



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
DISABILITY ADJUDICATOR I	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.

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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.

Disability Adjudicator III: Under general direction, incumbents perform journey level claims adjudication, 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.

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 may occur upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

Disability Adjudicator I: 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.

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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 or related field and two years of journey level experience making disability determinations independent of review by medical or psychological consultants 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: Associate's degree from an accredited college or university in a social science, health science, legal studies or related field and three years of experience adjudicating claims, two years of which included adjudicating claims for Social Security disability which included two years of experience performing the full range of duties described in the series concept; **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

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MINIMUM QUALIFICATIONS (cont'd)

DISABILITY ADJUDICATOR III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

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: Associate's degree from an accredited college or university in a social science, health science, legal studies or related field and two years of 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; **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 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

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MINIMUM QUALIFICATIONS (cont'd)

DISABILITY ADJUDICATOR II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

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 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 III.)*

DISABILITY ADJUDICATOR I

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in a social science, health science, legal studies or related field and one year of 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 a caseload; **OR** one year of experience as a Disability Adjudicator Trainee; **OR** an equivalent combination of education and experience.

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-workers, consulting staff and claimants, and maintain composure in confrontational situations; rapidly review and analyze information, problems, situations and data pertaining to the decision-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; communicating effectively both orally and in writing.

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.)*

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.

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REVISED:	10/15/13UC	10/15/13UC	10/15/13UC	10/15/13UC
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