

**STATE OF CONNECTICUT  
DEPARTMENT OF REHABILITATION SERVICES**

**EDUCATION SERVICE SPECIALIST/HEARING OFFICER**

**OPEN TO:** CURRENT EMPLOYEES OF THE DEPARTMENT OF REHABILITATION SERVICES

**POSITION:** Education Service Specialist  
Functional Title: Hearing Officer  
Bargaining Unit, P-3A

**Job Posting No:** 100954

**SALARY RANGE:** EA-30, \$71989.00 - \$93421.00

**LOCATION:** Disability Determination Services  
309 Wawarme Avenue  
Hartford, CT. 06114

**POSTING DATE:** March 17, 2014 – March 28, 2014

The Department of Rehabilitation Services, Disability Determination Services, is seeking an individual to conduct evidentiary hearings that are requested in accordance with Social Security Administration provisions. Applicants must have considerable knowledge of Social Security regulations, policy, and precedent decisions and understand the rules of due process and the laws of evidence as required by Social Security Regulations. Individual must possess strong assessment and writing skills to explain medical evidence, prepare residual functional capacity assessments, explain critical factors when assessing the credibility of an individual's statements, explain the consideration given to advisory medical assessment documents, and evaluate medical opinions in accordance with program policies. Successful candidates will possess strong organizational skills, excellent interpersonal skills and ability to deal with the public, and exceptional ability to use sound reasoning and critical thinking to make decisions. Individual will need to be reliable, dependable, and have demonstrated good attendance. Candidates with five (5) or more years of experience are preferred. Travel will be required.

**RESPONSIBILITIES:** Reviews previously adjudicated Social Security disability claims folders referred for hearings; researches laws, regulations, policies and precedent decisions to prepare for appeal hearing; gathers and develops additional evidence necessary to make a proper decision; schedules hearings. Conducts hearings to obtain information and evidence relative to disposition of appeal. Analyzes medical, psychiatric and vocation information evidence as well as applicable laws, regulations, policy and precedent decisions to determine appropriate conclusions. Prepares written decision. May adjudicate all types and levels of claims as required by management. Perform related duties as required by the Agency Program Manager or other management designee.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of Federal laws, regulations, and policies pertaining to the adjudication of Social Security Disability benefits through the face to face evidentiary hearing process; strong organizational and decision making skills; ability to analyze and synthesize complex issues; ability to communicate well both orally and in writing; strong interpersonal skills and ability to deal with the public.

**EXPERIENCE AND TRAINING:** A Master's degree and three (3) years professional experience or, in lieu thereof, an equivalent combination of experience and training as approved by the Department of Rehabilitation Services.

Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). **Incomplete, blank or late applications will not be considered. Also, no fax, emailed or hand-delivered copies will be accepted. Please mail your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:**

**Sabrina Betts, Human Resources Specialist  
Department of Rehabilitation Services  
25 Sigourney Street, Human Resources, 6<sup>th</sup> Floor  
Hartford, CT. 06106**

**APPLICATIONS MUST BE POSTMARKED on or before March 28, 2014.**

The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at:  
[www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS).

**The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**