

New Position Request Legal Office Professional II - Disability Division

One new Legal Office Professional II position is requested for the Disability Division. The addition of this position would bring the total number of full-time disability staff to four (4): two Disability Retirement Analysts and two Disability Retirement Assistants. The latter would primarily be responsible for performing the day-to-day clerical functions of processing disability retirement applications, including: requesting medical and employment records; following up with providers who fail to respond to requests timely; sorting, organizing, and summarizing the voluminous records received on a daily basis; duplicating and assembling documentary evidence for hearings; scheduling medical examination appointments, etc.

The budgeted FTE staffing level in this division has not changed in over twenty years despite an increase in the yearly average number of applications received and an increase in the complexity of the applications received as shown by the increase of the total number of claims per application. The two FTE clerical position model would allow the Disability Retirement Analysts to focus their time on timely investigating the merits of the applications, working with departments and applicants in developing job factors forms, providing updates to members on the status of their applications, and working with counsel on disability hearings. This would result in an overall reduction of application processing timeframes and the completion of process improvement initiatives, including redesigning member communication materials, collaborating with the Member Services Division on in-service trainings, engaging with new prospective IME examiners, and presenting disability retirement related education and statistical reports to the Board, etc.

