

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<b><u>CLASSIFICATION SERIES</u></b> Industrial Commission Hearing Officer	<b><u>SERIES NUMBER</u></b> 6392
	<b><u>MAJOR AGENCIES</u></b> Industrial Commission only	<b><u>EFFECTIVE</u></b> 08/01/2008

**SERIES PURPOSE**  
The purpose of the Industrial Commission district hearing officer occupation is to preside over first level administrative hearings in order to adjudicate contested workers' compensation claims & render decisions of law.

At the lower level, incumbents adjudicate contested workers' compensation claims at first-level hearings & render decisions of law.

At the middle level, incumbents conduct first-level hearings, provide work direction & training to lower-level hearing officers & substitute for staff hearing officers as needed.

At the highest level, incumbents conduct hearings on a full range of issues.

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>
Industrial Commission District Hearing Officer 1	63921	34	08/01/2008

**CLASS CONCEPT:**  
The full performance level class works under general supervision & requires considerable knowledge of law & workers' compensation law in order to adjudicate contested workers' compensation claims at first- level hearings & render decisions of law.

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>
Industrial Commission District Hearing Officer 2	63922	35	08/01/2008

**CLASS CONCEPT:**  
The first advanced level class works under direction & requires thorough knowledge of law & workers' compensation law in order to adjudicate contested workers' compensation claims in first-level hearings, provide work direction & training to hearing officer trainees & lower-level industrial commission district hearing officers & substitute for staff hearing officers in third-level hearings as needed.

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>
Industrial Commission Staff Hearing Officer	63923	36	08/01/2008

**CLASS CONCEPT:**  
The second advanced level class works under direction & requires thorough knowledge of law & workers' compensation law in order to adjudicate matters of appeals, application for permanent total disability awards, lump sum payments, fee disputes, safety violations, reconsideration of permanent partial disabilities, violations of specific safety violations, handicap reimbursements, miscellaneous matters & any other matter assigned.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Industrial Commission District Hearing Officer 1	63921	14	08/01/2008	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 first-level administrative hearings on disputed workers' compensation claims (e.g., allowance of claim; payment of compensation; payment of medical services; determination of percentage of permanent partial disability), hears testimony & accepts evidence & issues pertinent legal orders based on hearing testimony & evidence.

Prepares claims for hearing (i.e., third-level hearing) before Industrial Commission or staff hearing officers (i.e., writes statements of facts summarizing facts of claim & researches & summarizes law controlling particular cases).

Completes miscellaneous assignments as requested by regional supervisor, chief hearing officer, legal manager or member of Industrial Commission; assists in providing work direction & training to hearing officer trainees.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of torts (i.e., employee-employer relationship & duties, responsibilities & remedies); contracts (i.e., analyze & interpret contracts pursuant to statutory & case law); legal research (i.e., use of law books & computer legal retrieval systems, & research methodology), legal analysis & writing (i.e., compose legal briefs & memoranda based on statutory & case law & rules); appellate practice (i.e., oral arguments; preparation of briefs); rules of evidence (i.e., demonstrative, testimonial & circumstantial proof; qualification & examination of witness; relevancy; documents; hearsay rule & its exceptions); workers' compensation law (i.e., Chapters 4123., 4127. & 4131. of Revised Code) applicable to issues under jurisdiction of district hearing officers (e.g., allowance of claim, payment of compensation & medical services, & determination of permanent partial disability). Skill in use of personal computer & computer legal retrieval systems. Ability to conduct legal research & analysis of all facts & evidence & render appropriate decision for cases under review; prepare required legal documents & related reports & records; handle routine & sensitive contacts with claimants, employers, governmental representatives, & medical providers involved in cases under review.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Admission to Ohio Bar pursuant to Section 4121.34 ORC.

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

Approximately 10 weeks agency sponsored training; completion of required 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 VI, Section 1 of Rules of Government of Bar of Ohio.

**UNUSUAL WORKING CONDITIONS:**

May require travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Industrial Commission District Hearing Officer 2	63922	14	08/01/2008	35

**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.)**

Provides work direction & training to lower-level industrial commission hearing officers & hearing officer trainees & substitutes for staff hearing officers in third-level hearings as required.

