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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#13-20

March 10, 2020

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – DISABILITY ADJUDICATOR SERIES

Attached are revised proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Deputy Administrator Beverly Ghan at bghan@admin.nv.gov no later than April 7, 2020.

If no written objections are received in this office by April 7, 2020, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #14-20
Posting Expires: April 7, 2020

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.457	Disability Adjudication Supervisor	35	B	<i>12.457</i>	<i>Disability Adjudication Supervisor</i>	<i>35</i>	<i>B</i>
12.456	Disability Adjudicator III	33	B	<i>12.456</i>	<i>Disability Adjudicator III</i>	<i>33</i>	<i>B</i>
12.428	Disability Adjudicator II	32	B	<i>12.428</i>	<i>Disability Adjudicator II</i>	<i>32</i>	<i>B</i>
	<i>New</i>			<i>12.426</i>	<i>Disability Adjudicator I</i>	<i>31</i>	<i>B</i>
12.425	Disability Adjudicator I	30	B	<i>12.425</i>	<i>Disability Adjudicator Trainee</i>	<i>30</i>	<i>B</i>

Basis for Recommendation

The Department of Employment, Training & Rehabilitation (DETR), Rehabilitation Division, has requested that an additional trainee level be added to the Disability Adjudicator series. Due to the increased complexity of the laws, rules, regulations, policies and procedures governing Social Security Disability Programs, DETR has found that an additional year of training provides incumbents with a stronger foundation and creates greater success. This is consistent with the U.S. Department of Labor Dictionary of Occupational Titles where the journey level Adjudicator position carries a Specific Vocational Preparation (SVP) level of 7, which requires up to four years of vocational education, training and experience. The current minimum qualifications allow for advancement to the journey level after only two years; however, management has needed to keep incumbents at the existing trainee levels for an additional year in order to ensure both the success of the employee as well as the program. This has resulted in an inconsistent application of the auto progression of employees.

It is therefore recommended that an additional trainee level be added to the series at a grade 31 to be titled Disability Adjudicator I, with the class code of 12.426. The existing Disability Adjudicator I will be retitled to Disability Adjudicator Trainee. While three training levels in a series is uncommon, it is consistent with series that have two trainee levels in addition to the utilization of the Health/Human Services Professional Trainee (10.247) such as the Developmental Specialist series (10.133); or utilizing the Fiscal/Business Professional Trainee (7.776) or Staff Professional Trainee (7.777) to underfill higher level positions.

The Division of Human Resource Management (DHRM) EEO Officer has maintained the EEO-4 job category “B – Professional” for this series. These are occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training that provides comparable knowledge.

As a result of this recommendation, minor changes were made to the class concepts and minimum qualifications, at every level in the series, to maintain consistency with verbiage, formatting and structure.

This new trainee level will allow for consistent implementation of services, more appropriate minimum qualifications, increased success of current incumbents which in turn will increase retention rates and will further increase the applicant pool.

Throughout the review, management staff within DETR and analysts within DHRM participated by offering recommendations and reviewing changes throughout the process and they support the recommended changes.

Changes to the class specification are noted as follows: additions in blue and deletions in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Suite 101; in Las Vegas, go to 555

East Washington Avenue, Suite 1400. You may also view the recommendations and specifications online at hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/. For additional information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by April 7, 2020. Objections should be addressed to Beverly Ghan, Deputy Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

POSTING DATE: March 10, 2020



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DISABILITY ADJUDICATION SUPERVISOR	35	B	12.457
DISABILITY ADJUDICATOR III	33	B	12.456
DISABILITY ADJUDICATOR II	32	B	12.428
<i>DISABILITY ADJUDICATOR I</i>	<i>31</i>	<i>B</i>	<i>12.426</i>
DISABILITY ADJUDICATOR [H] TRAINEE	30	B	12.425

SERIES CONCEPT

Disability Adjudicators evaluate disability claims and make determinations in accordance with laws, rules, regulations, policies and procedures governing Social Security Disability Programs. Work involves the evaluation of medical evidence to make judgments about the presence, onset, clinical severity and prognosis of physical or mental impairments and determination of the vocational potential of claimants in order to allow or deny Social Security benefits.

Interview applicants to obtain personal history; communicate in writing and/or telephone with claimants who are injured, terminally ill and may be in personal distress; verify, develop and document required medical and vocational evidence; review applications for completeness; request and authorize payments for existing collateral medical, psychological, vocational and employment information necessary to make disability determinations; recommend the purchase of consultative examinations.

