

STATE OF ARIZONA JOB CODE SPECIFICATION

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|---------------------------|-------------|-------------------------|-----------------|
| FLSA: | EXP | Job Code: | ACV74565 |
| Job Class Code: | 510 | Salary Schedule: | AREG |
| EEO Category: | 02 | Grade: | 23 |
| Workers Comp Code: | 8820 | | |

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|------------------------------|----------------|------------------------|----------------|
| Job Code Established: | 6/16/11 | Effective Date: | 6/16/11 |
| Job Code Revised: | | Effective Date: | |

JOB CODE SERIES: Legal and Related Series

JOB CODE TITLE: CHIEF HEARING OFFICER

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CHARACTERISTICS OF THE CLASS: Under administrative direction, supervises Hearing Officers responsible for conducting and presiding over administrative hearings and related proceedings and conducts and presides over own docket of such hearings. May also supervise Legal Assistants and other support staff.

The Chief Hearing Officer serves as the expert level in the Hearing Officer series. Hearing decisions often have significant impact on health, safety or welfare or represent substantial monetary awards. Final decision-making authority is subject to review by higher authority if a party appeals.

EXAMPLES OF DUTIES: Interviews and selects new Hearing Officers, Legal Assistants and support staff. Assigns, evaluates and approves work product. Trains, coaches, counsels and disciplines subordinate staff. Serves as advisor and mentor to Hearing Officers concerning the appropriate exercise of discretion and the proper interpretation of case law, statutes, and regulations. Guides and directs Hearing Officers on correct hearing procedure to ensure compliance with due process.

Participates as a member of the management team to identify and implement methodologies to process systematically all appeals to ensure compliance with timeliness, quality and other standards mandated by administering agencies. Works with management team to solve systemic problems and to design and implement new policies, procedures and processes. Prepares and conducts presentations for both internal agency entities and external stakeholder groups. Leads, coordinates or participates in special projects as assigned by upper management.

Examines case files to determine jurisdiction and issues involved; sets hearing dates and issues subpoenas; entertains and rules on pre-hearing conferences; administers oaths; presides over hearings; examines witnesses; hears testimony and rules on evidence presented; orders independent investigations into matters as necessary; rules on post-hearing motions and requests; conducts legal research; applies law and precedent to facts; prepares final decisions; conducts follow-up to assure that hearing decisions are implemented.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the laws, rules, procedures and terminology applicable to the assignment; administrative hearing procedures; rules of evidence; case tracking and document management

systems; personnel rules and agency policies; methods of supervision and management.

Skill/Ability to: analyze and appraise facts; apply legal principles and precedents; preside over hearing proceedings; communicate verbally and in writing; interact with persons from a wide variety of cultural and socioeconomic backgrounds; plan, organize, prioritize and execute a large number of competing duties and activities; supervise, direct, control, evaluate and motivate subordinate staff.

SPECIAL SELECTION FACTORS: May require possession of and ability to maintain a current, valid license to practice law in the State of Arizona.