

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

UC Administrative Hearing Officer

SERIES NO.:

6395

MAJOR AGENCIES:

Unemployment Compensation Review Commission only

EFFECTIVE DATE:

12/30/2012

SERIES PURPOSE:

The purpose of the UC administrative hearing officer occupation is to conduct administrative law hearings with claimants &/or employers & issue written decisions determining why an individual was separated from employment, whether the individual is entitled to unemployment compensation benefits, & the employer's liability.

At the full performance level, incumbents conduct administrative law hearings for the Lower Authority & write decisions. At the advanced level, incumbents conduct administrative law hearings, including hearings in complex areas of law, for both the Lower Authority & the Higher Authority. At the supervisory level, incumbents supervise & monitor work of assigned team of UC Administrative Hearing Officers & UC Senior Administrative Hearing Officers, & conduct administrative law hearings, including hearings in complex areas of law, for both the Lower Authority & the Higher Authority.

GLOSSARY

Lower Authority (i.e., hearing officer level) – initial or first-level hearings held after an appeal is transferred to the Unemployment Compensation Review Commission from the Ohio Department of Job & Family Services.

Higher Authority (i.e., commission level) – discretionary second-level hearings held when the Commissioners allow a Request for Review of a hearing officer level hearing & order a new hearing in the case.

JOB TITLE

UC Administrative Hearing Officer

JOB CODE

63951

PAY GRADE

34

EFFECTIVE

12/30/2012

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable 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 conduct administrative law hearings for the Lower Authority & write decisions ruling on eligibility for unemployment benefits.

JOB TITLE

UC Senior Administrative Hearing Officer

JOB CODE

63952

PAY GRADE

15

EFFECTIVE

12/30/2012

CLASS CONCEPT:

The advanced level class works under direction & requires thorough 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 conduct administrative law hearings for both the Lower Authority & Higher Authority, including hearings in complex areas of law (e.g., Disaster Unemployment Assistance, Extended Unemployment Compensation, Tax, Trade) & write decisions ruling on eligibility for unemployment benefits.

JOB TITLE

UC Administrative Hearing Officer Supervisor

JOB CODE

63955

PAY GRADE

16

EFFECTIVE

12/30/2012

CLASS CONCEPT:

The supervisory level class works under general direction & requires extensive knowledge of adjudicative hearing process & procedures, state & federal laws, regulations, court decisions, prior Unemployment Compensation Review Commission decisions applicable to eligibility for unemployment benefits & supervisory principles/techniques in order to supervise & monitor work of assigned team of UC Administrative Hearing Officers & UC Senior Administrative Hearing Officers & conducts administrative law hearings, including hearings in complex areas of law (e.g., Disaster Unemployment Assistance, Extended Unemployment Compensation, Tax, Trade), for both the Lower & Higher Authority & write decisions ruling on eligibility for unemployment benefits.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
UC Administrative Hearing Officer	63951	14	12/30/2012	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.)

Conducts administrative law hearings for the Lower Authority to determine why an individual was separated from employment & whether an individual is entitled to unemployment benefits, explains hearing procedure & advises parties of their rights, administers oath & oversees taking of testimony (e.g., decides from which witnesses to take testimony, directly questions each of those witnesses, oversees each parties' additional direct testimony & cross-examination, assists parties in cross-examination when appropriate, secures stipulations, answers questions & interprets policies & procedures, rules on motions & objections, determines admissibility of evidence).

Conducts legal research in preparation for hearings (e.g., reviews Director's files & all additional documents & exhibits, ensures that parties & issues are correctly identified & notified), confers with parties regarding scheduling & continuances, authorizes issuance of subpoenas; writes decisions (e.g., reviews evidence, researches legal issues, types or dictates decisions).

MAJOR WORKER CHARACTERISTICS:

Knowledge of state & federal law regarding unemployment compensation, including hearing process & procedures*. Skill in operation of recording equipment*; personal computer*. Ability to elicit testimony & evidence from parties in order to properly develop factual record; define issues & apply appropriate laws, rules & procedures in order to render decisions consistent with findings of fact; conduct legal research; handle routine & sensitive inquiries from parties & their representatives.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Ohio Revised Code Section 4705.01; 6 mos. exp. as licensed attorney.

