

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
UC Administrative Hearing Officer

SERIES NO.:
6395

MAJOR AGENCIES:
Unemployment Compensation Review Commission only

EFFECTIVE DATE:
08/28/2011

SERIES PURPOSE:

The purpose of the UC administrative hearing officer occupation is to conduct administrative law hearings to determine why an individual was separated from employment, whether the individual is entitled to unemployment benefits & the employer's liability.

At the developmental level, incumbents receive training & conduct administrative law hearings & issue decisions under tutelage of supervisor. At the full performance level, incumbents independently conduct administrative law hearings. At the supervisory level, incumbents supervise lower-level UC administrative hearing officers & conduct most complex cases. At the fifth level, incumbents serve as assistant to UC chief administrative hearing officer & assist in directing operations of unemployment compensation board of review (i.e., board). At the sixth level, incumbent directs entire operations of board & administers the unemployment compensation appeals process.

CLASS TITLE

UC Administrative Hearing Officer Trainee

CLASS NUMBER

63951

PAY RANGE

34

EFFECTIVE

08/28/2011

CLASS CONCEPT:

The trainee level class works under close supervision & requires working knowledge of adjudicative hearing process & procedures & state & federal laws, regulations, court decisions & prior Unemployment Compensation Review Commission decisions applicable to eligibility for unemployment benefits in order to receive training & conduct administrative law hearings & issue decisions (i.e., under tutelage of supervisor) ruling on eligibility for unemployment benefits.

CLASS TITLE

UC Administrative Hearing Officer

CLASS NUMBER

63952

PAY RANGE

15

EFFECTIVE

07/26/1998

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of adjudicative hearing process & procedures & state & federal laws, regulations, court decisions & prior Unemployment Compensation Board of Review decisions applicable to eligibility for unemployment benefits in order to conduct administrative law hearings & issue decisions ruling on eligibility for unemployment benefits.

CLASS TITLE

UC Senior Administrative Hearing Officer

CLASS NUMBER

63955

PAY RANGE

16

EFFECTIVE

04/04/1993

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of adjudicative hearing process & procedures, state & federal laws, regulations, court decisions, prior Unemployment Compensation Board of Review Commission decisions applicable to eligibility for unemployment benefits & supervisory principles/techniques in order to supervise & monitor work of assigned team of lower-level UC administrative hearing officers & hear most complex cases (i.e., including further appeals to board, mass appeals, labor disputes, employer tax & precedent cases).

CLASS TITLE

UC Assistant Chief Administrative Hearing Officer

CLASS NUMBER

63956

PAY RANGE

17

EFFECTIVE

03/07/2004

CLASS CONCEPT:

The first administrative level class works under direction & requires thorough knowledge of adjudicative hearing process & procedures, state & federal laws, regulations, court decisions, prior Unemployment Compensation Board of Review decisions applicable to eligibility for unemployment benefits, supervisory principles/techniques & managerial principles/techniques in order to serve as assistant to UC chief administrative hearing officer, assist in directing operations of board & supervise UC senior administrative hearing officers.

CLASS TITLE

UC Chief Administrative Hearing Officer

CLASS NUMBER

63957

PAY RANGE

18

EFFECTIVE

03/07/2004

CLASS CONCEPT:

The second administrative level class works under administrative direction & requires extensive knowledge of adjudicative hearing process & procedures, state & federal laws, regulations, court decisions, prior Unemployment Compensation Board of Review decisions applicable to eligibility for unemployment benefits, supervisory principles/ techniques & managerial principles/techniques in order to direct entire operation of board & administer unemployment compensation appeals process.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|---|----------------------------|---------------------|-------------------------|-------------------------|
| UC Administrative Hearing Officer Trainee | 63951 | 14 | 08/28/2011 | 34 |

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Receives training (i.e., observes hearings conducted by higher-level UC administrative hearing officer & conducts hearings under observation of supervisor & writes & forwards decisions to supervisor for supervisor's review & comments) & conducts administrative law hearings to determine why an individual was separated from employment & whether an individual is entitled to unemployment benefits, explains hearing procedure & advises parties to their rights, administers oath & oversees taking of testimony (e.g., questions parties on both direct & cross-examination, rules on motions & objections, determines admissibility of evidence, assists parties in cross-examination, secures stipulations).

Writes decisions (e.g., reviews evidence; researches legal issues; dictates decisions; proofreads & corrects decisions); prepares for hearing (e.g., reviews files; authorizes issuance of subpoenas; conducts legal research; confers with parties regarding scheduling & continuances; answers questions & interprets policies & procedures; reviews notices & documents generated by Unemployment Compensation Review Commission to assure that parties & issues are correctly identified).

