

Job Title:	Social Insurance Specialist
Requisition Number:	JO-1604-5252
Grade:	12
Salary Range:	\$73,867.00 - \$94,504.00
Promotion Potential:	No
Agency:	Disability Services
Location:	1125 15th St NW
Area of Consideration:	Open to the Public
Opening/Closing Date:	4/14/2016 - 4/24/2016

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**SOCIAL INSURANCE SPECIALIST**  
 CS-0105-12  
 \$73,867 - \$94,504

Collective Bargaining Unit (Union)

#### Introduction

If you like to stay busy and immersed in cultural activities, then Washington, DC is the place to be! Museums, restaurants, great climate, green space and job opportunities are among the many positives of living in the Nation's Capital. Not to mention the residents of the District of Columbia are highly educated and the region has some of the best schools in the country. Each day the District of Columbia continues to be ranked in the top 10 of thriving city indicators where you can live, work and play.

This position is located in the Department on Disability Services, Disability Determination Division. The Disability Determination Division determines the absence or presence of a disability and adjudicates appeals for disability benefits under the Social Security Act.

#### Job Summary

Incumbent functions as the focal point for the improvement of claims process quality, decisional leadership for Title II and Title XVIII claims issues, and documentation in technical coordination of new initiatives and workload projects.

Serves as technical expert responsible for developing and adjudicating the most complex, non-routine Title XVI cases and on public fraud issues in specific claims and post-entitlement cases; provides lead role in technical training and mentoring other employees; provides technical expertise on the most effective use of software systems to process specific complex claims and post-entitlement actions.

Initiates special studies and experiments to measure, appraise and foster improvements in overall division performance. Provides key input in unit and division training program. Provides expert consultation to unit staff regarding policies and procedures.

Conducts special studies and analysis to measure and evaluate existing agency procedures, workflow and policies. Coordinates and evaluates effective implementation of Social Security Administration policies and procedures regarding case development documentation and adjudication.

Monitors, appraises and provides feedback for a representative sample of adjudicated claims in the unit. Monitors efficiency of workflow and case development techniques. Analyzes and review the more difficult and complex claims to determine adequacy of medical evidence. Determines deficiencies in case documentation. Recommends corrective action when necessary and additional evidence as needed.

Researches and submits reports to Social Security Administration that are used to evaluate Social Security Disability procedural/policy. Develops and implements effective procedures to assure valid sampling of unit and specialist case production.

Performs additional duties as assigned.

#### Qualifications

Basic Requirements: Applicant must have one (1) year of Specialized Experience at the next lower grade-level. Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to adjudicating disability claims.

Examples of Specialized experience include: provide program expertise in resolving cases that contain unusual issues or situations or change previous entitlement or benefit decisions; analyzing, interpreting, and explaining new laws, management initiatives, and court case decisions; troubleshooting program or systems operating problems; and/or developing new or revised system or operating criteria.

#### Licensures, Certifications and other requirements

None-Office equipment (e.g., computer, copier) - "Typical office equipment (e.g., computer, copier), AV equipment"

#### Education

Minimum requirement: A high school diploma; bachelor's degree in any related field. Equivalent combination of education and work experience is considered. A combination of education and professional experience working with disability, medical or insurance claims adjudication or investigation, health care, unemployment, workers compensation, social services, or related field.

Work Experience/Knowledge

Knowledge of Federal and State laws regarding confidentiality of personal information and procedures for obtaining and disclosing information

Using lay medical and vocational program knowledge, reviews and authorizes determinations of medical impairments or to reconsider determinations of disability for hard to prove physical and mental conditions.

Ability to analyze and review diverse and highly complex claims

Ability to communicate effectively, orally and in writing.

Skill in the use of computers and associated software, as required to store, retrieve and utilize information related to office responsibilities.

Experience interpreting and analyzing data exchange procedures associated with federal and/or state programs and activities.

Ability to analyze data and make recommendations.

Collective Bargaining Union (Union)

This position is in the collective bargaining unit represented by local union AFSCME 2401 and you may be required to pay an agency service fee through direct payroll deduction.

Work Environment

The work is sedentary in nature. Some walking, standing, and bending are required. Work is performed in an office setting with no known risks.