

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

DISABILITY APPEALS OFFICER

POSITION CODE: 12530  
Effective: 06/01/2006

DISTINGUISHING FEATURES OF WORK:

Under general direction, conducts face-to-face evidentiary hearings on previously entitled beneficiaries of Title II and Title XVI provisions of the Social Security Act to determine if benefits should be reinstated; assesses all available facts and independently renders final agency decisions based on capability of performing work, review of case file, review of new evidence presented at the hearing to insure all factors are considered prior to the next level of appeal before a federal administrative law judge.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Reviews and analyzes disability cases developed by Disability Claims Adjudicators and summary of evidence prior to the hearing; uses program knowledge of Title II and Title XVI of the Social Security Act, Supplemental Security Income benefits, and knowledge of medical terminology and vocational guidelines when reviewing the case folder to identify all issues to be considered at the hearing.
2. Assesses qualifications of claimant's representatives, processes their appointment, explains their authority and responsibilities, processes representative's fee requests, and termination, suspension or disqualification of representative when necessary; reviews and assesses merit of requests for change in venue, postponement of hearing, need for interpreter, subpoenas and other requests for testimony and documents.
3. Travels to designated hearing sites within an assigned region of the State; conducts face-to-face evidentiary hearings with claimant, attorney and other qualified representatives at the appeal level of disability cessation claims; regulates the course of the proceedings, including administration of an oath prior to the questioning of the witnesses, appraising creditability of witness, resolving conflicting evidence through appropriate questioning, including remanding the case back to Adjudicative Services for further documentation and obtaining all pertinent information needed to make an accurate decision.
4. Independently prepares and releases timely final written decisions based upon the case folder information, additional documentary evidence submitted by the claimant, witnesses' testimony, findings of fact and analysis of all the evidence in accordance with the sequential evaluation process, and, whenever possible, citing statutes, rules and regulations concerning Title II and Title XVI of the Social Security Act, including the principles of "Collateral Estoppel" and "Res Adjudicata".
5. Provides information regarding the Social Security Disability Appeals process and due process to claimants, beneficiaries, representatives, and the general public.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## DISABILITY APPEALS OFFICER (Continued)

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college with courses in medical, legal, personnel administration and management, sociology, political science or education.

Requires three years of progressively responsible professional experience in disability claims adjudication.

#### Knowledges, Skills and Abilities

Requires thorough knowledge of Title II and Title XVI of the Social Security Act (SSA) and related disability laws and amendments affecting disability provisions including due process standards.

Requires thorough knowledge of the SSA's disability medical listings and documentation requirements.

Requires thorough knowledge of medical terminology, body systems, laboratory tests, effects of various impairments and the extent they cause disability.

Requires extensive knowledge of organization and operation of the Social Security Administration.

Requires extensive knowledge of the Division of Rehabilitation Services, the services it offers, and its organization and operation.

Requires working knowledge of disability determination hearings and the Social Security Disability Appeals process.

Requires ability to review and evaluate legal, medical and occupational aspects of a controversial disability claim and identify all necessary issues to be considered for determining disability under Title II and Title XVI of the Social Security Act.

Requires ability to conduct and regulate the course of action in a face-to-face evidentiary appeal hearing following the contested reconsideration of disability adjudication determination.

Requires effective communications skills and the ability to interact with people of varying backgrounds.

Requires the ability to use tact and courtesy in dealing with disrespectful or disorderly conduct during the appeals process and exercising judicial impartiality in the process.

Requires ability to independently interpret complex issues and make timely, perspicuous decisions from information gathered and evidence presented.

Requires ability to maintain satisfactory working relationships with claimants, their representatives, departmental personnel, and the general public.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.