MAJOR WORKER CHARACTERISTICS:

Knowledge of law; adjudicative hearing process & procedures; state & federal laws, regulations, court decisions & prior Unemployment Compensation Review Commission decisions applicable to eligibility for unemployment benefits*; interviewing; public relations. Skill in operation of tape recorder*; personal computer*. Ability to elicit testimony & evidence, define issues, apply appropriate laws, rules & procedures applicable to rendering decisions consistent with findings of fact; use proper research methods in gathering data; handle routine & sensitive inquiries from & contacts with hearing participants, attorneys, government officials/ representatives & general public; resolve complaints from angry hearing participants, attorneys, government officials/representatives & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code; 6 mos. exp. as licensed attorney; valid driver's license.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

UNUSUAL WORKING CONDITIONS:

Requires travel; may be exposed to persons who are irate or hostile.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|-----------------------------------|----------------------------|---------------------|-------------------------|-------------------------|
| UC Administrative Hearing Officer | 63952 | EX | 07/26/1998 | 15 |

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts administrative law hearings to determine why individual was separated from employment & whether individual is entitled to unemployment benefits, explains hearing procedure & advises parties to their rights, administers oath & oversees taking of testimony (e.g., questions parties on both direct & cross-examination, rules on motions & objections, determines admissibility of evidence, assists parties in cross-examination, secures stipulations).

Writes decisions (e.g., reviews evidence; researches legal issues; dictates decisions; proofreads & corrects decisions); prepares for hearing (e.g., reviews files; authorizes issuance of subpoenas; conducts legal research; confers with parties regarding scheduling & continuances; answers questions & interprets policies & procedures; reviews notices & documents generated by Unemployment Compensation Board of Review Commission to assure that parties & issues are correctly identified).

MAJOR WORKER CHARACTERISTICS:

Knowledge of law; adjudicative hearing process & procedures; state & federal laws, regulations, court decisions & prior Unemployment Compensation Board of Review Commission decisions applicable to eligibility for unemployment benefits; interviewing; public relations. Skill in operation of tape recorder*; personal computer*. Ability to elicit testimony & evidence, define issues, apply appropriate laws, rules & procedures applicable to rendering decisions consistent with findings of fact; use proper research methods in gathering data; handle routine & sensitive inquiries from & contacts with hearing participants, attorneys, government officials/ representatives & general public; resolve complaints from angry hearing participants, attorneys, government officials/representatives & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code; 3 yrs. exp. as UC Administrative Hearing Officer Trainee, 63951 or 3 yrs. of equivalent legal experience; valid driver's license.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

UNUSUAL WORKING CONDITIONS:

Requires travel; may be exposed to persons who are irate or hostile.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
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| UC Senior Administrative Hearing Officer | 63955 | EX | 04/04/1993 | 16 |

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises & monitors work of assigned team of lower-level UC administrative hearing officers, reviews selected hearings & decisions to assure that desired level of quality is met & answers questions concerning laws & procedures, conducts federal quality appraisal for assigned staff.

Hears most complex cases (i.e., including further appeals to board, mass appeals, labor disputes, employer tax & precedent cases); explains hearing procedure & advises parties of their rights, administers oath, oversees taking of testimony (i.e., questions parties on both direct & cross-examination, rules on motions & objections, determines admissibility of evidence, assists parties in cross-examination as necessary, secures stipulation if appropriate), assures that all individuals have chance to offer relevant testimony & to cross examine witnesses (i.e., including mass appeal cases); assures that clerical staff identify parties & issues involved, prepare notices & type decisions; contacts representatives of parties to schedule pre-hearing conferences & hearings; reviews records of prior hearing (i.e., for appeal hearing) & takes additional testimony.

Writes decisions (e.g., reviews evidence; researching legal issues; dictates decisions; proofreads & corrects decisions); prepares for hearings (e.g., reviews files; authorizes issuance of subpoenas; conducts legal research; confers with parties regarding scheduling & continuances; answers questions from public concerning board policies & procedures; reviews notices & documents generated by board to assure that parties & issues are correctly identified).

Prepares presentations for referees' conferences; speaks to outside groups regarding boards operation; answers questions from callers; provides assistance to docketing section (e.g., determines legal issues; resolves problems with reassignments); oversees operations in absence of higher-level supervisors; meets with management & other staff members to determine if problems exist & devises solutions to those problems.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law; adjudicative hearing process & procedures; state & federal laws, regulations, court decisions & prior Unemployment Compensation Board of Review Commission decisions applicable to eligibility for unemployment benefits; supervisory principles/techniques*; employee training & development*; interviewing; public relations. Skill in operation of tape recorder*; personal computer. Ability to elicit testimony & evidence, define issues, apply appropriate laws, rules & procedures applicable to rendering decisions consistent with findings of fact; use proper research methods in gathering data; handle routine & sensitive inquiries from & contacts with hearing participants, attorneys, government officials/representatives & general public; resolve complaints from angry hearing participants, attorneys, government officials/representatives & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code; 12 mos. exp. as UC Administrative Hearing Officer, 63952; valid driver's license.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

UNUSUAL WORKING CONDITIONS:

Requires travel; may be exposed to persons who are irate or hostile.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|---|---------------------|--------------|------------------|------------------|
| UC Assistant Chief Administrative Hearing Officer | 63956 | EX | 03/07/2004 | 17 |