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:

May be exposed to persons who are irate or hostile; may be required to travel &/or work in the evening.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
UC Senior Administrative Hearing Officer	63952	EX	12/30/2012	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, including hearings in complex areas of law (e.g., Disaster Unemployment Assistance, Extended Unemployment Compensation, Tax, Trade) for both the Lower Authority & the Higher Authority to determine why an individual was separated from employment & whether an individual is entitled to unemployment benefits, explains hearing procedure & advises parties of their rights, administers oath & oversees taking of testimony (e.g., decides from which witnesses to take testimony, directly questions each of those witnesses, oversees each parties' additional direct testimony & cross-examination, assists parties in cross-examination when appropriate, secures stipulations, answers questions & interprets policies & procedures, rules on motions & objections, determines admissibility of evidence).

Conducts legal research in preparation for hearings (e.g., reviews all materials from the Lower Authority proceedings & Director's files & all additional documents & exhibits, ensures that parties & issues are correctly identified & notified), confers with parties regarding scheduling & continuances, authorizes issuance of subpoenas; writes decisions (e.g., reviews evidence, researches legal issues, types or dictates decisions); mentors UC Administrative Hearing Officers; speaks to groups about the Unemployment Compensation Review Commission.

MAJOR WORKER CHARACTERISTICS:

Knowledge state & federal law regarding unemployment compensation including complex areas of law (e.g., Disaster Unemployment Assistance, Extended Unemployment Compensation, Tax, Trade) & hearing process & procedures. Skill in operation of recording equipment*; personal computer*. Ability to elicit testimony & evidence from parties in order to properly develop factual record; define issues & apply appropriate laws, rules & procedures in order to render decisions consistent with findings of fact; conduct legal research; handle routine & sensitive inquiries from parties & their representatives, other public agencies & members of the public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Ohio Revised Code Section 4705.01; 6 mos. exp. as UC Administrative Hearing Officer, 63951 or 6 mos. of equivalent legal experience.

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:

May be exposed to persons who are irate or hostile; may be required to travel &/or work in the evening.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
UC Administrative Hearing Officer Supervisor	63955	EX	12/30/2012	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 UC Administrative Hearing Officers & UC Senior Administrative Hearing Officers, conducts federal quality appraisals for assigned staff, reviews selected hearings & decisions to ensure that desired level of quality is met & answers questions & provides assistance to Hearing Officers & administrative staff concerning unemployment compensation law & Commission procedures.

Conducts administrative law hearings for both Lower Authority & Higher Authority, including hearings in complex areas of law (e.g., Disaster Unemployment Assistance, Extended Unemployment Compensation, Tax, Trade), precedent cases, mass appeals & labor disputes to determine why an individual was separated from employment & whether an individual is entitled to unemployment benefits; explains hearing procedure & advises parties of their rights, administers oath & oversees taking of testimony (e.g., decides from which witnesses to take testimony, directly questions each of those witnesses, oversees each parties' additional direct testimony & cross-examination, assists parties in cross-examination when appropriate secures stipulations, answers questions & interprets policies & procedures, rules on motions & objections, determines admissibility of evidence).

Conducts legal research in preparation for hearings (e.g., reviews all materials from the Lower Authority proceedings & Director's files & all additional documents & exhibits, ensures that parties & issues are correctly identified & notified), confers with parties regarding scheduling & continuances, authorizes issuance of subpoenas; writes decisions (e.g., reviews evidence, researches legal issues, types or dictates decisions); speaks to groups about the Unemployment Compensation Review Commission.

Acts as Chief Hearing Officer in absence of the Chief when assigned; meets with management & staff to determine if problems exist & devises solutions to those problems.

MAJOR WORKER CHARACTERISTICS:

Knowledge of state & federal laws regarding Unemployment Compensation including hearing process & procedures including complex areas of law (e.g., Disaster Unemployment Assistance, Extended Unemployment Compensation, Tax, Trade) & hearing process & procedures; supervisory principles/techniques*; employee training & development*. Skill in operation of recording equipment*; personal computer*. Ability to elicit testimony & evidence from parties in order to properly develop factual records; define issues & apply appropriate laws, rules & procedures in order to render decisions consistent with findings of fact; conduct legal research; handle routine & sensitive inquiries from parties & representatives, other public agencies & members of the public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Ohio Revised Code Section 4705.01; 6 mos. exp. as UC Senior Administrative Hearing Officer, 63952 or 6 mos. of equivalent legal experience.

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:

May be exposed to persons who are irate or hostile; may be required to travel &/or work in the evenings.