Conducts first-level administrative hearings on disputed workers' compensation claims (e.g., allowances of claim; payment of compensation; payment of medical services; determination of percentage of permanent partial disability) hears testimony, accepts evidence & issues pertinent legal orders based upon hearing testimony & evidence.

Writes statements of facts on claims with applications for permanent & total disability; participates in depositions; performs legal research on new workers' compensation law, notable cases & other pertinent issues.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of torts (i.e., employee-employer relationship & duties, responsibilities & remedies); contracts (i.e., analyze & interpret contracts pursuant to statutory & case law); legal research (i.e., use of law books & computer legal retrieval systems, & research methodology); legal analysis & writing (i.e., compose legal briefs & memoranda based on statutory & case law & rules); appellate practice (i.e., oral arguments; preparation of briefs); rules of evidence (i.e., demonstrative, testimonial & circumstantial proof; qualification & examination of witness; relevancy; documents; hearsay rule & its exceptions); workers' compensation law (i.e., Chapters 4123., 4127. & 4131. of Revised Code) applicable to issues under jurisdiction of district hearing officers (e.g., allowance of claim, payment of compensation & medical services, & determination of permanent partial disability). Skill in use of personal computer & computer legal retrieval systems. Ability to conduct legal research & analysis of all facts & evidence & render appropriate decision for cases under review; prepare required legal documents & related reports & records; handle routine & sensitive contacts with claimants, employers, governmental representatives, & medical providers involved in cases under review.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Admission to Ohio Bar pursuant to Section 4121.34 ORC; successful completion of probationary period as Industrial Commission District Hearing Officer 1, 63921.

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

Completion of required 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 VI, Section 1 of Rules of Government of Bar of Ohio.

**UNUSUAL WORKING CONDITIONS:**

May require travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Industrial Commission Staff Hearing Officer	63923	14	08/01/2008	36

**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 hearings on matters of appeals, application for permanent total disability awards, lump sum payments, lump sum settlements, fee disputes, safety violations, reconsideration of permanent partial disabilities, violations of specific safety requirements, handicap reimbursements & miscellaneous matters & any other matter assigned by Commission, regional manager or chief hearing officer.

Attends pre-trial conferences for Industrial Commission & conducts negotiations for out-of-court settlements; screens claims appealed to Industrial Commission & renders legal opinions to Commission in problem area; prepares resolutions & revises rules at direction of Commission; screens requests for depositions; attends depositions.

Prepares statements of fact on claims pending on appeals or on motions for permanent total disability; recommends final decisions on issues of permanent total.

Answers legal inquiries from government officials & public; performs related legal & administrative duties; participates in staff conferences.

Assists in training of & advises new hearing officer personnel, maintains records; processes reports; performs legal research; answers correspondence.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of torts (i.e., employee-employer relationship & duties, responsibilities & remedies); contracts (i.e., analyze & interpret contracts pursuant to statutory & case law); legal research (i.e., use of law books & computer legal retrieval systems, & research methodology); legal analysis & writing (i.e., compose legal briefs & memoranda based on statutory & case law & rules); appellate practice (i.e., oral arguments; preparation of briefs); rules of evidence (i.e., demonstrative, testimonial & circumstantial proof; qualification & examination of witness; relevancy; documents; hearsay rule & its exceptions); workers' compensation law (i.e., Chapters 4123., 4127. & 4131. of Revised Code) applicable to issues under jurisdiction of district & staff hearing officers (e.g., allowance of claim, payment of compensation & medical services, & determination of permanent partial disability), application for permanent total disability, lump sum payments, lump sum settlements, fee disputes, matters on appeal). Skill in use of personal computer & computer legal retrieval systems. Ability to conduct legal research & analysis of all facts & evidence & render appropriate decision for cases under review; prepare required legal documents & related reports & records; handle routine & sensitive contacts with claimants, employers, governmental representatives, & medical providers involved in cases under review.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Admission to Ohio Bar pursuant to Section 4121.34 ORC; 12 mos. exp. as Industrial Commission District Hearing Officer 1, 63921.

-Or 6 mos. exp. as Industrial Commission District Hearing Officer 2, 63922; admission to Ohio Bar pursuant to Section 4121.34 ORC.

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

Approximately 10 weeks agency sponsored training; completion of required 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 VI, Section 1 of Rules of Government of Bar of Ohio.

**UNUSUAL WORKING CONDITIONS:**

May require travel.