

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

Occ. Code 6897660

Chief Disability Determinations Program Policy & Planning, M-2 6897660

Brief Description of Class

This position provides ongoing program and policy support to the Division of Disability Determinations (DDD), which processes disability claims for benefits filed under Title II and Title XVI of the Social Security Act (SSA) at the Office of Temporary and Disability Assistance.

Distinguishing Characteristics

One-position class, supervisory level; under the direction of the Deputy Commissioner of the Division of Disability Determinations (DDD) or the Director Disability Determinations Operations, serves as policy expert for the Division and serves as the primary liaison with the Social Security Administration (SSA) on program and policy issues impacting the statewide operations of DDD; supervises professional staff.

Related Classes

Disability Analyst 5 supervises several processing modules within a regional processing center and plans, directs and coordinates development and dissemination of new and updated legislation and policy regarding disability programs.

Disability Determinations Program Managers administers federal and State policies related to disability insurance claims; interprets procedures and policies related to the adjudicative process of claims; and oversees the operation of a processing center.

Illustrative Duties

Serves as liaison with SSA and policy expert on policy and procedural matters affecting the Division.

- Evaluates, direct and participate in the analysis of federal Social Security Disability policy directives, and coordinate plans for the implementation of such policies into Division-wide operating protocol.

- Coordinates the evaluation and review of tentative federal Social Security Disability regulations and legislation, and their effect on Division operations.
- Determines the impact of new legislation on the Division's ability to process disability claims and directs the development and communication of revised policies and procedures that will enable the processing centers to meet mandated requirements.
- Collaborates with DDD's Budget, Finance, Purchasing and Contract Management Units to maintain compliance with all NYS and SSA requirements.
- Coordinates with OTDA's Bureau of Audit and Quality Improvement in preparing organizational plans and alternatives for alleviating identified deficiencies to meet SSA requirements.
- Directs and participate in the development of organizational and operational plans and alternatives, with input from the DDPMs, which will enable the Division to meet internal goals and objectives set by leadership.

Serves as liaison with SSA, other OTDA divisions and members of the public in SSA program, policy and procedural matters affecting the Division.

- Serves as subject matter expert and division representative at public forums, trainings, meetings, conferences, seminars, and job fairs with federal, state, and non-agency personnel as well as with the general public.
- Communicates and coordinates with appropriate State and local components to educate and/or inform New York State residents about the Social Security Program.
- Represents DDD on national SSA workgroups, ensuring that New York State and DDD interests are represented and accommodated.
- Serves as primary contact for disability advocacy groups, legislature and public inquiries

Performs the full range of supervisory duties.

Minimum Qualifications

Promotion: One year of permanent competitive service as a Disability Analyst 4.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 6/2026

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