

## Deputy Commissioner, Division of Disability Determinations

**Announcement Posted:**

4/19/2021

**Responses must be hand delivered or postmarked by:**

5/18/2021

**Salary Range:**

\$135,179 - \$170,030

**Location:**

Division of Disability Determinations  
1 Commerce Plaza (99 Washington Avenue)  
Albany, New York 12210

**Grade:**

NS

**# of Positions:**

1

**Candidates Must Meet the Following Qualifications:**

The candidate must possess a bachelor's degree and have nine years (9) of specialized experience, four (4) years of which must have been upper-level managerial. Specialized experience consists of management experience overseeing large health or social programs, including management experience administering federal and State laws, rules and regulations related to the adjudication of claims for disability benefits under Title II and Title XVI of the Social Security Act.

*Bachelor's degree substitution: Four (4) additional years of specialized experience OR Associate's degree and two years additional specialized experience.*

**Preferred Skills:**

- Demonstrated track record implementing high volume case-processing operations.
- Experience leading, implementing and/or managing a workforce of over 100 individuals.
- Experience implementing program policies consistent with legal obligations and best practices.
- Excellent skills in developing and communicating agency objectives and handling labor relations.
- Excellent organizational skills and experience managing large projects.
- Excellent written and verbal communication skills.

**Duties of Position:**

Under the general direction of the Commissioner of the Office of Temporary and Disability Assistance (OTDA), or their designee, the Deputy Commissioner will exercise independent judgment in providing overall direction and guidance of all activities related to the operations of OTDA's Division of Disability Determinations (DDD). This position is based in Albany, NY, and will require travel within, and outside of, New York State.

The Division of Disability Determinations is comprised of approximately 850 full-time staff who are responsible for processing over 200,000 disability reviews annually. These reviews determine if individuals have a disability

consistent with standards required by the federal Social Security Administration (SSA). DDD offices are located in Albany, Endicott, Buffalo and New York City. The Division operates under requirements set forth by both SSA and New York State. Compliance with SSA rules and regulations is required to ensure proper adjudication of claims for disability benefits under Title II and Title XVI of the Social Security Act. The Deputy Commissioner's ultimate mission is to ensure the timely processing of disability reviews in accordance with federal guidelines. This work includes programmatic and operational planning, implementation of federal and State laws, rules and regulations, and establishment of programmatic and operational policies and guidelines to ensure SSA performance standards are met.

More specifically, the duties of this position include, but are not limited to:

- Providing direction and leadership to Division staff that reflects OTDA's commitment to promote access to economic support programs, provide high quality customer service and maintain program integrity. Direct DDD staff to ensure program standards are met or exceeded and to ensure OTDA provides quality disability determinations consistent with SSA standards.
- Directs the review, evaluation and implementation of federal initiatives related to the disability determinations process and to determine the impact on the activities of the Division. Formulates and directs the implementation of policy and operational guidelines that will enable the Division to comply with these initiatives. Ensures appropriately trained staff and systems supports are in place to perform the Division's work.
- Evaluates the Division's programs and objectives to ensure the Division meets all established federal goals and provides timely quality services to program applicants and participants. Directs the development of the Division's yearly fiscal plan in accordance with federal and State Budgetary requirements. Ensures adequate expenditure plans and financial controls are prepared and maintained to guarantee both the Division's fiscal integrity and successful federal and State financial audits.
- Establishes the Division's goals and objectives and develops supporting policies and procedures. Serves as OTDA's chief liaison with SSA on all matters related to disability initiatives. Meets regularly with the SSA Regional Commissioner for the New York region, the Associate Commissioner of SSA's Office of Disability Determinations and SSA's Deputy Commissioner for Operations. Represents the State's position on proposed initiatives and policy changes in the disability program. Recommends changes in federal requirements/initiatives, when necessary. Maintains a free flow of information between SSA and New York State.
- Oversees a large State workforce in multiple regional locations. Ensures functions are properly staffed, efficiencies are maximized, staff are sufficiently trained, labor concerns are appropriately addressed, and positive staff morale is maintained.
- Leads the Division in effectively responding to federal SSA directed audits. Maintains a broad understanding of Social Security policy, security expectations, Divisional processes and related controls. Collaborates with high-level SSA staff to address audit findings.
- Ensures the Division's electronic business process, including its case processing system is compliant and compatible with the SSA's electronic folder interfaces, document management architecture and network security protocols. Provides broad oversight of related activities ensuring appropriate systems planning, and development is undertaken so the Division's case processing system is responsive to all SSA guidelines.

## **Conditions of Employment:**

A full-time appointment will be made. Periodic travel within and outside of New York State will be required. This position is in the Exempt jurisdictional classification. A background check and fingerprinting of the selected candidate will be required in addition to the federal background investigation outlined below.

Please be advised all hires or transfers to OTDA's Division of Disability Determinations must submit to mandatory fingerprinting and an associated FBI background investigation by the Social Security Administration under Homeland Security Presidential Directive-12. Not all prior arrests and/or convictions will prohibit appointment. Information is considered on a case-by-case basis.

**Remarks:**

- **Candidates should reference posting #21-008 when submitting your application.**
- **If submitting electronically, please reference posting #21-008 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**