

## Office of the City Auditor

### CLASS SPECIFICATION CHIEF HEARINGS OFFICER

#### [Salary Grade 61](#)

Established: December 13, 2018

#### **CLASSIFICATION SUMMARY**

Under the general direction of the City Auditor, supervises and directs the activities of the City's Hearings Office; schedules, prepares, reviews, and conducts quasi-judicial administrative hearings on matters related to City Charter, City Codes, and other rules and regulations.

Responsibilities include: providing services similar to that of an administrative law judge, exercising discretion to extent allowed by City Code and other relevant laws and regulations for impartially adjudicating cases and appeals; evaluating and making decisions related to administrative hearings; reviewing evidence; researching legal issues and relevant case law; drafting, editing, and issuing written decisions and orders in compliance with applicable legal standards; exercising expert judgment within statutory and procedural guidelines; supervising and overseeing staff and contracted hearings officers.

#### **DISTINGUISHING CHARACTERISTICS**

Chief Hearings Officer is an independent, quasi-judicial professional classification responsible for conducting administrative hearings and managing the operations of the City's Hearings Office. This position is a single-incumbent classification specific to the City Auditor's Office and may not be used by other City Bureaus/Offices.

Chief Hearings Officer is distinguished from Hearings Officer in that the former is responsible for the management of the City's Hearings Office in addition to hearing cases while the latter's primary responsibility is to hear cases as assigned.

#### **ESSENTIAL FUNCTIONS**

The incumbent may perform a combination of the following and perform related duties as assigned.

##### General Duties:

1. Support the mission, objectives, and service expectations of the Auditor's Office; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
2. Work closely with the City Auditor in setting and carrying out the vision, mission, and objectives of the Auditor's Office; protect its independence from Bureaus; develop and implement policies, initiatives, and activities related to the strategic plan; provide financial management; administer policies, procedures, programs, goals, and objectives.
3. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the mission, objectives, and service expectations of the Auditor's Office.
4. Develop and establish performance requirements and personal development targets for staff, regularly monitor performance and provide coaching for improvement and development; evaluate performance and complete annual performance reviews; ensure employees have the opportunity to correct deficiencies and appropriate discipline procedures are implemented.
5. Schedule, prepare, conduct, and regulate quasi-judicial hearings regarding alleged violations of City Code and regulations; perform jurisdictional reviews over hearing requests; provide opportunities for City staff and the public to provide written and oral testimony; ensure the Hearings Office is impartial in appearance and fact.

6. Draft, edit, and issue written decisions and orders in compliance with relevant legal standards.
7. Respond to questions from elected officials, City staff, representatives from outside agencies, and the public regarding the hearings process.
8. Provide training to educate City staff and the public about administrative hearings; prepare and deliver presentations at community events; manage dissemination of relevant information.
9. Act as media liaison; participate in press interviews; speak at press conferences, community events, stakeholder groups, and City Council meetings.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under minimal direction and oversight by the City Auditor and is independent from other City Bureaus/Offices and governmental entities in its ability to perform jurisdictional reviews. This classification has discretion in carrying out the mission and goals of the Hearings Office in alignment with the mission of the Auditor's Office.

Directly supervises Hearings Office employees, administrative support staff, and contracted hearings officers.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Extensive knowledge of City Municipal Code and Charter provisions, federal, state, and local laws, court decisions, and other legal requirements relevant to conducting quasi-judicial administrative hearings, including rules of evidence and the determination of findings of fact and conclusions of law.
2. Knowledge of theory and practice of land use planning and implementation, land development processes, and provisions of local, state, and federal law establishing private rights in real property.
3. Knowledge of the purpose, function, and the provisions of the City's Municipal Codes.
4. Advanced knowledge of principles of management, supervision, training, and performance evaluation.
5. Ability to establish and maintain effective working relationships with managers and staff, elected officials, representatives of other government agencies, and others; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
6. Ability to conduct quasi-judicial administrative hearings in a highly professional manner.
7. Ability to review and comprehend legal documents; follow complex oral and written arguments and identify key issues.
8. Ability to render findings and determinations on cases heard, based on neutral consideration of the issues, sound legal reasoning, and good judgment.
9. Ability to communicate effectively, both verbally and in writing; provide clear explanations of complex principles.
10. Ability to facilitate inclusive participation in Auditor's Office programs and activities by communities of color and people traditionally underrepresented in local decision-making; communicate cross-culturally.
11. Ability to use City-specific technology and general office software.
12. Ability to manage a diverse workforce and apply equitable program practices to diverse and complex services.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Juris Doctor from an accredited law school.;

AND

**Experience:** Five (5) years of progressively responsible experience conducting or assisting with conducting administrative hearings or other contested cases or adjudicating matters in areas applicable to the City's hearing processes.

**Special Requirements and/or Qualifications:**

Admitted to practice law as a member of the Oregon State Bar.

A valid driver's license may be required.

**Preferred Qualifications:**

Experience working in a public agency.

Bargaining Unit: Nonrepresented

FLSA Status: Exempt

HISTORY

Revision Dates: