

**CLASS TITLE: ASSISTANT DIRECTOR FOR TEMPORARY
DISABILITY INSURANCE
(DLT)**

Class Code: 02586800

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To direct a statewide temporary disability insurance program consisting of claims processing; payment control, verification, medical certification, and investigation; to participate in the formulation and implementation of policies; and to do related work as required.

SUPERVISION RECEIVED: Works under direction with wide latitude to exercise independent judgement and initiative; work is subject to review through conferences and submitted reports for results obtained to ensure conformance to established policies, provisions of laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, coordinates, directs and reviews the work of professional, technical and clerical support staff; reviews and evaluates work to ensure adequacy, completeness and achievement of standards and objectives.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To direct a statewide temporary disability insurance program consisting of claims processing, payment control, verification, medical certification, and investigations.

To participate in the formulation and implementation of policies.

To plan and direct a staff engaged in conducting field investigations to ensure prevention of malingering and fraudulent collection of benefits.

To direct or ensure scheduled visits to physicians, employers and other agencies to verify claimants' statements of disability.

To plan a program of visits to claimants' home for the purpose to determining the effectiveness of present methods of operation.

To plan and direct the methods to be used to gather additional medical information for the purpose of reviewing disputed cases.

To request physical examinations by impartial examining physicians as appropriate.

To examine decisions of subordinates and to prepare data for review by the Board of Review in instances of appeals from decisions.

To represent the Department at appeals from decisions; to represent the Department at the Board of Review and/or court hearings.

To interpret and apply the provisions of the Temporary Disability Insurance Act and to make recommendations for the formulation of policies relative to this program.

To review laws, rules and regulations to propose changes to existing or new legislation; to make recommendations on proposed legislation.

To assist in the formulation of in-service training programs.

To consult with and seek the cooperation of medical authorities in connection with the proper development and operation of the medical phases of temporary disability insurance.

To confer with organized labor, management and civic groups to develop understanding, interest and cooperation in the area of temporary disability insurance.

To be responsible for the planning and programming of divisional activities and to coordinate such activities with overall departmental activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the provisions of the Rhode Island Temporary Disability Insurance Act; a thorough knowledge of the Rhode Island Employment Security and Workers' Compensation Laws; a thorough knowledge of the principles and techniques of public administration; the ability to read and interpret and apply the provisions of pertinent laws, rules and regulations; the ability to plan, organize, coordinate, and direct the work of a staff engaged in varied technical, medical, and office activities; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a degree in business or public administration; and

Experience: Such as may have been gained through: employment in a supervisory capacity in a governmental agency or in private business engaged in the determination of eligibility and payment of claims and requiring the interpretation and application of laws or rules and regulations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 25, 1991

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