

# Disability Insurance Program Representative

## Salary & Benefits

### Salary

Annual salary ranges from \$35,340 to \$55,008, including merit salary increases.

### Benefits

Health, Dental, Vision, Full Retirement Package, 401K /457 Plans, and Professional Job Training.

### Work Life Balance

Flexible work schedules, sick leave, paid vacation, and convenient work locations.

As a member of the EDD team, a **Disability Insurance Program Representative:**

- Conducts Disability Insurance eligibility interviews.
- Determines eligibility for Disability Insurance benefits, in accordance with laws, regulations, and policies.
- Interprets and applies laws, policies, and precedent decisions consistently to individual cases.
- Performs a full range of disability claims examination work including the investigation of the most difficult and complex cases with minimal supervision and a considerable degree of independence.



**The Department that has connected millions of job seekers is hiring.**

Join one of the largest state departments and make a difference today.

# Minimum Qualifications

## EITHER I

Four years of experience with the Employment Development Department (Candidates who are within six months of completing the required experience will be admitted to the examination; however, they must meet the required experience before being considered eligible for appointment).

## OR II

Completion of 60 semester units or 90 quarter units of college course work, and two years of public contact experience providing services or information.

## OR III

Equivalent to graduation from college (Must provide evidence of registration as a senior in a recognized institution to be admitted in the examination, and must secure evidence of graduation or its equivalent before being considered for appointment).

## How to Apply

In order to apply for a Disability Insurance Program Representative position with the State of California, you must apply, take, and be successful in the current Disability Insurance Program Representative Exam.

### Step One – Establish Eligibility

Visit [www.edd.ca.gov/careers](http://www.edd.ca.gov/careers) and click on the [Open Examinations](#) link. Find the Disability Insurance Program Representative bulletin and click on it. Follow the steps outlined in the bulletin to take the exam.

### Step Two – Find Vacancies

Visit [www.edd.ca.gov/careers](http://www.edd.ca.gov/careers) and locate the [Vacancy Search Tool](#) under the external resources section. Type “Disability Insurance Program Representative” in the search field and click search to locate vacancies.

### Step Three – Mail in your Disability Insurance Program Representative Application Packet

Mail in your application to the address listed on the job vacancy announcement. You should also include a résumé and cover letter with your State Application. The State Application (STD 678) can be found on our website at [www.edd.ca.gov/careers](http://www.edd.ca.gov/careers) under resources, then [Human Resources Forms and Publications](#).

**If you have any questions, please contact the EDD Exams Hotline:**

**Phone:** 916-654-6869      **e-mail:** [EDDRecruiter@edd.ca.gov](mailto:EDDRecruiter@edd.ca.gov)

For information on career opportunities, please visit:

**[WWW.EDD.CA.GOV/CAREERS](http://WWW.EDD.CA.GOV/CAREERS)**

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.