Integrate physical, mental and vocational functional assessments to determine the combined effects and severity of impairment in compliance with Social Security Administration regulations; consult with program physicians and psychologists to resolve conflicts with medical evidence and determine clinical severity and/or residual functional capacity; apply federal regulations, procedures and standards to findings of fact and abstract medical and vocational concepts; establish the onset of the disability.

Compile the entire body of evidence into a written medical/legal determination of disability which documents the medical and vocational facts, statutory requirements, and the occupational potential of the claimant; evaluate symptoms and alleged limitations to determine credibility; evaluate the consistency of treating/examining source statements and opinions; prepare personalized determination notices using appropriate lay language to inform claimants of disability determinations.

Provide medical case management for disability claims that require medical consultation (“case management” is defined as the ability to organize, prioritize and analyze varied and complex information, regulations, policies and procedures to arrive at timely and accurate decisions regarding claims in one’s caseload).

Conduct comprehensive vocational analysis of the claimant's vocational background, education, age, relevant work experience, and demonstrated functional capacity for gainful employment; determine ability to perform jobs within the local and national economy; act as an agency resource providing advice and guidance to consulting physicians and claims adjudicators.

Perform related duties as assigned.

DISABILITY ADJUDICATION SUPERVISOR	35	B	12.457
DISABILITY ADJUDICATOR III	33	B	12.456
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DISABILITY ADJUDICATOR [H] <i>TRAINEE</i>	30	B	12.425

Page 2 of 7

CLASS CONCEPTS

Disability Adjudication Supervisor: Under administrative direction, incumbents plan, organize, coordinate and supervise activities of a unit of Disability Adjudicators; provide input for employee selection; provide training and guidance for staff development; delegate authority and responsibility; assign work based on workers' caseloads, skill level and experience; review and approve requests for consultative examinations to ensure need is documented; assist in the resolution of difficult casework problems; establish work performance standards, evaluate performance, and initiate disciplinary actions. In addition, incumbents in this class ensure continuity of adjudication services by performing duties assigned to other positions in the agency during staff shortages or absences and may monitor the caseload management of subordinate adjudicators to ensure the adjudication of claims meets goals for accuracy, production and timeliness established by the agency and the Social Security Administration; review decisions to ensure compliance with applicable policies and procedures; resolve case deficiencies; respond to claimant inquiries; participate in program planning and implementation; and ensure budgetary limits are not exceeded. *This is the supervisory level in the series.*

Disability Adjudicator III: Under general direction, incumbents perform ~~[journey level claims adjudication,] the full range of duties described in the series concept. [which includes the authority to complete final determinations without review or approval of medical or psychological consultants. This class is distinguished from the lower levels by the independence and level of decision-making.]~~ *This is the journey level in the series.*

In addition, incumbents provide advice, guidance and training to lower level Disability Adjudicators regarding complex medical and vocational issues and the application of applicable regulations, guidelines and standards; research, clarify and interpret changes in federal laws and agency procedures; review casework to identify deficiencies; assist other Disability Adjudicators at direction of the supervisor.

Disability Adjudicator II: Under general supervision, incumbents continue to receive training in performing the full range of duties described in the series concept; independently secure necessary evidence and apply program regulations, guidelines and standards to arrive at conclusions relative to disability issues. Technical assistance is available from supervisors, higher-level staff, and medical and psychological consultants. Work is reviewed on a sample basis for accuracy of the determination and compliance with federal and agency requirements.

The Disability Adjudicator II is distinguished from the Disability Adjudicator I class by the complexity of assigned claims and the level of independence with which assigned duties are performed. Progression to the ~~[journey level is not automatic, but]~~ *next level* may occur upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

Disability Adjudicator I: Under close supervision, incumbents continue to receive training and gain experience in the evaluation and adjudication of disability claims. This is the continuing trainee level in the series and is distinguished from the Disability Adjudicator Trainee by the type, varying complexity, and number of assigned claims. Progression to the next level in the series may occur upon meeting the minimum qualifications, satisfactory performance, and with the approval of the appointing authority.

Disability Adjudicator [H] Trainee: Under close supervision, incumbents receive training and gain experience in the ~~[development,] evaluation[;]~~ and adjudication of disability claims. This is the trainee class in the series. ~~[Determinations and submittals made at this level are regularly reviewed for accuracy of determination and compliance with federal and agency requirements.]~~ Progression to the next level in the series may occur upon meeting the minimum qualifications, satisfactory performance, and with the approval of the appointing authority.

