

## Disability Claims Adjudicator 2

### Role: 002WP2 - Disability Claims Adjudicator 2

#### **About the Job:**

As the Disability Claims Adjudicator, you will be responsible for making decisions of eligibility for Social Security Disability Insurance and Supplemental Security Income Benefits.

#### **A Day in the Life:**

The essential functions of this role are as follows:

- Provide accurate and thoroughly researched medical, policy and technical guidance to all adjudicative staff, to include physicians, supervisors, adjudicators, and support staff.
- Review claims returned by the SSA Disability Quality Branch with cited deficiencies and write rebuttals.
- Review and comment on draft policy changes proposed by SSA.
- Adjudicate technically difficult cases and maintain a specialized caseload, including high priority cases.
- Review cases referred to the CDI Unit for potential fraud or similar fault.
- Assist in training new contract medical staff and resolve medical staff or operations disagreements.
- Participate in on-going special projects such as the DDB's arbitration process serving alternately as coordinator of arbitration panels and panel participant.
- Reviewing claimants' work histories for sufficiency, and concisely detailing additional information needed.
- Identifying acquired skills and researching for possible transferability of skills.
- Drafting updates and additions to DDB's instructional and training materials.
- Developing and conducting training for all staff, as directed.
- Conduct due process administrative hearings for continued eligibility of benefits.
- Maintain the consultative examiner file, with accurate data for scheduling and payment processing.
- Perform on-site reviews of exam facilities and procedures
- Recruit medical, psychological, and speech and language vendors to perform consultative examinations and collateral testing.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time.

#### **What We're Looking For:**

#### **What You'll Need for Success:**

The ideal candidate will have the following qualifications:

- Five years of full-time professional experience in the evaluation and adjudication of Social Security Disability and/or Supplemental Security Income claims and successful completion of the four phases of the Disability Claims Adjudicator Training Program. Accredited college training may substitute for the required experience, with a maximum substitution of four years.

- Extensive knowledge of and the ability to understand and apply the established principals, policies and guidelines of the Social Security Administration pertaining to case evaluation, program operation procedures, Privacy Act, Freedom of Information Act, Social Security Rulings, court decisions, vocational rules, and internal business processes.
- Excellent organizational skills and the ability to quickly read voluminous documents in both paper and electronic format.
- Ability to use multiple computer programs, and key data accurately and efficiently.
- Ability to present ideas clearly and effectively, both written and orally, and to deal tactfully with others.
- Ability to research medical references, such as the Merck Manual, Physicians' Desk Reference, and Diagnostic and Statistical Manual of Mental Disorders.

This person must satisfy the following requirements to continue employment:

- Must successfully pass both the State background check and the Federal HSPD-12 credentialing process.

### **Supervisory Responsibilities/Direct Reports:**

This role does not provide direct supervision to direct reports.

### **Difficulty of Work:**

Each case is unique and contains various combinations of disease processes and functional restrictions. The Social Security Administration regulations require the Adjudicator 2 to evaluate pain, assess credibility of the claimant's allegations and assigns controlling weight of the treating physicians' opinions against the objective medical data. Due to these factors, equivocal federal guidelines, and the combination of physical and mental impairments, the final decision is often judgmental and difficult. Balancing this large workload with the complexity of the severity assessment/evaluation process is difficult.

### **Responsibility:**

The most important decision is the final decision of eligibility for cash benefits. This final decision is required at the initial application and on reconsideration appeal. In addition, a decision as to continued eligibility is required on Continuing Disability Review Cases. Only a small random sample of final decisions will be reviewed before effectuation. All decisions regarding the processing of the Social Security Disability Insurance and Supplemental Security Income Claims are made independently. A physician and/or psychologist co-sign the final decision of eligibility but are not responsible for the assessment of vocational factors. This places a greater degree for accuracy in their advice.

### **Personal Work Relationships:**

The Adjudicator 2 communicates with a variety of individuals during the processing of disability claims. This communication is face-to face with adjudicative staff, by written correspondence or by telephone.

### **Personal Work Relationships:**

This individual will be expected to partner with agency personnel and related stakeholders working towards completion of assigned functions. Exceptional customer service is provided to agency partners and/or the general public.

Partnership with relevant public agencies, federal, state & local governments and/or community leaders may be required.



### **Physical Effort:**

This role performs work in an environment where sitting for extended periods of time could be expected.




### **Working Conditions:**

This role performs work in a standard office environment.



### **Competencies**

- Communicating Effectively
- Prioritizing and Organizing Work
- Critical Thinking
- Delivering High Quality Work



### **Last Updated (By and Date)**

C. Rowley 12.7.22 (Rewrite Complete)