State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:	
VACANT	
CLASSIFICATION:	POSITION NUMBER:
Disability Evaluation Services Administrator (DESA) II	800-910-8425-003
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
DDSD/Covina	Case Adjudication Bureau/910
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
Sandy Baliwag	DESA III

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.

7 DESA Is

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.

7 DESA I, 10 Medical Consultants (MC), 50 Disability Evaluation Analyst (DEA) III, 8 DEA, 8 Program Technician (PT) II

MISSION OF ORGANIZATIONAL UNIT:

The mission of the California Department of Social Services, Disability Determination Service Division 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 and guidance of the Branch Chief (DESA III), the Case Adjudication Bureau Chief (CABC) manages and directs, through subordinate supervisors, the activities and workload of 4-9 teams. Each team is supervised by a Team Manager and consists of DEAs, MCs, and support staff. The teams are engaged in the adjudication of disability claims for benefits under Titles II, XVI, and XIX of the Social Security Act. The CABC articulates, interprets, and implements Federal, Departmental, Division, and Branch policies, regulations, and procedures. The CABC is expected to model Management Competencies in this position. The emphasis at this mid-level of management is on human skills with a balance between conceptual and technical skills.

A. RESPONSIBILITIES OF POSITION:

30% Manages, coordinates, and evaluates the activities and performance of a minimum of seven Team Managers (DESA Is) and 80-100 subordinate employees, including DEAs, MCs, and support staff, to ensure Bureau/Branch goals and objectives are met. Is responsible for the selection, training, and development of Team Managers. Provides guidance to Team Managers in the area of corrective action and employee relations. Encourages empowerment, high involvement and success in the Bureau. May supervise the Branch Training Coordinator.

20% Monitors, analyzes and evaluates the quantity, quality and effectiveness of operations under their direction to assure compliance with Federal regulations and to assure conformance to Division objectives, policies and standards.

15% As a part of the Branch's management team, meets with other administrative staff to identify and resolve areas of concern and to assure coordination of components in the Branch.

10% Develops methods for timely identification of problem areas and training needs within their Bureau, and makes recommendations for overcoming deficiencies and ensures appropriate actions are taken.

10% Participates and assists in the planning, development and evaluation of Branch and Division objectives, policies, guidelines and procedures.

5% Overseeas and coordinates hiring, promotions and staffing changes within the Case Adjudication Bureau.

5% Develops effective working relationships with, and provides liaison to, the Social Security District Offices assigned to their Bureau.

5% Performs administrative duties associated with Branch and program management.

B. SUPERVISION RECEIVED:

The CABC receives formal supervision from the Branch Chief (DESA III) covering professional performance and growth. Receives generalized directions with regard to Bureau/Branch goals, policies and priorities. Bureau success is evaluated primarily on production and quality.

C. ADMINISTRATIVE RESPONSIBILITY:

The CABC is responsible for all management functions of the Bureau, including the maintenance of effective policies/procedures, organizational structure/staffing, and achievement of production and quality goals. Provides input to Branch and Division management of a variety of topics.

D. PERSONAL CONTACTS:

The CABC has regular contact with other DDSD Branches and Bureaus for the purpose of resolving program questions and coordinating policy interpretations. Has contact with the Division's management staff for the purpose of sharing information and answering questions. Has contact with other departmental components and State Agencies, as well as federal and local agencies, advocacy groups, the medical community, applicants, and the general public.

E. ACTIONS AND CONSEQUENCES:

The CABC, in conjunction with the Branch Chief, exercises judgment in making decisions affecting all aspects of the Case Adjudication Bureau, including staffing, policies and procedures. Lack of judgment or poor decisions could result in misinterpretation of federal disability regulations, delays in meeting Federal or State deadlines, and/or failure to stay within budget allotments. The consquences of poor judgment or decisions could include fiscal and/or legal disputes with Federal agencies, as well as loss of credibility and poor relationships with the Social Security Administration or other Division/Branch components.

F. OTHER INFORMATION:

The CABC is expected to model Management Competencies in this position. Management Competencies are skills, knowledge, abilities, which have been identified for successful performance in CDSS managers. Case related activities, including review and monitoring of staff's cases, require the use of a special computer application utilized by the DDSD for case processing. Case files may be paperless and require processing by computer including reading and keying in 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.