DISABILITY ADJUDICATION SUPERVISOR	35	B	12.457
DISABILITY ADJUDICATOR III	33	B	12.456
DISABILITY ADJUDICATOR II	32	B	12.428
<i>DISABILITY ADJUDICATOR I</i>	<i>31</i>	<i>B</i>	<i>12.426</i>
DISABILITY ADJUDICATOR [H] <i>TRAINEE</i>	30	B	12.425

Page 3 of 7

MINIMUM QUALIFICATIONS

~~INFORMATIONAL NOTE:~~

- * ~~Incumbents must be able to approve or deny Social Security Disability benefits to claimants with severe and possibly terminal conditions in accordance with federal regulations.]~~

DISABILITY ADJUDICATION SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a ~~[life,]~~ social science, health science, legal studies, *business or public administration*, or related field and ~~[two]~~ *three* years of ~~[journey level]~~ *professional* experience ~~[making disability determinations independent of review by medical or psychological consultants]~~ *adjudicating claims for Social Security disability; managing a caseload; reading and interpreting medical and psychological diagnostic and treatment reports; and writing explanations of determinations of eligibility; OR Associate's degree from an accredited college or university in a social science, health science, legal studies, business or public administration, or related field and four years of professional experience as described above; OR graduation from high school or equivalent education and five years of professional experience as described above; OR one year of experience as [equivalent to] a Disability Adjudicator III in Nevada State service; OR an equivalent combination of education and experience as described above.*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: physical and mental impairments and their effects on the ability to perform work; disease process, injury effect, commonly accepted treatment, prognosis and duration of mental and physical disabilities; medical and psychological terminology sufficient to perform quality control and supervisory review functions; methods, techniques, principles and practices pertaining to the Social Security Administration disability adjudication process. **Working knowledge of:** on-the-job training methods and techniques; caseload management techniques sufficient to assign, prioritize and control fluctuating caseloads for subordinate staff. **Ability to:** assign work and delegate responsibility through oral and written communication; review the work of others for the purpose of identifying errors and deficiencies; compare complex facts and abstract concepts relative to medical and psychological conditions to program regulations, guides and procedures. **Skill in:** understanding and interpreting medical documents, technical information, legal mandates, and complex laws and regulations; communicating with management, medical and psychological consultants and adjudication staff to clarify and explain policies, regulations, and technical and personnel issues; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: principles and practices of supervision and training; and agency operating procedures and protocol. **Ability to:** apply management techniques to plan, prioritize and schedule work; review and analyze case records and computer-generated reports to determine quality, quantity and timeliness of work production; develop corrective action plans when individual or unit goals are not met; train, supervise and evaluate the performance of subordinate staff.

DISABILITY ADJUDICATOR III

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in a social science, health science, legal studies, business or public administration, or related field and two years of professional experience adjudicating claims for Social Security disability; managing a caseload, reading and interpreting medical and psychological diagnostic and treatment reports; and writing explanations of determinations of eligibility; OR Associate's degree from an accredited college or university in a social science, health science, legal studies, business or public administration, or related field and three years of professional experience [adjudicating claims, two years of which included] as described above; [adjudicating claims for Social Security disability which included two years of experience performing the full range of*

DISABILITY ADJUDICATION SUPERVISOR	35	B	12.457
DISABILITY ADJUDICATOR III	33	B	12.456
DISABILITY ADJUDICATOR II	32	B	12.428
<i>DISABILITY ADJUDICATOR I</i>	<i>31</i>	<i>B</i>	<i>12.426</i>
DISABILITY ADJUDICATOR [H] <i>TRAINEE</i>	30	B	12.425

Page 4 of 7

MINIMUM QUALIFICATIONS (cont'd)

DISABILITY ADJUDICATOR III (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

~~duties described in the series concept;~~ ***OR** graduation from high school or equivalent education and four years of professional experience as described above;* **OR** one year of experience as a Disability Adjudicator II in Nevada State service; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: federal regulations and guidelines and agency policies and procedures applicable to disability adjudication; impact of mental and physical impairments on an individual's functional capacity. **Ability to:** negotiate solutions to problems, exchange ideas and information with others and arrive at mutually agreeable decisions; identify claims that can be adjudicated independently and claims that may warrant evaluation by medical or psychological consultants; provide advice, guidance and training to other Disability Adjudicators. **Skill in:** managing a large, diverse caseload of disability adjudication cases; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Disability Adjudication Supervisor.)

