



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 4251  
4252  
4253

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**DISABILITY CLAIMS ANALYST**

**SCOPE OF WORK:**

Work involves determining initial and continued eligibility for benefits available through Social Security Disability and Supplemental Security Income Programs, and ongoing administration of participating claims.

**DUTIES PERFORMED AT ALL LEVELS:**

- Review newly assigned initial disability application claims.
- Initiate medical and vocational development correspondence; obtain reports, exams, studies, test results, and other documentation from physicians and other professionals, or agencies; review medical and vocational documentation.
- Prepare case for review with medical consultant; analyze claimant's work history; prepare disability determination and issue notice to claimant.
- Review application claims forms and work activity reports.
- Provide program information to claimants, vocational rehabilitation, and/or other agencies.
- Respond to questions or requests from the public, attorneys, claimants, and social security offices.
- Authorize medical or psychiatric consultative examinations.
- Review and apply changes in federal rules, regulations, and policy.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**DISABILITY CLAIMS ANALYST I**

4251

GRADE J

**LEVEL DEFINITION:**

Work at this level is a training level and involves processing less complex initial claims applications.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

CLASS CODE: 4251  
4252  
4253

ND Class Description  
Disability Claims Analyst

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- None.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and one year work experience in social work, vocational evaluation, case management, counseling, communication disorders, or any medical-related field; or processing claims.

**DISABILITY CLAIMS ANALYST II**  
GRADE K

4252

LEVEL DEFINITION:

Work at this level involves processing all types of claims independently.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Review newly assigned requests for reconsideration, continuing disability investigations, and hearing assistance requests.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and one year of work experience as a Disability Claims Analyst I.

**DISABILITY CLAIMS ANALYST III**  
GRADE L

4253

LEVEL DEFINITION:

Work at this level involves processing the most complex claims, conducting evidentiary hearings, and providing training and mentoring to other disability claims analysts.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Provide guidance to other analysts in processing claims.

- Review, develop, and adjudicate disability claims that are difficult or controversial such as court cases, expedited reinstatement claims, and special disability workloads.
- Perform disability hearing officer duties upon completion of certification training; review hearing claim, hold evidentiary hearing, and complete final decision and notice documents.
- Assist in training new analysts.
- Review allegations, log entries, decisions, supporting case forms, documentation, and claims decisions for accuracy.
- Review applications, allegations, and claimants' settlements and observations for accuracy.
- Coordinate and schedule medical consultant review days.
- Review and approve claimant travel and Canadian medical records bills for the agency.
- May serve as back-up to supervisor.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and two years of work experience as a Disability Claims Analyst II.

Eff. Date: 11/85

Rev: 2/00 – Word processing conversion

Rev: 10/09 – Updated to new format to include scope of work, level definitions, duties, factoring, and minimum qualifications; incorporated Senior Disability Claims Analyst 4253 into series and changed title to Disability Claims Analyst III.

Rev: 7/12 – Conversion to Hay System