

Minimum Qualification Specifications
for the Class:

DISABILITY COMPENSATION ADMINISTRATOR
(DISABILITY COMPENSATION ADMR)

Basic Education/Experience Requirements

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 Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described in Option A or Option B below.

Option A

General Experience: Two and one-half (2-1/2) years of 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.

Supervisory Experience: Two and one-half (2-1/2) years of supervisory work experience 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.

Managerial Experience: Two (2) years of experience which involved responsibility for identifying program goals and objectives and evaluating their attainment; identifying resource needs (man power, materials, equipment); planning, organizing and coordinating program activities to attain program objectives within time, resource and budgetary limitations; developing procedures; and actively participating in policy determination, budget formulation and execution.

Administrative Aptitude: Applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Option B:

General Experience: Two and one-half (2-1/2) years of 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: Two (2) years of progressively responsible professional or technical work experience which demonstrated knowledge and application of laws, rules and regulations relative to disability compensation (workers' compensation, temporary disability insurance, or pre-paid health care); knowledge of the principles and concepts of wage loss replacement and indemnification; and familiarity with medical terminology and which involved analyzing, interpreting and evaluating technical material; solving technical 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.

Supervisory or Staff Advisory Experience: Two and one-half (2-1/2) years of supervisory or staff advisory experience, or a combination of both as described below:

1. Supervisory Experience: Experience supervising others performing work as described in the Specialized Experience section, above. In addition to a comprehensive knowledge of the subject matter area supervised, the experience must have provided applicants with knowledge of and demonstrated ability in 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.

This experience must have included some evidence of participation in and an awareness of managerial tasks such as establishing work methods and procedures; maintaining information on cost of personnel services, and/or other costs; and identifying and recommending changes-to policies, objectives, regulations or services and developing program plans for the assigned program. The experience need not have included responsibility for making determinations and changes but may have been performed in assisting higher-level managers by providing information of the nature described above or assisting in improving operations, services, etc., by recommending changes for improvements.

If the experience was gained in a specific activity of the disability compensation program such as workers' compensation claims examination or temporary disability insurance claims and plans examination, there must have been some evidence of development of a good working knowledge of the operations and programs of the other disability compensation activities, such as coordinating activities with other supervisors; participating in developing or reviewing policies, plans, work methods and procedures for the overall disability compensation programs; advising other supervisors, staff advisors or administrators as to how

proposed changes directly affecting other program activities would impact on or affect activities of the program supervised, and such related activities.

2. Staff Advisory Experience: Responsible work experience as a staff specialist in disability compensation which included providing advisory or consultative services to workers and supervisors engaged in direct services and performing long-range planning, research and development of specific disability compensation projects or programs. Such experience must have developed a realistic understanding of the practical problems of running an organization from the viewpoint of line supervisors, including demonstrated ability to prepare and develop program plans; prepare budget estimates; review and evaluate the quality of work processes and procedures; review and revise disability compensation work methods, standards, and guidelines; advise and assist managers in operational problems; solve complex operational, organization and management problems; maintain cooperative relationships among organizational units; and establish successful person-to-person work relationships.

If staff advisory experience was limited to a specific activity of disability compensation such as workers' compensation or temporary disability insurance program development, evaluation, etc., the experience must have demonstrated development of a working knowledge of the other activities, functions, objectives, or the other disability compensation programs, such as, assisting in preparing and developing program plans affecting the other programs; advising supervisors, other staff advisors or administrators as to how new legislation or regulations directly affecting other operations will impact on the operations, programs, objectives, etc., of the specific program to which the advisor was assigned; maintaining cooperative relationships among the various organizational units; advising supervisors, other staff advisors or others on whether new work methods, operations, procedures, policies which directly affect the other programs impact on the program to which assigned; identifying the need for changes and recommending new operations, work methods, procedures which apply to other activities of disability compensation in addition to the program to which assigned.

In either case, if the supervisory or staff advisory experience was within a specific activity in disability compensation (such as workers' compensation claims examination or temporary disability insurance claims and plans examination), there must have been evidence within the experience that such supervisory staff advisory experience involved gaining a working knowledge and understanding of the objectives, services, policies and operations of the other programs or activities in disability

compensation; the interrelationships among the various programs; and a general understanding of the laws, rules and regulations pertinent to those other activities.

If applicants meet the requirements described in this section through non-supervisory staff work experience only, in addition, they must elsewhere in their experience demonstrate possession of one (1) year of any kind of supervisory experience over professional or technical work as described under General Experience, above.

Administrative Aptitude: Applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed

1. Excess Specialized Experience may be substituted for the required General Experience in Option B on a month-for-month basis.
2. Excess Supervisory or Staff Advisory Experience in disability compensation may be substituted for General or Specialized Experience in Option B on a month-for-month basis.
3. A master's degree in business administration (e.g., management, economics, marketing, finance, industrial relations, and related specialties) may be substituted for two (2) years of General Experience in Option A or B.
4. Excess Managerial Experience may be substituted for the required Supervisory Experience in Option A, on a month-for-month 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.

This is an amendment to the minimum qualification specifications for the class DISABILITY COMPENSATION ADMINISTRATOR (ADMR) which were approved on November 7, 2014.

Date Approved: 6/8/15

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