and/or Medi-Cal Disability programs. We also have the Central Support Services Branch involved in providing systems and administrative support to our adjudication branches.

We recognize our staff are critical to delivery of services to disabled Californians. We believe in investing in our people, learning from one another, and truly caring about the people we work with by supporting flexible work schedules and seeking innovative strategies to improve our program's outcomes.

What will you do?

We are seeking analysts who are passionate about furthering the Department's mission. You will:

- Perform highly technical work related to disability claims and establishing an applicant's eligibility for disability benefits by obtaining medical and vocational evidence, determining impairment severity, and evaluating the ability to engage in substantial work activity.
- Collaborate within a self-directed adjudication team and medical staff on claims processing.
- Consult with management and team members on team efficiency and claimant concerns.
- https://youtu.be/VcKiEg9_2HY

What you bring to the table:



Compassion

Passion for helping others.



Teamwork

Dedication to working in a team environment.



Detail Oriented

Ability and desire for efficiency.

Other desired qualifications:

- Self-motivated
- Ability to act independently
- Excellent written and verbal communication skills
- Attention to detail
- World class customer service to internal and external stakeholders
- Able to interpret policies and apply them to a situation
- Great time management skills
- Good attendance

Benefits:

Detailed benefit information can be found on the [CalHR](#) website and the [CalPERS](#) website.

Summary of benefits:

- Health, Dental & Vision Benefits
- Paid Holidays, Sick & Vacation
- Retirement (CalPERS)
- Employee Assistance Program (EAP)
- 401 (k) & 457 plans
- Military Leave
- Reimbursement Accounts
- Public Transit Subsidy
- Onsite security
- Telework
- Retention pays

Telework / Remote Work Information:

- This position is eligible for a Hybrid telework option, after successful completion of a formal training period.

Transportation Reimbursement:

- Public transit (mass transit) passes.
 - 100 percent discount on public transit passes sold by state agencies, up to the monthly exclusion amount provided by the Internal Revenue Service (IRS).
 - 100 percent reimbursement on public transit passes purchased by state employees, up to the monthly exclusion amount provided by the IRS.
- Vanpool drivers and riders
 - 100 percent reimbursement on the monthly fee, up to the monthly exclusion amount provided by the IRS.

LIST OF ACCEPTABLE DOCUMENTS

All documents must be **UNEXPIRED**

Employees may present two selections from List A
or a combination of one selection from List A and one selection from List B.

Employees may NOT use one selection to establish both Identity and Employment Authorization

LIST A Primary Source Documents and Potential Secondary Source Documents	And/Or	LIST B Secondary Source Documents
1. U.S. Passport or a U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign Passport 4. Employment Authorization document that contains a photograph (Form I-766) 5. Driver's license or ID card issued by a State or possession of the United States, provided it: a. Contains a photograph b. Does NOT carry the notation "FEDERAL LIMITS APPLY," NOT ACCEPTABLE FOR OFFICIAL FEDERAL PURPOSES," or other similar notation that would make the card a secondary source document c. Is REAL ID compliant 6. U.S. Military ID Card 7. U.S. Military dependent's ID Card 8. PIV Card issued by a U.S. federal government agency The accepted documents listed are in accordance with Federal Information Processing Standards Publication 201-3 (FIPS 201-3) as published by the National Institute of Standards and Technology (NIST) in support of Homeland Security Presidential Direction No. 12 (HSPD-12) and the Real ID Act.		1. U.S. Social Security Card issued by the Social Security Administration (SSA) 2. Original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the United States bearing an official seal 3. ID Card issued by a federal, state, or local government agency or entity, provided it contains a photograph 4. Voter's Registration Card 5. U.S. Coast Guard Merchant Mariner Card 6. Certificate of U.S. Citizenship (Form N-560 or N-561) 7. Certificate of Naturalization (Form N-550 or N-570) 8. U.S. Citizen ID Card (Form I-197) 9. ID Card for Use of Resident Citizen in the United States (Form I-179) 10. Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350) 11. Temporary Resident Card (Form I-688) 12. Reentry Permit (Form I-327) 13. Employment authorization document issued by Department of Homeland Security (DHS) 14. Employment Authorization Document issued by DHS with photograph (Form I-688B) 15. Driver's license issued by a Canadian government entity 16. Native American tribal document