

**CLASS SPECIFICATION**  
**Hearing Officer**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Subject to City Council or judicial review, conducts quasi-judicial administrative hearings on land use, code enforcement, tow hearings, appeals and related matters; drafts and issues written orders and determinations; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Hearing Officers are responsible for scheduling and conducting quasi-judicial administrative hearings regarding land use applications, alleged violations of City Code and the validity of towing actions, and for rendering decisions based on findings of fact and conclusions of law.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Schedules, prepares, conducts and regulates public hearings regarding land use applications, alleged violations of City Code and validity of towing actions.
2. Receives and examines information on issues prior to hearing; conducts on-site audits of property, alleged violations and towing incidents to gather relevant information, when required.
3. Hears and evaluates testimony from City staff, applicants, alleged violators and other interested parties; receives, examines and evaluates evidence.
4. Interprets state law, City code, and state and federal constitutions to adjudicate issues or appeals.
5. Evaluates estimates of costs or repairs to achieve Code compliance.
6. Analyzes and makes determinations on land use applications.
7. Receives, reviews and makes determinations on pre-hearings filings; reviews files for completeness and applicable Code provisions and rules.
8. Issues findings of fact and conclusions of law; renders decisions and recommendations on applications; provides adjudication and processing of City liens and assessments; assesses civil penalties; prepares official reports of decisions and writes orders based on consideration of record.

9. Establishes operating procedures and practices for the hearing process; drafts and maintains hearing rules.

#### **OTHER DUTIES**

1. Responds to questions from elected officials, city employees, representative from public agencies and the general public regarding the hearing process.
2. Oversees and coordinates the operations of the Hearings Office, including a small number of clerical support staff.

#### **DESIRED MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. City municipal Code and Charter provisions, state and local laws, court decisions and other legal requirements applicable to the conduct of quasi-judicial administrative hearings process, including rules of evidence and the determination of findings of fact and conclusions of law.
2. Theory and practice of land use planning and implementation.
3. Provisions of local, state and federal law establishing private rights in real property.
4. Land development processes and the impact of official controls on the process.
5. General purpose, function and the provisions of the City's building, public works, housing, zoning, fire, towing, plumbing, electric, heating and ventilating, and nuisance codes.

##### **Ability to:**

1. Conduct quasi-judicial administrative hearings in an orderly, impartial and highly professional manner.
2. Follow complex oral and written arguments and identify key issues.
3. Master non-legal concepts required to analyze specific situations, render findings and determinations and provide advice to City bureaus and personnel.
4. Organize own work and carry out hearings responsibilities reliably, independently and with appropriate attention to detail, while managing multiple and changing priorities and deadlines.
5. Render findings and determinations on cases heard, based on neutral consideration of the issues, sound legal reasoning and good judgement.

6. Communicate effectively, orally and in writing, and provide clear explanations of unfamiliar and complex principles.
7. Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned or upset individuals.
8. Establish administrative policies and procedures for the hearings process.
9. Establish and maintain positive and trusting working relationships with a diverse group of people including City officials, bureau managers, members of the City Attorney's Office, outside attorneys, City residents and media representatives.

**Training and Experience:**

A typical way of obtaining the knowledges, skills and abilities outlined above is graduation from a four-year college or university with major coursework in business or public administration, urban planning, civil engineering or closely related field; and five years of progressively responsible experience in conducting or assisting in conducting administrative hearings or adjudicating matters in areas applicable to the City's hearing processes; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

Graduation from an accredited law school and admission to the State Bar of Oregon is highly desirable but not required.

A valid state driver's license may be required for certain assignments.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0935 HEARINGS OFFICER Adopted: 12-16-75; Revised: 02-15-83, 07-01-92

June 2009 - Change Job Class number from 7485 to 30000598, due to system change.