

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 adjudicate the following Social Security disability and State Medicaid cases: adult and child initial, reconsideration, Continuing Disability Review (CDR) and pre-hearing cases. 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 adult and child initial, Continuing Disability Review (CDR) and all appeals claims 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 only initial and reconsideration 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 performing specialized high level and complex decision making processes related to disability determinations such as conducting special projects requiring wide and diverse knowledge base of Social Security Administration (SSA) policy and procedures under unique circumstances; providing training and mentoring to other disability examiners and to others external to the DDB; performing quality assurance sampling work and education; conducting administrative hearings for disability determinations; and performing highly specialized and complex case review for a majority of the time and are more appropriately classified as Disability Claims Specialists.
  4. All other positions which are more appropriately identified by other classification specifications.
- D. Entrance Into This Classification

Employees enter positions within this classification by competition or by reclassification.

## **II. DEFINITION**

### **DISABILITY CLAIMS REVIEWER**

Positions in this classification perform advanced professional disability determination work in the DDB. Positions develop, document and decide disability entitlement under the Social Security Disability Act, Amendments and Regulations. This position processes a variety of disability claim types, which includes adult and child initial, continuing disability review and reconsideration claims.

## **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.

This specification was revised effective August 9, 2015 and announced in Bulletin DPM-0404-CC/SC to reflect the updating of the language and the broadbanding of the classification.

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