DISABILITY ADJUDICATOR II

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in a social science, health science, legal studies, business or public administration, or related field and one year of professional experience adjudicating claims for Social Security disability; managing a caseload; reading and interpreting medical and psychological diagnostic and treatment reports; and writing explanations of determinations of eligibility;* **OR** Associate's degree from an accredited college or university in a social science, health science, legal studies, *business or public administration*, or related field and two years of *professional* experience ~~[adjudicating claims, one year of which included adjudicating claims for Social Security disability, managing a large caseload; securing and integrating medical and psychological evidence; weighing evidence, resolving conflicting information, and assessing credibility of alleged limitations; writing explanations of complex determinations of eligibility;]~~ *as described above;* **OR** *graduation from high school or equivalent education and three years of professional experience described above;* **OR** one year of experience as a Disability Adjudicator I in Nevada State service; **OR** an equivalent combination of education and experience ~~[which includes experience adjudicating claims for Social Security disability]~~ as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: standard tests used in evaluating and documenting mental and physical impairments; principles, methods and techniques used to develop, analyze and evaluate evidence pertinent to disability claims; pediatric medical terminology, age-appropriate childhood development standards and milestones, the impact of physical/mental impairments and disease processes on childhood development, and the degree of severity of cumulative developmental deficits required to be eligible for Social Security disability benefits; non-medical and vocational factors affecting job opportunities and a claimant's ability to work, including age, education skills and abilities, vocational background, occupational categories/classifications, exertional and non-exertional criteria and standards used by the of industry to classify all occupations in the national economy; provisions of the Social Security Act (SSA), as amended, related federal and State statutes and regulations, agency procedures, Social Security rulings, pertinent court rulings and legal principles as they apply to the Social Security disability program and adjudicating Social Security disability claims; paper and electronic folder disability case processes for adult and childhood initial disability cases; current impact/future implications/prognosis associated with mental and physical diagnoses, signs/symptoms/tests/lab results, and

DISABILITY ADJUDICATION SUPERVISOR	35	B	12.457
DISABILITY ADJUDICATOR III	33	B	12.456
DISABILITY ADJUDICATOR II	32	B	12.428
<i>DISABILITY ADJUDICATOR I</i>	<i>31</i>	<i>B</i>	<i>12.426</i>
DISABILITY ADJUDICATOR [H] <i>TRAINEE</i>	30	B	12.425

Page 5 of 7

MINIMUM QUALIFICATIONS (cont'd)

DISABILITY ADJUDICATOR II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
 selected treatment modalities, and the potential impact of the impairments on the Social Security disability eligibility; statewide medical community including hospitals, outpatient clinics, and physicians; medical terminology, physical and/or mental conditions and impairments, and/or disease processes sufficient to read and interpret diagnostic treatment reports; physical and mental disabilities and their effects on the ability to perform work; standard tests used in evaluating and documenting mental and physical impairment; federal and State laws governing confidential personal information accessible in Social Security, medical evidence of record, and disability case files. **Ability to:** work independently and follow through on complex duties with minimal supervision while managing a large, diverse caseload of disability adjudication cases; understand and apply complex regulations, standards and instructions to facts and abstract concepts to arrive at objective conclusions; weigh evidence, resolve conflicting information and assess credibility of alleged limitations; use disability adjudication-related computer programs to manage and process cases; write technical rationales using appropriate medical, vocational and legal terminology. **Skill in:** preparing clear and concise written explanations of complex determinations of eligibility using appropriate medical, vocational and legal terminology; securing, organizing and analyzing all medical, vocational and lay evidence necessary to reach and convey decisions of eligibility; analyzing and evaluating medical, legal, and vocational data; documenting and adjudicating SSA initial disability cases; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Disability Adjudicator III.)

