

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

RETIREMENT SYSTEM DISABILITY SPECIALIST

POSITION CODE: 38310

Effective: 1-25-94

DISTINGUISHING FEATURES OF WORK:

Under direction, investigates, reviews and evaluates the full range of claims for disability benefits under the Illinois Pension Code, which include contested claims, major medical claims, unusual claims; reviews and evaluates continuing disability claim to ensure proper documentation and compliance with the statutes and rules and regulations; prepares reports for presentation to the System's Executive Committee and prepares files for hearings in disputed claims.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs a comprehensive detailed medical review of the member's allegation of disability, in an effort to determine initial compliance with statutes governing occupational and/or nonoccupational disability benefits under the Illinois Pension Code; secures additional medical evidence from hospitals, attending physicians or independent medical sources in order to document the file for the proper disability decision; contacts other sources including member's employing agency, Social Security District Offices, Social Security Regional Offices and Worker's Compensation (Risk Management Division) for information relevant to the member's claim with the system.
2. Reviews a full case load of over 500 continuing disability claims by periodically corresponding with medical sources including the system's medical consultant, outside medical examiners, and staff employees responsible for checking on member's outside activities.
3. Conducts office meetings in the SERS office with members, their representatives, and their attorneys for a detailed review of the member's claim and file documentation; answers questions relative to the level of disability benefits and procedures involved in adjudication of claims; refers files involving difficult medical interpretation to the unit supervisor or to the consulting physician.
4. Assists the immediate supervisor in the preparation and presentation of disputed decisions to the executive committee by investigating claims, analyzing information and securing additional medical evidence; advises members and their legal representative of the procedures for appealing disputed decisions and assures the protection of their rights to due process.
5. Submits monthly reports to the immediate supervisor, of claims processing costs incurred for examinations, for inspections and collection of hospital records; recruits suitable medical positions to the statewide network of physicians who perform independent evaluations.

## RETIREMENT SYSTEM DISABILITY SPECIALIST (Continued)

6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college, preferably with courses in medical, legal, personnel administration and management, sociology, political science or education.

Requires two years of responsible professional experience in a clinic, hospital, insurance company or in a disability investigative program administered by a public agency.

#### Knowledges, Skills and Abilities

Requires thorough knowledge of medical terminology, body systems and/or impairments and understanding the disabling effects.

Requires thorough knowledge of the provisions of the Illinois Pension Code relative to disability benefits, the rules and regulations, as well as the legal aspects of the appeal process and disputed claims.

Requires a working knowledge of a Worker's Compensation Worker's Occupational Diseases Act.

Requires working knowledge of rehabilitation programs and outside investigative services.

Requires working knowledge of Federal Social Security Program.

Requires working knowledge of the organization and operation of a State Employees' Retirement System and the principles of personnel and business management.

Requires ability to apply knowledge of a wide variety of physical and mental conditions, quality and types of acceptable evidence to accurately interpret available medical data.

Requires ability to evaluate legal, medical and occupational aspects of a controversial claim as necessary to support a sound determination.

Requires ability to exercise considerable judgment in interpreting medical facts as presented by a physician and to apply these facts in determining an individual's capacity to perform the duties of the position.

Requires ability to analyze administrative problems and to adopt an effective course of action.

Requires ability to work effectively with clients, federal and state officials, lawyers, physicians, hospitals, clinics, investigative services and other staff.

Requires ability to make sound and consistent decisions requiring disability claims.

Requires ability to communicate effectively, both orally and in writing.