

DATE: JUNE 19, 2017
RS17016
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DISABILITY EVALUATION SPECIALIST, SENIOR
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
DDS CLARKSBURG OFFICE
HARRISON KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: *****INTERNAL POSTING ONLY*****
THIS POSTING REQUEST IS FOR ONE QUALITY ASSURANCE
SPECIALIST TO BE POSTED AS A SENIOR DISABILITY
EVALUATION SPECIALIST TO BE STAFFED IN EITHER
DDS OFFICE (CHARLESTON OR CLARKSBURG). THIS
INDIVIDUAL WILL BE PRIMARILY RESPONSIBLE FOR
REVIEWING ALL TYPES OF DISABILITY CLAIMS AT ALL
STAGES OF PROCESSING, FROM DEVELOPMENT THROUGH
END-OF-LINE REVIEWS. THE QA SPECIALIST WILL REVIEW
PENDING CASES FOR SUBSTANTIVE AND TECHNICAL
DEFICIENCIES, REVIEW RETURNS FROM DQB, ANALYZE
DATA AND PREPARE REPORTS, PROCESS SPECIAL
CASELOADS, IDENTIFY TRAINING NEEDS AND PARTICIPATE
IN OTHER CASE-RELATED ACTIVITIES AS WELL. THE
QA SPECIALIST SHOULD HAVE GOOD COMMUNICATION
SKILLS AND WILL BE REQUIRED TO INTERACT WITH
OPERATIONS STAFF IN BOTH AREA OFFICES TO ENHANCE
THE OVERALL QUALITY OF DISABILITY CASEWORK
PROCESSES. TRAVEL TO THE CHARLESTON OR CLARKSBURG
OFFICE WILL BE REQUIRED ON A LIMITED BASIS.
"THIS POSITION MUST BE FILLED FROM WITHIN THE DDS"
"AS A CONDITION OF EMPLOYMENT, AN INQUIRY INTO
JOB-RELATED INFORMATION WILL BE COMPLETED AND MAY
INCLUDE, BUT IS NOT LIMITED TO: CRIMINAL
CONVICTIONS AND ABUSE REGISTRY, DRIVING RECORD,
EMPLOYMENT HISTORY, AND/OR EDUCATION AND TRAINING.
THE INFORMATION WILL BE SHARED WITH THE WEST
VIRGINIA DIVISION OF PERSONNEL AND THE EMPLOYING
AGENCY ON A NEED-TO-KNOW BASIS. FAILING TO
COOPERATE WITH THIS PROCESS, PROVIDING FALSE OR
INCOMPLETE INFORMATION, AND/OR DISCOVERY OF
DISQUALIFYING INFORMATION MAY RESULT IN DENIAL
OF OR DISMISSAL FROM EMPLOYMENT IRRESPECTIVE OF
WHEN DISCOVERED."

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REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY
ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
EXPERIENCE: THREE YEARS OF EXPERIENCE AS A
DISABILITY EVALUATION SPECIALIST.

SALARY: PAY GRADE 015 \$31,164.00 - \$57,660.00

DEADLINE: JUNE 28, 2017

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CHARLOTTE STILTNER
DIVISION OF REHABILITATION SERVICES
ADMINISTRATIVE OFFICE, 107 CAPITOL STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS17016 ON APPLICATION