

### SALARY

\$24.54 - \$32.82 Hourly    \$1,963.20 - \$2,625.60 Biweekly    \$4,253.60 - \$5,688.80  
Monthly    \$51,043.20 - \$68,265.60 Annually

**ISSUE DATE:** 04/23/18

**FINAL FILING DATE:** Continuous

### **THE POSITION**



## **DISABILITY INVESTIGATOR**

### **DESCRIPTION:**

The Orange County Employees Retirement System (OCERS) is now accepting on-line applications. **This recruitment is open to the public and is being held to establish an Eligible List to fill the Disability Investigator vacancy.** Applications will be accepted on a continuous basis until the needs of OCERS has been met. Interested applicants should apply immediately.

### **WHO ARE WE**

The Orange County Employees Retirement System (OCERS) provides retirement, death, disability and cost-of living benefits to retirees of the County of Orange and certain County districts. OCERS is governed by a nine-member Board of Retirement that is responsible for managing a \$15.7 billion dollar fund. For more information about OCERS, please click [here](#).

### **THE OPPORTUNITY**

OCERS is seeking an experienced, self-motivated, articulate and team oriented individual to fill the position of Disability Investigator. This position is assigned to the Disability Unit in the Member Services Department and must demonstrate excellent communication, organizational and problem-solving skills. The Disability Investigator must possess good judgement and decision making skills, be detailed-oriented, work independently and have excellent time management skills with regards to the preparation of disability retirement cases.

### **ESSENTIAL DUTIES:**

- Works closely with staff attorneys in preparing disability retirement cases.
- Interview witnesses and review, analyze and gather medical report records.
- Ascertain and implements appropriate methods of investigation for the gathering of

evidence presented in support of applications for disability retirement filed by members of the Orange County Employees Retirement System.

- Researches and reviews files of various agencies or other sources and/or contacts to obtain information relating to disability retirement claims.
- Reviews workers' compensation files, interviews administrators or insurance companies to determine circumstances behind disability claims.
- Locates and interviews applicants, witnesses and others and obtains statements and/or records as necessary; serves subpoenas as necessary.
- Conducts surveillance and films or photographs as necessary.
- Prepares reports of action taken and findings in investigation of cases.
- Appears before the Board of Retirement and/or hearing officers in connection with pending applications for disability retirement and testifies if necessary, which may include Superior Court.

## **MINIMUM QUALIFICATIONS:**

### **EXPERIENCE:**

Equivalent to two to five years of demonstrated experience with medical and/or disability claims investigations.

### **THE IDEAL CANDIDATE:**

The ideal candidate will have a minimum of two years of experience and/or training interacting with the medical community including interpreting medical records and evaluating reports. He/she will also have two years of experience and/or training in the field of insurance benefits, workers' compensation benefits, retirement benefits and or medical benefits.

### **Knowledge of:**

Methods and techniques of medical or disability claim investigation including interviewing, gathering and presenting evidence; processing workers' compensation, medical or disability claims and experience in retirement benefits administration.

### **Ability to:**

Conduct comprehensive and analytical reviews of medical records; interact professionally and diplomatically with members/attorneys/various agencies in person and over the phone; understand and communicate complex medical and legal concepts; collect, assemble, analyze and evaluate facts and evidence to complete investigative assignments; draw logical conclusions and make sound judgments; prepare clear, concise and comprehensive reports.

Please click [here](#) for details on this classification

## **PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

### **Physical and Mental Requirements:**

- Ability to speak, hear and communicate clearly and understandably in English in person, in front of a group, and over the telephone.
- Manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a telephone, keyboard, write, file, staple and use a calculator.
- Mental stamina to interact professionally with peers, members and Plan Sponsors
- Vision sufficient to read fine print and a computer monitor
- Independent body mobility, agility and stamina to stand, walk, stoop, bend and twist

- to operate standard office environment
- Ability to sit for prolonged periods of time
- Body strength sufficient to lift up to 10 pounds and carry files

### **Environmental Conditions:**

The ability to interact with a wide range of individuals including supervisors, managers and Plan Sponsors in a variety of situations. Will be required to facilitate informational seminars and work in an office environment with changing deadlines and competing priorities.

### **BENEFITS**

OCERS offers a competitive benefit package which includes a choice of several health plans, annual leave (includes paid vacation), paid holidays, and OCERS retirement plan has reciprocity with the Public Employees Retirement System (PERS). Participation in a deferred compensation plan is also available. OCERS also offers a \$3,000 annual Educational and Professional Reimbursement.

### **SELECTION PROCESS:**

OCERS Human Resources Department screens all applications and supplemental information to identify qualified candidates. **Applications submitted without a completed supplemental information form will be disqualified from further consideration.** After screening, candidates who meet the minimum qualifications will be referred to the next step in the recruitment process. All candidates will be notified via email of the status in the process.

**Application Appraisal Panel (AAP)** | Application Rating (Refer/Non-Refer): All applications will be rated by a panel of job knowledge experts for the desired knowledge, skills, abilities and experience described above. The best qualified candidates will be referred to the next step in the process. All notifications regarding this recruitment will be sent via e-mail.

**Qualifications Appraisal Panel (QAP)** | Application Rating (Weighted 100%): Candidates will be interviewed and rated by a panel of job knowledge experts. Each candidate's rating will be based on responses to a series of structured questions designed to elicit the candidate's qualifications for the job.

Based on OCERS needs and the number of applications received, the selection procedures listed above may be modified and all affected candidates will be notified.

### **ELIGIBLE LIST**

After completing all test procedures, OCERS Human Resources Department will establish an eligible list of up to three categories of qualified candidates.

### **HOW TO APPLY**

- Only on-line applications with completed supplemental questions will be accepted.
- E-mail is the primary form of notification during the recruitment process. Please ensure your correct email address is on your application and only use one email account.
- Your application should highlight all areas in which you have developed expertise, matching your professional experience with the specific qualifications listed above.
- It is recommended that you record and print your confirmation page, as this verifies receipt of your on-line application.
- You may apply on-line at the County of Orange website: [www.ocgov.com](http://www.ocgov.com)

- For Specific information pertaining to this recruitment please contact Felicia Durrah at (714) 569-4810 or email [fdurrah@ocers.org](mailto:fdurrah@ocers.org). **Do not submit resumes to this email address as they will not be considered in lieu of the required application process.**

### **EEO INFORMATION**

OCERS, as an Equal Employment Opportunity employer, encourages applicants from diverse backgrounds to apply.

APPLICATIONS MAY BE OBTAINED AND FILED

ONLINE AT:

<http://www.ocgov.com/hr>

OR

333 W. Santa Ana Blvd,  
Santa Ana, CA 92701

EXAM #6570GE-0613-157(O)

DISABILITY INVESTIGATOR

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### **Disability Investigator Supplemental Questionnaire**

- \* 1. Describe your experience, education and training as it relates to medical knowledge and working with medical records, workers' compensation investigations, insurance investigations and/or disability retirement investigations.
  - \* 2. Describe your experience conducting interviews with witnesses, administrators, applicants, or others to obtain statements or records.
- \* Required Question