



CLASSIFICATION SPECIFICATION

CLASS NUMBER 60153

HEARING OFFICER SUPERVISOR

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE

MAY 5, 2002

The duties are arranged in order of importance. However, the specific duties and frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Hearing Officer Supervisor may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed for a minimum of 20% of the time.



Summary of Essential Duties

The primary purpose of the Hearing Officer Supervisor position is to provide direct supervision to Hearing Officers. In addition, the position is responsible for preparing for and conducting quasi-judicial administrative hearings. Incumbents prepare for hearings by scheduling the date, time, and place of hearings, arranging for the appearance of all trial participants, reviewing cases and associated files scheduled for hearing, and researching relevant regulations, policies and laws. When incumbents conduct hearings they ensure that the right to due process of all involved parties is afforded, maintain orderly proceedings, elicit testimony from witnesses, review and assess testimony and evidence, apply appropriate program regulations and/or state and federal laws, recommend final decisions, and render written decisions.

Duties

Frequency: 25% +/-5%

- I. Provides direct supervision to Hearing Officers.
 - A. Determines need for new staff members.
 - B. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
 - C. Disciplines subordinates, when necessary.
 - D. Reviews, approves, or denies employee requests for leave.
 - E. Completes performance evaluations of subordinates' work.
 - F. Meets with subordinates regarding any grievances.
 - G. Trains new and current employees.
 - H. Assigns and reviews work of subordinates.
 - I. Provides guidance to subordinates on technical issues.

Frequency: 45% +/-15%

- II. Conducts quasi-judicial administrative hearings (e.g., mistake-of-fact, paternity, child support, adjustment, in addition to other issues with eligibility/referral and social services).

Frequency: 30% +/-15%

- III. Prepares for administrative hearings.



**KSA'S FOR THE
JOB CLASSIFICATION OF
HEARING OFFICER SUPERVISOR**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Local, State and Federal laws, rules and regulations; Training and development practices; Supervisory practices; Personnel practices; Social welfare issues; The Americans with Disabilities Act and Civil Rights Act.	Oral communication; Supervising; Interviewing; Organization.	Listen for problems or issues and provide responses or explanations; Answer routine questions/inquiries; Supervise others; Interview others; Train others; Explain assignments, procedures, or situations to others.
II	Local, State and Federal laws, rules and regulations; Interviewing principles; Administrative hearings (e.g., Mistake-of-fact, paternity, child support, adjustment, etc.); Court procedures; Testimony and evidence issues; Client service program regulations; Social welfare issues.	Oral communication; Organization; Public Speaking; Writing; Interviewing.	Resolve a wide range of problems; Extract information from various sources; Handle problems involving varied and unrelated processes and methods; Listen for problems or issues and provide responses or explanations; Maintain accurate records; Elicit testimony from witness; Review and assess testimony and evidence; Write reports; Interview; Prepare correspondence; Make independent decisions; Explain legal or technical issues to others.
III	Local, State and Federal laws, rules and regulations; Research techniques; Administrative hearings (e.g., Mistake-of-fact, paternity, child support, adjustment, etc.); Court procedures; Social welfare issues.	Oral communication; Writing; Organization.	Extract information from various sources; Give or exchange facts or routine information; Maintain accurate records; Work independently; Prepare correspondence; Prepare for administrative hearings; Research relevant regulations, policies and laws; Interpret technical material.



Minimum Qualifications

- Two years experience as a Hearing Officer, 60151.

- Or one course or six months experience in interviewing, one course or six months experience in technical writing, one course or six months experience in legal research, 1 course or six months experience in courtroom procedures, and one course or six months experience in typing, keyboarding or word processing. Also requires two years experience in federal and/or state laws applicable to the following topics: paternity, mistake-of-fact, child support, adjustment, social services and income maintenance, and other matters under the jurisdiction of a county department of job and family services' hearing officer.

- Or twelve months experience in conducting quasi-judicial administrative hearings, mediations, or alternate dispute resolutions. Also requires two years experience in federal and/or state laws applicable to the following topics: paternity, mistake-of-fact, child support, adjustment, social services and income maintenance, and other matters under the jurisdiction of a county department of job and family services' hearing officer.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires almost no responsibility for the physical safety of others. Errors will not normally result in injury to others. Additionally, the position involves very limited probability of any injury, such as would be expected in typical office environments. Minor risks are present that require normal safety precautions which are typical of such places as offices (e.g., use of safe work practices with office equipment).