

Nebraska Department of Education  
Classification Specification  
Established: 8/03 Revised: 6/14

Job Code: EDB503/ EDR503/EDO503  
Paygrade: 45

## **DDS Adjudicator II**

**Purpose of Class:** Accumulates and evaluates the medical, psychological, and vocational evidence needed to determine the eligibility for Social Security Programs; determines eligibility for initial, reconsideration, and continuing disability claims in accordance with federal/state regulations.

### **Distinguishing Characteristics**

**Level:** Third in a series of four

**Work Direction Received:** Works under general/limited supervision

**Direction of Others:** None

**Scope/Nature of Discretion:** General discretion; performs duties with moderate opportunity to exercise independence within broadly-defined policies and procedures

### **Examples of Duties**

Reviews incoming cases to determine the type and amount of documentary evidence necessary for adjudication of cases according to Social Security Administration (SSA) and Disability Determinations Section (DDS) policies; prepares requests to physicians, clinics, hospitals, and other sources of evidence of record, which may have probative value in deciding eligibility for benefits; maintains continuing contact with sources of evidence to ensure the completeness and timeliness of responses.

Reads, assesses, and files evidence including medical reports, activities of daily living (ADL), vocational reports by the claimant, and third party information including ADL and work performance reports, in order to determine adequacy of evidence and the need for additional information.

Evaluates all documentary evidence in case files in accordance with program standards and, when necessary, consults with agency medical professionals, to determine the severity and duration of the impairment, the claimant's residual functional capacity, and the future opportunity to engage in work activity; makes and records decisions of allowance or denial; completes required forms and functional assessments; writes personalized denial notices for unfavorable/partially favorable decisions.

Prepares written analysis of cases to support medical decisions; prepares related paperwork required for claim adjudication, including decisional documents and referrals to appropriate state/community based agencies.

Participates in continuing training regarding updates on the latest administrative policies, procedures, and legislative directives.

### **Examples of Duties (continued)**

Contacts claimants, as necessary, to secure additional information needed for documentation and adjudication of claims; gathers information regarding past work, possible other impairments; updates sources as needed; contacts third parties, employers, and attorneys to request information regarding additional medical and work-related information relevant to claimant.

Determines the need for purchase of special consultative examinations; initiates accounting procedures necessary for these expenditures; approves payment after reviewing reports to ensure that all billed services were provided.

Develops knowledge and proficiency in each of the specialist functions in disability evaluation (e.g., continuing disability investigation, reconsideration-level claims, due process procedures, vocational analysis, case consultation); reviews SSA regulations and updates in order to make accurate decisions of disability according to most current guidelines set forth by SSA.

### **Minimum Qualifications**

Two years as a DDS Adjudicator I, including meeting established accuracy, speed, and case production criteria. Three years of work experience as an adjudicator in a DDS setting in another state may count toward the DDS Adjudicator work experience requirements.

### **Knowledge and Abilities**

#### Knowledge

- Formats used in written business communications
- English grammar, spelling, and composition needed for correspondence
- Computer software applications necessary to perform required duties
- Types and uses of office equipment
- Office management principles, methods, and procedures
- Commonly used governmental/agency terminology
- Examiner letters and forms used by agency
- Case development by examiners and process by which evidence is collected to support disability claims
- General requirements for obtaining/maintaining medical records
- Medical terminology and knowledge of diseases
- SSA terminology and data used in determining eligibility
- Related Vocational Rehabilitation case information
- Requirements of the disability program and SSA case processing procedures

#### Abilities

- Communicate orally and in writing and follow oral and written instructions
- Read and interpret written instructions including manuals and documents
- Establish and maintain effective working relationships with other employees
- Maintain and organize information within prescribed systems and procedures

Abilities (continued)

- Handle confidential and sensitive information appropriately
- Acquire, comprehend, assimilate, and apply concepts and processes necessary to disability evaluation
- Operate office equipment, including computer, to perform required duties
- Interact with claimants, their representatives, members of the medical community, and other employees courteously and tactfully
- Work with increasing independence in making decisions