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Minimum Qualification Specifications:
for the Classes:

DISABILITY COMPENSATION PROGRAM SPECIALIST I & II
(DISABILITY COMP PRGM SPCLT I & II)

Basic Education/Experience Requirements:

Graduation from an accredited college or university.

Excess work experience as described below in the specialized experience or other sections or any other progressively responsible administrative, professional or other analytical work experience which would provide knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while fulfilling a prescribed college curriculum may be substituted for education on a year-for-year basis.

The education or experience background must also demonstrate the ability to write clearly and comprehensively such items as reports and analyses; read and interpret complex written material; speak persuasively and effectively; and solve administrative problems logically and systematically.

Experience Requirements:

Applicants must have had progressively responsible experience of the kind and quality described below and in the amounts shown in the table below.

Class Title	Gen Exp (Yrs)	Spclzd Exp (Yrs)	Supvry Exp (Yrs)	Admin Exp (Yrs)	Total Exp (Yrs)
Disability Compensation Prgm Spclt I	2-1/2	1	0	0	3-1/2
Disability Compensation Prgm Spclt II	2-1/2	2	*	**	4-1/2

General Experience: Progressively responsible administrative, professional or technical work experience which involved analyzing, interpreting and evaluating technical material; solving technical, managerial or administrative problems by applying problem solving methods and techniques, such as defining and analyzing problems to identify issues involved, developing, weighing and proposing alternative courses of action, and recommending appropriate courses of action; and writing narrative reports in a clear and concise manner. Such experience must also demonstrate the ability to learn and apply technical

principles, theories and techniques in the application and interpretation of laws, rules, regulations, policies and procedures; establish and maintain good working relationships with a wide range of individuals; speak well before others; follow oral and written instructions, and determine and adhere to priorities.

Specialized Experience: Progressively responsible professional work experience which demonstrated knowledge and application of laws, rules and regulations relative to disability compensation. Such experience must have provided the applicant with a knowledge of principles and concepts of wage loss replacement and indemnification; familiarity with medical terminology; and basic management principles.

For the Disability Compensation Program Specialist II, at least one (1) year must have been in the specific program area to which the position is assigned. Such experience must have provided the applicant with a good working knowledge of subject matter principles, concepts and practices.

Supervisory Experience: (*)For the Disability Compensation Program Specialist II level, applicants must demonstrate supervisory aptitude, if all of the experience requirement has been met through staff experience. 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; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Administrative Aptitude: (**)For the Disability Compensation Program Specialist II level, administrative aptitude rather than administrative experience may be accepted. Administrative aptitude is the demonstration of aptitude or potential for the performance of administrative duties through successful completion of regular or special assignments which involved some administrative activities (e.g., in planning, organizing, promoting and directing a program providing staff advice and assistance); interest in management demonstrated by the performance of work assignments in a manner which clearly indicates an awareness of management problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles which were learned to work assignments; management’s observation and evaluation of the applicant’s leadership and managerial

capabilities; or success in trial assignments to managerial and/or administrative tasks.

Non-qualifying Experience:

Clerical work experience or supervision of clerical operations per se, although they may have been in the area of disability compensation, is not qualifying.

Substitutions Allowed:

Excess Specialized Experience may be substituted for the General Experience required on a month-for-month basis.

Selective Certification:

Some positions may require specialized knowledge to perform the duties of the position. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training and knowledge required to perform the duties of the position covered by this paragraph.

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 must qualify on the appropriate examination for the class. For non-competitive actions, however, the examination may be waived.

Physical Requirements:

Applicants must be physically able to perform efficiently the duties of the position which are described elsewhere in this specification. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. Applicants with an amputation of arm, hand, leg or foot will be considered for appointment relative to their ability to perform the work of the position. Any physical condition which would cause the applicant to be a hazard to himself or others will disqualify for appointment. In addition, applicants must possess emotional and mental stability.

A person with a handicap will be considered upon demonstration of ability to perform the required tasks or have the

ability or means to compensate sufficiently for this handicap to perform the job.

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