

Nebraska Department of Education
Classification Specification
Established: 8/03 Revised: 6/0714

Job Code: EDB505/EDR505/EDO505
Paygrade: 47

DDS Hearings Officer

Purpose of Class: Conducts due process, administrative, and quasi-judicial disability hearings to determine continued eligibility for Social Security Administration (SSA) disability recipients whose disability benefits have been terminated; meets with public to conduct due process hearings; writes full rationales explaining decisions and reasons to claimants and future reviewers.

Distinguishing Characteristics

Level: Single position in the series

Work Direction Received: Works under limited supervision

Direction of Others: Guides/Oversees; may lead in providing work direction

Scope/Nature of Discretion: Delegated discretion; performs duties with the authority to initiate and execute actions deemed necessary/advisable

Examples of Duties

Composes and issues complete decisions resulting in findings of facts regarding disability eligibility; conducts hearings according to SSA Disability Program rules and regulations.

Assesses residual functional capacity (RFC) independent of medical consultant staff.

Reviews previously developed cases in which benefits have ceased in advance of a hearing to ensure all necessary development has been completed; identifies issues to be considered at a hearing.

Analyzes all material which has been previously developed and identifies all issues to be clarified and considered at hearings; schedules date, time, and location of hearings; notifies other parties.

Resolves conflicts and deficiencies in the evidence through questioning and eliciting of testimony during the hearing.

Evaluates all documentary and testimonial evidence; considers evidence in context of the law, federal regulations, SSA Commissioner's rulings, and other program policies.

Analyzes evidence and makes "finding of fact" in preparation of a determination as to the claimant's continuing eligibility for SSA disability benefits; makes a determination as to the recipient's continuing eligibility for benefits.

Prepares written decisions after hearings, including analyses of factual issues and rationales for decisions.

Examples of Duties (continued)

Provides advisory information to the claimant and his/her representative, if applicable, concerning matters such as further appeal rights and submission of additional evidence.

May be temporarily assigned work usually performed by disability examiners as required by the overall agency workload.

Minimum Qualifications

~~Must meet the minimum qualifications of the DDS Adjudicator Trainee plus successful completion of a minimum of two years as a DDS Adjudicator III, including meeting established accuracy, speed, and case production criteria. At least six years of work experience as an adjudicator in a DDS setting in another state may count toward the DDS Adjudicator work experience requirement.~~

Knowledge and Abilities

Knowledge

- Concepts, principles, methodologies, and procedures used in adjudicating claims for disability benefits under Social Security Programs
- SSA District and Field Office Operations, Office of Hearings and Appeals Operations
- SSA programmatic operations as performed by claims representatives, mental health service providers, and medical treatment providers
- Legal rights of claimants and/or their representatives and principles of due process
- Commonly used governmental/agency terminology and examiner letters and forms used by agency
- Case development by examiners and process by which evidence is collected to support disability claims
- Requirements of the disability program and SSA case processing procedures
- General requirements for obtaining/maintaining medical records
- Medical terminology and knowledge of diseases and SSA terminology and data used in determining eligibility
- SSA terminology and data used in determining eligibility
- Computer software applications as needed to perform required duties

Abilities

- Communicate orally and in writing
- Locate and obtain additional medical evidence when necessary
- Establish and maintain effective working relationships within and external to the agency
- Maintain professional standards in all interactions with the public
- Understand, interpret, and apply rules, administrative policies, and program guidelines
- Develop and adjudicate claims for disability benefits
- Conduct administrative hearings and prepare written decisions
- Maintain and organize information within prescribed systems and procedures
- Handle confidential and sensitive information appropriately
- Acquire, comprehend, assimilate, and apply concepts and processes necessary to disability evaluation
- Work independently with minimal supervision
- May provide work direction and guidance to others
- Operate office equipment, including computer, as needed to perform required duties