

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.386
	STATE OF HAWAII	3.387
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	Minimum Qualification Specifications for the Classes:	3.390

DISABILITY CLAIMS SPECIALIST II, III, IV, V, & VI  
(DISABILITY CLAIMS SPCLT II, III, IV, V, & VI)

**Basic Education Requirement**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirement**

Applicants must have had progressively responsible experience of the type and quality described in the statements below, and in the amounts shown in the table, or any equivalent combination of training and experience:

Class Title	General Experience (years)	Specialized Experience (years)	Supervisory or Staff Experience (years)	Total Experience (years)
Disability Claims Spclt II	1	0	0	1
Disability Claims Spclt III	1	1	0	2
Disability Claims Spclt IV	1	2	**	3
Disability Claims Spclt V	1	3	**	4
Disability Claims Spclt VI	1	3	1*	5

General Experience: Professional experience in interviewing, investigating, claims examining or related experience which involved securing, reviewing and/or verifying information needed to determine eligibility for benefits such as unemployment insurance, workers' compensation, social security, retirement, etc. The experience must have involved the analysis, explanation, application, or interpretation of laws, regulations, rulings, policies, procedures, precedents, or other kinds of criteria. Such experience must have provided the applicant with knowledge of principles and practices of interviewing and ability to deal effectively with others, prepare clear and concise reports, and identify the facts pertinent to the case and review, analyze and evaluate them. In addition, the experience or the overall background of the applicant must indicate possession of knowledge of sources of information on physical and mental requirements of different occupations and job opportunities.

Specialized Experience: Progressively responsible professional experience in the review, adjudication, and authorization of claims for payment of disability benefits to individuals in accordance with appropriate laws and regulations. The experience must have provided the applicants with knowledge of principles and practices of interviewing, concepts and technical aspects of disability claims program, physical and mental requirements of a variety of occupations, medical terminology and the effect of varied disabilities; and ability to work effectively with others, evaluate and analyze facts to arrive at sound decisions, prepare clear and concise reports, exercise lay medical judgment, and speak to groups. Such experience may have been gained in one or a combination of the following ways: (1) disability claims examiner in Federal or State disability assistance programs; (2) experience in a Federal or State workers' compensation program; (3) experience in a Federal or State agency, or in an insurance company administering a disability and/or death compensation program or disability insurance program; or (4) experience in government or private industry in a disability retirement or disability pension program.

For the Disability Claims Specialist IV level, at least one (1) year of the required experience must have been comparable to the Disability Claims Specialist III level in the State service.

For the Disability Claims Specialist V and VI levels, at least two (2) years of the required experience must have been comparable to the Disability Claims Specialist III level in the State service.

Supervisory or Staff Experience: Applicants for the Disability Claims Specialist VI level must possess any one or a combination of A or B below:

- A. Supervisory Experience: Experience in the field of disability claims examining which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.
- B. Staff Experience: Experience in the field of disability claims examining which involved work such as conducting studies and making recommendations for the development or revision of standards, policies, procedures and techniques pertaining to the program or activity; giving technical advice and direction; gathering data to determine conformance with standards and requirements; conducting special studies; recommending staff improvements and developing training materials.

\*For the Disability Claims Specialist VI level, the Supervisory or Staff Experience must also involve assisting in program planning, budgeting and evaluation activities.

\*\*For positions at the Disability Claims Specialist IV level that supervise, and all positions at the Disability Claims Specialist V level, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

### **Substitutions Allowed**

Excess Specialized Experience of the type and quality described above may be substituted for General Experience on a year-for-year basis.

### **Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests**

Applicants may be required to qualify on an appropriate examination.

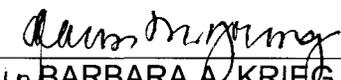
**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the classes DISABILITY CLAIMS SPECIALIST II, III, IV, V, and VI, which were approved on January 31, 1985.

DATE APPROVED: 5/18/2012

  
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for BARBARA A. KRIEG, Director  
Department of Human Resources Development