



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DISABILITY ADJUDICATOR II

Job Number: 20001123

Job Code: 65180V231016

Job Group: 6500 - PUBLIC ASSISTANCE

Job Established: 01/16/2002

Job Revised: 10/16/2023

Grade: 13 Salary (MIN - MID):

\$20,549-\$30,824 - Hourly

\$3,339.22-\$5,008.90 - 37.5 Hr. Monthly Salary

\$3,561.84-\$5,342.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides professional disability adjudication for Social Security Administration disability applicants. Independently makes eligibility determinations on all types of disability claims involving all categories of disabilities; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Two years of experience adjudicating Social Security Administration disability claims.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in adjudicating Social Security Administration disability claims or administrative experience within an organization that adjudicates Social Security Administration disability claims will substitute for the required bachelor's degree on a year-for-year basis. Current or prior military experience will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides professional adjudication of Social Security Administration (SSA) disability claims. Defines the scope of information pertinent to and supporting the application for benefits and develops a strategy to obtain that information. Analyzes information received in light of medical knowledge about diseases and conditions, legal/vocational knowledge about the Social Security Act, rulings/ regulations, etc. Logs new cases in the system, sends requests for medical information and supplementary information, requests a consultative examination if there are no medical sources, and completes follow-up actions to obtain outstanding information. Reviews the case and makes a medical and vocational decision as set forth by SSA guidelines. Evaluates statements, claims, and evidence for sufficiency, consistency, validity and credibility. Researches medical and vocational issues through the use of written policy and instructional material or consults medical, vocational, or other specialists concerning specific issues of the claim. Determines eligibility for disability benefits. Prepares formal determination including completion of forms and an explanation of the determination. Incorporates new material and updates knowledge of program standards as a result of reading, feedback, and training.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. This is a 40-hour work week requirement.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.