

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

Administrative Law Attorney Examiner

SERIES NO.:

6386

MAJOR AGENCIES:

Medical Board only

EFFECTIVE DATE:

01/22/2017

SERIES PURPOSE:

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

At the lower level, incumbents preside over quasi-judicial hearings as required per section 4731.23 of Revised Code.

At the higher level, incumbent acts as the chief hearing officer to the medical board, coordinates overall activities of the hearing unit & supervises employees on staff.

JOB TITLE

Administrative Law Attorney Examiner

JOB CODE

63861

PAY GRADE

15

EFFECTIVE

01/22/2017

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 4731.23 of Revised Code, prepare detailed, written reports & recommendations based upon evidence taken at hearings & issue proposed findings of fact & conclusions of law to members of state medical board.

JOB TITLE

Administrative Law Attorney Examiner Administrator

JOB CODE

63865

PAY GRADE

45

EFFECTIVE

03/07/2004

CLASS CONCEPT:

The supervisory level class works under administrative direction & requires thorough knowledge of law in order to act as chief hearing officer to board, coordinate overall activities of hearing unit, supervise assigned staff, preside over quasi-judicial hearings & prepare written reports & recommendations outlining final disposition to board members.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Administrative Law Attorney Examiner	63861	EX	01/22/2017	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.)

Presides over quasi-judicial hearings as required by section 4731.23 of Revised Code &/or employs alternative dispute resolution methods, prepares detailed, written reports & recommendations based upon evidence taken at hearings & issues proposed findings of fact & conclusion of law to members of state medical board.

Coordinates all management & operational functions related to quasi-judicial hearings (e.g., schedules hearings; holds pre-hearing conferences; answers related inquiries).

Advises public officials, employees, attorneys & other interested parties on matters pertaining to administrative law by telephone &/or letter; performs legal research for board members when necessary.

Assists in drafting administrative rules.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law, laws & rules pertinent to quasi-judicial hearings heard as required by section 4731.23 of Revised 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:

CLE required by law to practice law in state of Ohio.

UNUSUAL WORKING CONDITIONS:

Class is exempt from collective bargaining as confidential employee.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Administrative Law Attorney Examiner Administrator	63865	EX	03/07/2004	45

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 chief hearing officer for state medical board, coordinates overall activities for hearing unit (i.e., management, operations, training), supervises & coordinates all functions related to quasi-judicial hearings, formulates overall policies with board members, promulgates office policies, interviews job applicants & recommends applicants for hire, supervises assigned staff & oversees review of &/or reviews proposed administrative rules.

Presides over quasi-judicial hearings as required by section 4731.23 of Revised Code &/or employs alternative dispute resolution methods, prepares detailed, written reports & recommendations based upon evidence taken at hearing & issues proposed findings of fact & conclusions of law to members of state medical board.

Advises public officials, employees, attorneys & other interested parties on matters pertaining to administrative law by telephone &/or letter; performs legal research for board members when necessary.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management*; supervision; employee training & development; public relations; law; quasi-judicial hearing process & procedures; rules of evidence; laws & rules pertinent to quasi-judicial hearing heard as required by section 4731.23 of Revised 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; 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 cases or practicing law; 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:

CLE required by law to practice law in state of Ohio.

UNUSUAL WORKING CONDITIONS:

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