

City of Portland

CLASS SPECIFICATION

HEARINGS OFFICER

[*CLASS CODE*]

[*ESTABLISHED DATE*]

CLASSIFICATION SUMMARY

Reports to the City Auditor. Under general direction, 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

Hearings Officer is an independent, quasi-judicial professional classification responsible for conducting administrative hearings and overseeing the operations of the Hearings Office.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. 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.
2. Draft, edit, and issue written decisions and orders in compliance with relevant legal standards.
3. Respond to questions from elected officials, City staff, representatives from outside agencies, and the public regarding the hearings process.
4. Provide training to educate staff and the public about administrative hearings; prepare and deliver presentations at community events; manage dissemination of relevant information.
5. Lead, supervise, and provide assistance to organizational unit; create a positive and supportive work environment; promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
6. Develop job tasks and responsibilities, performance requirements, and personal development targets for staff; provide instruction for performance improvement and development; assign and monitor staff work plans; organize and lead staff meetings; evaluate performance and complete annual performance reviews; recommend discipline as necessary.
7. 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 elected 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 Office.

Directly supervises 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 those contacted in the course of work; 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 of communities of color and people traditionally underrepresented in local decision-making; communicate cross-culturally.
11. Ability to supervise a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
12. Ability to utilize City-specific technology and general office software.

MINIMUM QUALIFICATIONS REQUIRED

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

Education/Training: Bachelor's degree from an accredited college or university with major course work in public administration, public policy, urban planning, or related field;

AND

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

Special Requirements and/or Qualifications:

None.

Preferred Qualifications:

Juris Doctorate and admission to the State Bar of Oregon.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: