



## Social Security Administration SSA-801 -- Position Description

1. Position Description #:		<b>2E089</b>																					
2. Official Title:		<b>Administrative Law Judge (Licensing and Benefits)</b>																					
3. Pay Plan/Series/Grade:		<b>AL-935-03</b>																					
4. Organizational Title:																							
5. Classified/Graded By:		Joseph Kennedy				Date:		11-26-13															
6. Organizational Location:		SSA, Office of Disability Adjudication and Review, Office of the Chief Administrative Law Judge, Office of the Regional Chief Administrative Law Judge/National Hearing Center, Hearing Office/Hearing Center																					
7. Number of Allocations:		2,000																					
8. Reason for Submission:				New		X		Redescription Replaces PD# 66622 and Addendum				Reestablished				Other							
9. Service:				Headquarters		X		Field															
10. Employing Office:		Various				11. Duty Station		Various															
12. Fair Labor Standards Act:		X		Exempt								Non-Exempt											
13. Financial Statement Required:		X		Executive Personnel Financial Disclosure				Employment and Financial Interests															
14. Position Status:		X		Competitive		Excepted (Specify in Remarks)				SES (Gen)		SES (CR)											
16 Supervisory/Leader Status:				Supervisory		X		Non-Supervisory				Team Leader		Work Leader									
17. Sensitivity:				Non Sensitive Low Risk				NonCritical Sensitive				Critical Sensitive		Special Sensitive		X		Moderate Risk				High Risk	
<p>19. <b>Supervisor Certification.</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that the false or misleading statements may constitute violations of such statutes or their implementing regulations. <b>REQUIRED</b></p>										<p>Typed Name/Title of Certifying Supervisor: <b>Debra L. Bice, Chief Administrative Law Judge</b> Signature of Certifying Supervisor and Date: <b>/s/ Debra L. Bice 10-25-12</b></p>													
<p>20. Higher Level Management Concurrence (Optional)</p>										<p>Typed Name/Title of Higher Level Manager: <b>Glenn E. Sklar, Deputy Commissioner for Disability Adjudication and Review</b> Signature of Higher Level Manager and Date: <b>/s/ Glenn E. Sklar 10-24-12</b></p>													
<p>21. <b>Allocation Certification</b> I certify that each incumbent will perform the grade controlling duties and responsibilities of this position for a substantial amount of time (i.e., 25% or more). <b>REQUIRED for Non-Supervisory GS-14 &amp; Below</b></p>										<p>Typed Name/Title of Delegated Authorizing Official for Non-Supervisory GS-14 and Below:  Signature of Delegated Authorizing Official and Date</p>													
<p>22. <b>Classification/Job Grading Certification.</b> I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards and authorize establishment of the position.</p>																							
<p>Typed Name/Title of Official Taking Action: <b>Joseph Kennedy, Associate Director for HR Solutions Office of Personnel Management</b></p>										<p>Signature of Official Taking Action and Date: <b>/s/ 11-26-13</b></p>													
<p>23. Typed Name/Title of Delegated Official for GS-15/SES:</p>										<p>Signature of Delegated Authorizing Official for GS-15/SES and Date:</p>													
<p>24. Standards and information on application are available in the personnel office. Position Classification Standards used in Classifying Position and date issued: <b>Classification Guidelines for ALJ Positions</b></p>																							
<p>25. Remarks:</p>																							
<p>26. Description of Major Duties and Responsibilities (See Attached)</p>																							

Administrative Law Judge  
(Licensing and Benefits)  
AL-935-03  
PD# 2E089

I. ORGANIZATIONAL LOCATION OF POSITION

This position is located in a hearing office or hearing center under the Office of the Regional Chief Administrative Law Judge or the National Hearing Center, Office of the Chief Administrative Law Judge, Office of Disability Adjudication and Review (ODAR), Social Security Administration (SSA), which are located throughout ten geographically dispersed regions, encompassing the United States and Puerto Rico.

II. FUNCTIONS

Under a direct delegation from the Commissioner of Social Security, and pursuant to agency regulations implementing the Social Security Act, as amended (Act), the incumbent has authority to hold hearings and make and issue decisions on appeals from determinations made in the course of administration of titles II, VIII, and XVI of the Act in conformity with the Administrative Procedure Act. The types of case heard include: (1) appeals involving old age, survivors, and disability benefits under title II of the Act; (2) appeals involving special veteran's benefits under title VIII of the Act; and (3) appeals involving supplemental security income under title XVI of the Act. The incumbent may handle any of these types of cases, regardless of the degree of difficulty or complexity of the issues.

III. DUTIES AND RESPONSIBILITIES

Under the direction and supervision of the Hearing Office Chief Administrative Law Judge or the Hearing Center Chief Administrative Law Judge, the incumbent holds hearings and makes and issues decisions on appeals from determinations on claims filed under titles II, VIII, and XVI of the Act. Specific duties and responsibilities include but are not limited to:

A. Investigating the facts of each claim and developing the arguments both for and against granting benefits. Generally, the incumbent holds non-adversarial hearings on the record, and issues decisions based on all the evidence presented. The incumbent derives authority from the Commissioner of Social Security and has, under section 205(b) of the Act, the authority to find facts and to conduct hearings in accordance with the agency's regulations, rulings, policy statements, and other interpretations of the law. Under agency regulations that implement titles II, VIII, and XVI of the Act, the incumbent holds hearings and issues timely and legally sufficient decisions and may: (1) dismiss a request for hearing and rule on a request for an extension of time; (2) identify issues to be resolved; (3) analyze the evidence; (4) determine whether there are other parties to be joined in the case; (5) issue subpoenas and rule on petitions to revoke subpoenas; (6) consider and resolve conflicting evidence; (7) hear testimony and rule on all motions, petitions, or exceptions involving questions of law, procedure, and the admissibility of evidence; (8) hold pre-hearing conferences with the claimant, representative, or both; (9) make the evidence of record available to the parties and inform them of any evidence or expert testimony required in connection with the hearing; (10) administer oaths and affirmations; (11) govern the conduct of the parties at the hearing, and in general regulate the course of the hearing; (12) control the examination and cross-examination of witnesses; (13) introduce into the record documentary and other evidence deemed necessary for the completion or full development of the record; (14) hear oral argument, and receive and consider briefs that are submitted; (15) evaluate the credibility of witnesses, and resolve conflicts in lay and expert evidence; (16) consider and dispose of proposed findings of fact and conclusions of law submitted by the claimant; (17) make findings of fact in accordance with the Act, the agency's regulations, rulings, and policy on each issue, giving reasons therefore, and render conclusions of law; (18) fully consider all the evidence of record, and issue timely and legally sufficient decisions within the requirements of the Act, which decisions are final,

and which are individually signed or individually approved by the incumbent prior to issuances; and (19) entertain petitions for representative fees and issue orders designating the amount of fee authorized.

B. Taking other action not inconsistent with the Act, the Commissioner's regulations, rulings, and other policies, such as issuing decisions in matters remanded by the Federal courts in accordance with the Appeals Council's instructions.

C. In the absence of the Hearing Office Chief Administrative Law Judge or Hearing Center Chief Administrative Law Judge, may be assigned to act as the Hearing Office Chief Administrative Law Judge of a hearing office or Hearing Center Chief Administrative Law Judge of a hearing center under the general direction and supervision of the Regional Chief Administrative Law Judge or Associate Chief Administration Law Judge for the National Hearing Center, Deputy Chief Administrative Law Judge, Chief Administrative Law Judge, and the Deputy Commissioner for Disability Adjudication and Review. As such, the incumbent would be responsible for the management of the hearing office or hearing center, and would also be responsible for holding hearings and making and issuing decisions on hearing requests made pursuant to the Act. Assignment as a Hearing Office Chief Administrative Law Judge or a Hearing Center Chief Administrative Law Judge is subject to the duties, responsibilities, and authorities set forth in the addendum for the Hearing Office Chief Administrative Law Judge and Hearing Center Chief Administrative Law Judge.

#### IV. SUPERVISION AND GUIDANCE

The incumbent is subject to the supervision and management of the Hearing Office Chief Administrative Law Judge or Hearing Center Chief Administrative Law Judge, Regional Chief Administrative Law Judge, Associate Chief Administrative Law Judge, Deputy Chief Administrative Law Judge, Chief Administrative Law Judge, and the Deputy Commissioner for Disability Adjudication and Review. The

incumbent exercises independent judgment on the evidence, free from pressure by the parties or agency officials, but is subordinate to the Commissioner in matters of policy and the interpretation of the law. The Commissioner has delegated authority to the incumbent to apply agency policy regarding the administrative adjudication and review of claims. The incumbent's decisions may not be substantively reviewed before issuance, but may be reviewed by the Appeals Council after issuance.

The Deputy Commissioner for Disability Adjudication and Review ensures, through delegations of authority to the Chief Administrative Law Judge, Deputy Chief Administrative Law Judge, Regional Chief Administrative Law Judge, Associate Chief Administrative Law Judge for the National Hearing Center, Hearing Office Chief Administrative Law Judge and the Hearing Center Chief Administrative Law Judge, that incumbents shall, on a continuing basis, receive such training and guidance as is necessary to ensure knowledge of the agency's policies and agency's interpretation of the law so that he/she is able to apply them properly.

V. SPECIAL KNOWLEDGE AND ABILITIES REQUIRED

An entry-level ALJ must meet OPM's regulatory requirements and qualification standards for ALJs and have passed the OPM ALJ examination. The following special knowledge and abilities are required for fully-trained, experienced incumbent ALJs at SSA.

The incumbent must have expert knowledge of judicial practice; a capacity for analysis; the ability to clearly and concisely convey decisional instructions to support staff; a capacity for clear and concise oral and written articulation; the ability to balance important and conflicting considerations; a proven ability to ensure a fair hearing; and the ability to discharge effectively and timely the responsibilities placed upon him/her for bringing all matters to a prompt and just decision. Inherent demands of the job require the incumbent to have such characteristics as tact, poise, firmness, impartiality, diplomacy, originality, imagination, initiative, professional bearing, as well as the ability

to control dispassionately any emotionalism of counsel, claimants, witnesses, or other individuals in order to ensure the orderly conduct of the proceedings. The incumbent must possess the ability to analyze and address novel and complex legal problems in accordance with the Commissioner's policies and interpretation of the law. The incumbent is required to evaluate the issues promptly and thoroughly before any testimony is adduced. If the pleadings are insufficient, the incumbent must have the necessary legal ability to take all actions required to clarify the issues, and may obtain stipulations of fact. Since the incumbent has no contempt powers, poise and diplomacy in meeting delicate situations are essential, as well as the ability to convey courtesy and respect to all those who appear in front of him/her.

Utilizing all of the technological and support staff resources provided by the agency, the incumbent must be able to exercise effective docket management and time-management skills including: (1) efficiently schedule cases for hearing; (2) hear and decide cases in a high volume caseload environment; (3) timely move cases toward dispositions; (4) timely write clearly and decisively; and (5) issue timely and legally defensible dispositions.

The incumbent must timely develop a clear and concise record, containing all relevant facts, while excluding all immaterial matters. The incumbent must be responsible and use judgment and initiative in deciding what evidence must be in the record in order to decide the issues in the case. The incumbent ensures that a hearing is timely held at which experts and/or other witnesses are called when evidence on medical and/or vocational factors are relevant and necessary to deciding the issues in the case.

In the disability programs, under titles II, VIII, and XVI, the incumbent must decide cases involving a wide variety of physical and mental impairments, and determine how the claimant's impairments affect the claimant's ability to perform substantial gainful activity. To reach informed judgments in these cases, the incumbent must possess knowledge of the medical, psychological, and vocational factors involved in each case. The incumbent

must also possess the ability to competently read and understand medical terminology and medical records.

The incumbent will sometimes need to utilize oral or written testimony of vocational and medical experts. The incumbent is required to perform the skillful and comprehensive interrogation of expert witnesses. The incumbent must be able to analyze and summarize in decisional format complex facts and legal conclusions clearly and concisely, and to create a dignified and objective atmosphere at the hearing. When the incumbent determines that a material issue in a case involves a determination of federal, state, local or foreign law on which the agency has not issued an opinion, the incumbent ensures that the issue is referred to the agency's Office of the General Counsel so that the agency can make a decision on the issue.

## ADDENDUM

Hearing Office Chief Administrative Law Judge  
Hearing Center Chief Administrative Law Judge  
AL-935-03

### I. PURPOSE

This addendum to the Administrative Law Judge (ALJ) position description sets forth the specific additional duties and responsibilities of the Hearing Office Chief Administrative Law Judge and Hearing Center Chief Administrative Law Judge, whenever an ALJ is appointed to serve as the Hearing Office Chief Administrative Law Judge of a hearing office or Hearing Center Chief Administrative Law Judge of a hearing center.

### II. POLICY

The Hearing Office Chief Administrative Law Judge and Hearing Center Chief Administrative Law Judge selections are recommended by the Regional Chief Administrative Law Judge or the Associate Chief Administrative Law Judge for the National Hearing Center (henceforth referred to as the Associate Chief Administrative Law Judge) with concurrence of the Deputy Chief Administrative Law Judge and/or Chief Administrative Law Judge, and the Deputy Commissioner for Disability Adjudication and Review for final approval. The ALJ selected as Hearing Office Chief Administrative Law Judge or Hearing Center Chief Administrative Law Judge will advance one-rate on the AL-3 scale unless the ALJ is already at the AL-3(F) level. A Hearing Office Chief Administrative Law Judge and Hearing Center Chief Administrative Law Judge serves at the pleasure of the agency and removal of Hearing Office Chief Administrative Law Judge and Hearing Center Chief Administrative Law Judge responsibilities is at the complete discretion of the Regional Chief Administrative Law Judge or the Associate Chief Administrative Law Judge, with the concurrence of the Chief Administrative Law Judge and/or the Deputy Chief Administrative Law Judge, and the Deputy Commissioner for Disability Adjudication and Review.



### III. FUNCTIONS

The position is established under the guidance, supervision, and authority of the Office of the Chief Administrative Law Judge, Office of the Regional Chief Administrative Law Judge and the National Hearing Center. The incumbent has supervisory and managerial responsibilities that are in addition to those of a non-supervisory ALJ. As a member of management, the incumbent is responsible for: (1) the management and overall well-being of the hearing office or hearing center to which assigned; (2) the overall strategic planning of the office so that the office meets all of its performance and productivity goals; and (3) holding hearings and making and issuing decisions on hearing requests made pursuant to titles II, VIII, and XVII of the Social Security Act, as amended (Act). The incumbent also serves as the first-line supervisor to ALJs and other subordinate employees within the office, and, in addition, performs all duties as described in the ALJ position description and additional duties and responsibilities as set forth in this addendum.

### IV. DUTIES AND RESPONSIBILITIES

Under the general administrative direction of the Regional Chief Administrative Law Judge or the Associate Chief Administrative Law Judge, the incumbent is responsible for all program and administrative matters concerning SSA's hearing process that arise in the hearing office or hearing center. Specific duties and responsibilities include but are not limited to:

- A. Providing leadership, vision, and supervision to all hearing office or hearing center employees, including ALJs, for the purpose of improving the hearing process and achieving the goals and objectives of the agency.
- B. Developing and implementing administrative policies and procedures designed to foster efficiency and effectiveness in managing the workload within the hearing office or hearing center, ensuring that all agency regulations and policies are followed.

- C. Either directly, or through subordinate supervisors, providing overall direction and guidance in the implementation and supervision of applicable administrative management regulations and procedures, governing assignment of office space, furniture, and equipment; approval of leave; maintenance of time and attendance requirements; approval of travel vouchers and itineraries; coordination of the use of medical experts and vocational experts for all employee assigned to the office.
- D. Carrying out applicable human resources management regulations and procedures governing responsibilities such as staffing, employment, retention, disciplinary actions, human resource development, labor-management relations, performance management, and equal employment opportunity for all employees assigned to the office.
- E. Making appropriate referrals to the agency's Employee Assistance Program for those employees who are in need of such services.
- F. Participating in administrative investigations, as directed by the Regional Chief Administrative Law Judge or the Associate Chief Administrative Law Judge, into allegations of improper conduct on the part of any employee, including ALJs, which may be in violation of law, rule, regulation and/or agency operating policies.
- G. Overseeing and implementing safety, security and emergency plans for the office, and ensures that all employees fully participate in training, drills, security awareness steps, etc., that relate to the safety and security of all those in the office. Ensures that security measures are fully implemented and in place, that perimeter security measures are operational, and that employees adhere to all agency rules and regulations regarding safety and security matters.

- H. Implementing all agency personally identifiable information (PII) policies and takes steps to ensure that all employees are in compliance with the agency's PII rules.
- I. Ensuring the implementation and maximum utilization of all office technology and automated systems.
- J. Directing and overseeing the work and other activities of all office employees, including ALJs. While ALJs independently identify the issues in the cases before them and apply the requirements of the Act to the evidence of record to arrive at decisions on the issues in these cases, ALJs nonetheless are subject to all aspects of supervision and management oversight similar to all other SSA employees.
- K. Providing advice and guidance to ALJs in substantive program policy and procedural matters relating to the adjudication of cases under the Act. As necessary, directs or conducts periodic training concerning the applicable laws, regulations, policy statements, rulings and their impact on the hearing process.
- L. Assigning and reassigning cases, in rotation insofar as practicable and in accordance with established agency policies, to individual ALJs.
- M. Providing oversight and supervising the expeditious processing of pending cases, ensuring that all employees, including ALJs, process cases in a manner that will provide timely and legally sufficient decisions to claimants. Working, as directed by the RCALJ or ACALJ, provides extraordinary leadership and management in guiding the office to meet regional and national goals and objectives.
- N. Ensuring the timely and accurate response to public, media, and Congressional inquiries.
- O. Serving as liaison between the office, other offices in the agency, other government agencies, local bar associations, medical communities and Congressional offices to promote better understanding of and improvement in the hearing process.