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists in directing operations of Unemployment Compensation Board of Review (i.e., board), consults with agency administrator, UC chief administrative hearing officer & lower-level UC administrative hearing officers to formulate policy & resolve most complex legal issues, reviews files, decisions & hearing tapes of staff to insure quality & to resolve complaints & issues corrected decisions &/or vacates decisions when necessary, oversees scheduling calendar, oversees handling of postponements & withdrawals of appeals, acts as liaison with Ohio Department of Job & Family Services (i.e., ODJFS) (e.g., insures prompt transmittal of files & data to board, oversees staff responsible for updating computer tracking system & removing & storing data from system, consults with computer staff regarding design & implementation of computer operations, monitors work of support staff to insure efficiency of work) & supervises lower-level UC administrative hearing officers & clerical support staff (e.g., screens & interviews applicants & recommends candidates for hire, provides training for new staff members, consults with supervisory staff regarding disciplinary matters, recommends suspension & removals of professional staff, oversees completion of performance evaluations; resolves most difficult problems for staff).

Serves as legal counsel to board during absence of supervisor (i.e., UC chief administrative hearing officer); advises board on legal issues pertaining to appeal process & resolution of appeal; reviews court decisions to determine effect on board; consults with attorney general & agency (i.e., ODJFS) legal counsel regarding court cases & decisions); formulates policies & procedures; consults with & advises board of changes to rules of procedures as set forth in Ohio Administrative Code.

Attends meetings & regional & national conferences; reviews proposed changes in bureau rules & statutory changes to unemployment compensation law & answers questions from interested parties (e.g., legislative assistants; senators; representatives); assures compliance with U.S. Department of Labor (i.e., DOL) regulations & standards.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law; adjudicative hearing process & procedures; state & federal laws, regulations, court decisions & prior Unemployment Compensation Board of Review decisions applicable to eligibility for unemployment benefits; supervisory principles/techniques; employee training & development; managerial principles/techniques*; interviewing; public relations. Skill in operation of tape recorder; personal computer. Ability to elicit testimony & evidence, define issues, apply appropriate laws, rules & procedures applicable to rendering decisions consistent with findings of fact; use proper research methods in gathering data; handle routine & sensitive inquiries from & contacts with hearing participants, attorneys, government officials/ representatives & general public; resolve complaints from angry hearing participants, attorneys, government officials/ representatives & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code; 12 mos. exp. as UC Senior Administrative Hearing Officer, 63955; valid driver's license.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

UNUSUAL WORKING CONDITIONS:

Requires travel; may be exposed to persons who are irate or hostile.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|---|---------------------|--------------|------------------|------------------|
| UC Chief Administrative Hearing Officer | 63957 | EX | 03/07/2004 | 18 |

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Directs operations of Unemployment Compensation Board of Review (i.e., board), consults with supervisory staff to formulate policy & resolve most complex legal issues, reviews files, decisions & hearing tapes of staff to insure quality & to resolve complaints & issues corrected decisions &/or vacates decisions when necessary, oversees scheduling of hearings & maintains scheduling calendar, oversees handling of postponements & withdrawals of appeals, acts as liaison with Ohio Department of Job & Family Services (i.e., ODJFS) (e.g., insures prompt transmittal of files & data to board, oversees staff responsible for updating computer tracking system & removing & storing data from system, consults with computer staff regarding design & implementation of computer operations, monitors work of support staff to insure efficiency of work) & supervises UC assistant chief administrative hearing officer & clerical support staff (e.g., screens & interviews applicants & recommends candidates for hire, provides training for new staff members, consults with supervisory staff regarding disciplinary matters, recommends suspension & removals of professional staff, oversees completion of performance evaluations; resolves most difficult problems for staff).

Serves as legal counsel to board; advises board on legal issues pertaining to appeal process & resolution of appeal; reviews court decisions to determine effect on board; consults with Attorney General & agency (i.e., ODJFS) legal counsel regarding court cases & decisions); formulates policies & procedures; consults with & advises board of changes to rules of procedures as set forth in Ohio Administrative Code.

Attends meetings, legislative hearings & regional & national conferences; reviews proposed changes in bureau rules & statutory changes to unemployment compensation law & answers questions from interested parties; assures compliance with U.S. Department of Labor (i.e., DOL) regulations & standards.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law; adjudicative hearing process & procedures; state & federal laws, regulations, court decisions & prior Board of Review decisions applicable to eligibility for unemployment benefits; supervisory principles/techniques; managerial principles/techniques; employee training & development; interviewing; public relations. Skill in operation of tape recorder; personal computer. Ability to elicit testimony & evidence, defines issues, apply appropriate laws, rules & procedures applicable to rendering decisions consistent with findings of fact; use proper research methods in gathering data; handle routine & sensitive inquiries from & contacts with hearing participants, attorneys, government officials/representatives & general public; resolve complaints from angry hearing participants, attorneys, government officials/representatives & general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code; 12 mos. exp. as UC Assistant Chief Administrative Hearing Officer, 63956; valid driver's license.

-Or 24 mos. exp. as UC Senior Administrative Hearing Officer, 63955.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

UNUSUAL WORKING CONDITIONS:

Requires travel; may be exposed to persons who are irate or hostile.