

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

Administrative Law Judge

SERIES NO.:

6399

MAJOR AGENCIES:

State Personnel Board of Review only

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the administrative law judge occupation is to preside over quasi-judicial hearings.

At the lower level, incumbents preside over quasi-judicial hearings as required per Section 124.34 of Revised Code & conduct investigations as required by Section 124.56 of Revised Code.

At the higher level, the incumbent acts as the executive director to the State Personnel Board of Review, coordinates overall legal activity of the agency & supervises employees on staff.

CLASS TITLE:

Administrative Law Judge

CLASS NUMBER:

63991

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The full performance level class works under general direction & requires thorough knowledge of law in order to preside over quasi-judicial hearings as required by Section 124.34 of Revised Code, prepare reports & recommend final disposition to members of State Personnel Board of Review, advise interested party on matters pertaining to civil service laws, review proposed administrative rules filed by other agencies, draft administrative rules to be promulgated by agencies, & perform public relations activities & other administrative task as assigned.

CLASS TITLE:

SPBR Executive Director

CLASS NUMBER:

63995

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The supervisory level class works under administrative direction & requires thorough knowledge of law in order to act as executive director to board, coordinate overall legal activity of agency, supervise employees on staff, preside over quasi-judicial hearings & conduct investigations required by law, prepare written reports & recommendation outlining final disposition to board member, act as chief administrative officer for agency & perform public relation activities.

CLASS TITLE: Administrative Law Judge	CLASS NUMBER: 63991	BARGAINING UNIT: 022
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EFFECTIVE DATE:

03/07/2004

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.)

Presides over quasi-judicial hearings as required by Section 124.34 of Revised Code, conducts investigations as required by Section 124.56 of Revised Code, prepares detailed, written reports & recommendations based upon evidence taken at hearings or obtained through investigations & recommends final disposition to members of State Personnel Board of Review.

Advises, public officials, employees, attorneys & other interested parties on matters pertaining to civil service law by telephone &/or letter, reviews new appeals to determine if within jurisdiction of State Personnel Board of Review & performs legal research for board members when necessary.

Reviews administrative rules submitted by director of administrative services & other agencies for approval by members of State Personnel Board of Review; drafts administrative rules for promulgation by State Personnel Board of Review; represents State Personnel Board of Review as speaker at seminars on civil service law; organizes seminars &/or prepares written material for seminars; interviews prospective employees; represents State Personnel Board of Review in business relations with other state agencies; supervises clerical & legal employees in absence of State Personnel Board of Review executive secretary; performs other administrative tasks as required.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Chapter 124 of Ohio Revised Code; Chapters 123 & 124 of Ohio Administrative Code; quasi-judicial hearing process & procedures; public relations; rules of evidence; interviewing. Ability to calculate fractions, decimals & percentages; deal with many variables & determine specific action; conduct formal hearings; write complex reports & position papers; work alone on most tasks; handle sensitive inquiries from contacts with officials & employees; resolve complaints from angry citizens & government officials; write &/or edit administrative policies & procedures; prepare & deliver speeches or informational material for general & technical audiences.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice law in state of Ohio; 12 mos. exp. in conducting quasi-judicial hearings or practicing law.

-Or equivalent of minimum class qualifications for employment noted above may be substituted for the experience required, but not for the mandated licensure.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Class is exempt from collective bargaining as confidential employee.

CLASS TITLE: SPBR Executive Director	CLASS NUMBER: 63995	BARGAINING UNIT: 022
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EFFECTIVE DATE:

03/07/2004

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.)

Serves as executive director for State Personnel Board of Review, coordinates overall legal activities for agency, supervises & coordinates drafting of administrative rules for agency, coordinates handling of large complex appeals (e.g., layoffs), formulates overall policy with board members, promulgates office policies, interviews job applicants & recommends applicants for hire, supervises legal staff & clerical support personnel, oversees review &/or reviews proposed administrative rules (i.e., civil service rules) filed by other state agencies & monitors proposed civil service legislation.

Presides over quasi-judicial hearings as required by Section 124.34 of Revised Code & manages investigations as required by Section 124.56 of Revised Code, prepares detailed written reports & recommendations based upon evidence gathered at hearing or obtained during investigations & recommends final disposition to members of the board.

Serves as chief administrative officer for agency (e.g., coordinates equipment purchases; represents agency before general assembly & legislative budget office at budget hearings; prepares necessary personnel transactions).

Provides legal advice to board members, state, county & local government representatives, employees & other interested parties; represents agency as speaker at seminars on civil service law, organizes seminars &/or prepares written materials for seminars when requested.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management*; supervision; employee training & development; public relations; quasi-judicial hearings process & procedures; rules of evidence; Chapter 124 of Revised Code; Chapters 123 & 124 of Ohio Administrative Code; interviewing. Ability to interpret extensive variety of legal & technical information & determine specific course of action; write &/or edit administrative policies & procedures; use proper research methods in gathering data; establish friendly atmosphere as supervisor; prepare complex reports & position papers; handle sensitive contacts with & inquiries from officials & employees; resolve angry complaints filed by government officials &/or employees; conduct formal hearings; prepare routine forms; calculate fractions, decimals & percentages; write routine business letters reflecting standard procedures; prepare & deliver speeches or informational materials for general & technical audiences.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice law in state of Ohio, 2 yrs. exp. in conducting quasi-judicial hearings involving Ohio civil service law cases or practicing law involving presentation or litigation of Ohio civil service law cases; 12 mos. exp. in supervision &/or training of legal aides or interns &/or attorneys in handling cases.

-Or equivalent of minimum class qualifications for employment noted above may be substituted for the experience required, but not for the mandated licensure.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Class is exempt from collective bargaining as confidential employee.