



**DIVISION OF VOCATIONAL REHABILITATION (DVR)  
DISABILITY ADJUDICATOR**

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**General Summary**

Disability Adjudicators determine Social Security Disability eligibility for applicants in New Mexico.

**Disability Adjudicator I**

**Jobcode: G10801**

**Pay Band: 55**

**FLSA Status: Non-exempt**

***Distinguishing Characteristics***

This is the entry level Disability Adjudicator. At this level, the employee learns and gains experience by working with and assisting more senior staff.

***Minimum Qualifications***

Bachelor's Degree in any field from an accredited college/university.

***Essential Duties and Responsibilities\****

- Manages a caseload of up to one hundred (100) claims including initiating ten (10) to fifteen (15) new claims each week.
- Closely monitors and follows up to insure timely actions and a high level of accuracy.
- Determines jurisdiction and analyzes legal and programmatic issues.
- Works with claimants, attorneys, educators, medical servicing providers and Social Security Administration staff to obtain necessary information for claims processing.
- Formulates legal rationales for subsequent use at appellate hearings and determines time frames of government responsibility for providing monetary benefits and health care coverage.

**Disability Adjudicator II**

**Jobcode: G10802**

**Pay Band: 60**

**FLSA Status: Non-exempt**

***Distinguishing Characteristics***

The Disability Adjudicator II is differentiated from the Disability Adjudicator I by the level of independence the position is given and its ability to assist in the most complicated cases. This is the full performance level of Disability Adjudicator.

***Minimum Qualifications***

Bachelor's Degree in any field from an accredited college/university and one (1) year or more of successful Social Security Administration disability adjudication experience.

***Essential Duties and Responsibilities\****

- Manages a caseload of up to one hundred thirty (130) claims including initiating twelve (12) to fifteen (15) new claims each week.
- Closely monitors and follows up to insure timely actions and a high level of accuracy.
- Determines jurisdiction and analyzes legal and programmatic issues.
- Works with claimants, attorneys, educators, medical servicing providers and Social Security Administration staff to obtain necessary information for claims processing.

## (DVR) DISABILITY ADJUDICATOR

- Conducts analyses of medical, legal and program information in order to render decisions regarding eligibility for Initial, Reconsideration and Continuing Disability Review level Social Security Disability benefits.
- Formulates legal rationales for subsequent use at appellate hearings and determines time frames of government responsibility for providing monetary benefits and health care coverage.

### **Disability Adjudicator III**

**Jobcode: G10803**

**Pay Band: 70**

**FLSA Status: Non-exempt**

#### ***Distinguishing Characteristics***

The Disability Adjudicator III differs from the Disability Adjudicator II as the employee performs in a senior professional role. This employee serves as a technical consultant and trains less experienced staff.

#### ***Minimum Qualifications***

Bachelor's Degree in any field from an accredited college/university and three (3) years or more of successful Social Security Administration disability adjudication of initial, reconsideration, and continuing disability review claims.

#### ***Essential Duties and Responsibilities\****

- Without supervision, makes Social Security disability determinations for specialized claims that include terminal illness cases (TERI), Military Casualty/Wounded Warrior (MSWW), Quick Disability Determination (QDD), and Compassionate Allowance Claims (CAL), without input or review by a medical or psychological consultant, to assure expedited processing. Processes at least 900 or more of these claims per year.
- Assists the Disability Adjudicator Supervisor to assure adjudicators establish and maintain appropriate Social Security Administration Disability policy and program knowledge and caseload management skills through consultation, coaching, mentoring and training.
- Reviews a random sample of disability determinations at all claim levels to insure both substantive and technical compliance with the Social Security Act.
- Conducts disability hearings regarding eligibility for continued Social Security eligibility. Gathers evidence and testimony, and insures that the procedural requirements for Social Security disability hearings are followed.
- Provides liaison services between DDS and other entities, including the state congressional delegation, and recruits medical vendors and providers.

### **Disability Adjudicator Supervisor**

**Jobcode: G1080S**

**Pay Band: 75**

**FLSA Status: Exempt**

#### ***Distinguishing Characteristics***

Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees\*\* and responding to worker and client needs in a timely fashion in adherence with policy and procedures.

## (DVR) DISABILITY ADJUDICATOR

### ***Minimum Qualifications***

Bachelor's Degree in any field from an accredited college/university and three (3) years or more of successful Social Security Administration disability adjudication of initial, reconsideration, and continuing disability review claims.

### ***Essential Duties and Responsibilities\****

- Develops networks and builds alliance; collaborates across boundaries to build strategic relationships and achieve common goal.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Conducts adjudicatory or administrative hearings, establishes hearing dates and issues subpoenas and conducts pre-hearing interviews.
- Ensures that employees are appropriately recruited, selected, and appraised; addresses performance issues.
- Provides career coaching through mentoring and arranges for outside training opportunities when available

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**Bargaining Unit:** N/A

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Working Conditions:** Work is performed in an office setting: late hours, weekends, on-call and callback work may be required. Will be exposed to regular periods of video display terminal and keyboard usage and stressful situations. Travel may be required. Possible exposure to irate clientele. Incumbent will work under stress and frequent time constraints.

**Established:** 04/30/2015

**Revised:**

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*\*Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*

*\*\* Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*