DISABILITY ADJUDICATOR I

EDUCATION AND EXPERIENCE: [*Associate's*] *Bachelor's* degree from an accredited college or university in a social science, health science, legal studies, *business or public administration*, or related field and one year of *professional* experience in adjudicating claims which included applying regulations and guidelines; reading and interpreting medical and psychological diagnostic and treatment reports; writing technical rationale for determinations; and [*managing*] *coordinating* a caseload; *OR Associate's degree from an accredited college or university in a social science, health science, legal studies, business or public administration, or related field and two years of professional experience as described above, one year which was at the professional level; OR graduation from high school or equivalent education and three years of experience as described above, one year which was at the professional level; OR one year of experience as a Disability Adjudicator Trainee in Nevada State service; OR* an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: medical terminology, physical and/or mental conditions and impairments, and/or disease processes; anatomy and physiology; research techniques sufficient to locate required information from diverse sources; commonly accepted treatments, prognosis and duration of mental and physical disabilities; caseload management techniques to control a fluctuating workload; a wide variety of occupations and required job skills. **Ability to:** establish and maintain harmonious working relationships with co-[H]workers, consulting staff and claimants, and maintain composure in confrontational situations; rapidly review and analyze information, problems, situations and data pertaining to the decision-[H]making process in order to formulate logical and objective conclusions; write concise, logical, and grammatically correct narrative summaries; manage time, organize job-related responsibilities, and meet deadlines; read, understand, analyze, interpret and apply laws, regulations and policies; interview individuals to elicit specific and critical information. **Skill in:** using a personal computer and peripherals; adapting to program changes and fluctuating workloads;

DISABILITY ADJUDICATION SUPERVISOR	35	B	12.457
DISABILITY ADJUDICATOR III	33	B	12.456
DISABILITY ADJUDICATOR II	32	B	12.428
<i>DISABILITY ADJUDICATOR I</i>	<i>31</i>	<i>B</i>	<i>12.426</i>
DISABILITY ADJUDICATOR [H] <i>TRAINEE</i>	30	B	12.425

Page 6 of 7

MINIMUM QUALIFICATIONS (cont'd)

DISABILITY ADJUDICATOR I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
 communicating effectively both ~~orally~~ *verbally* and in writing; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Disability Adjudicator II.)

DISABILITY ADJUDICATOR TRAINEE

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a social science, health science, legal studies, business or public administration or related field; OR Associate's degree from an accredited college or university in a social science, health science, legal studies, business or public administration, or related field and one year of paraprofessional experience performing social services case processing duties which included applying and explaining program rules, regulations, policies and procedures; and obtaining, evaluating and documenting information; OR graduation from high school or equivalent education and two years of paraprofessional experience as described above; OR one year of experience as a Rehabilitation Technician III in Nevada State service; OR two years of experience as a Rehabilitation Technician II in Nevada State service; OR an equivalent combination of education and experience as described above.

*ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
 General knowledge of: recordkeeping; basic interviewing practices; rights to privacy and confidentiality of information; database, spreadsheet and word processing software. Ability to: read and apply rules, regulations, policies and procedures; document facts and prepare clear and understandable case notes; read and interpret legal, medical and technical documents; communicate effectively both verbally and in writing; compile information and prepare reports; operate computers and peripheral equipment to store, record and retrieve information; interact effectively with persons from varying cultural, educational, economic and social backgrounds; establish and maintain rapport with clients.*

*FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
 (These are Identical to the Entry Level Knowledge, Skills and Abilities required for Disability Adjudicator I.)*

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>12.457</u>	<u>12.456</u>	<u>12.428</u>	<u>12.426</u>	<u>12.425</u>
ESTABLISHED:	9/19/03PC	7/1/93P 10/23/92PC	1/1/61	<i>4/7/20UC</i>	11/8/94UC
REVISED:			12/15/69		
REVISED:			11/21/73		
REVISED:			10/2/79-3		
REVISED:			6/24/83		
REVISED:			7/1/93P		
REVISED:			10/23/92PC		
REVISED:		11/8/94UC	11/8/94UC		
REVISED:		9/19/03PC	9/19/03PC		9/19/03PC
REVISED:	2/10/06PC		2/10/06PC		2/10/06PC

DISABILITY ADJUDICATION SUPERVISOR	35	B	12.457
DISABILITY ADJUDICATOR III	33	B	12.456
DISABILITY ADJUDICATOR II	32	B	12.428
<i>DISABILITY ADJUDICATOR I</i>	<i>31</i>	<i>B</i>	<i>12.426</i>
DISABILITY ADJUDICATOR [H] <i>TRAINEE</i>	30	B	12.425

Page 7 of 7

	<u>12.457</u>	<u>12.456</u>	<u>12.428</u>	<u>12.426</u>	<u>12.425</u>
REVISED:	10/15/13UC	10/15/13UC	10/15/13UC		10/15/13UC
REVISED:					12/23/13UC
REVISED:	2/6/15RNC	2/6/15RNC	2/6/15RNC		2/6/15RNC
REVISED:	2/19/16UC	2/19/16UC	2/19/16UC		2/19/16UC
<i>REVISED:</i>	<i>4/7/20UC</i>	<i>4/7/20UC</i>	<i>4/7/20UC</i>		<i>4/7/20UC</i>