

**CLASS SPECIFICATION**

**HEARINGS OFFICER**

**PAY GRADE: 58**

**CLASS CODE: 30003450**

**EFFECTIVE: July 1, 2020**

**CLASSIFICATION SUMMARY**

Under general direction, 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.

**DISTINGUISHING CHARACTERISTICS**

Hearings Officer is an independent, quasi-judicial professional classification responsible for conducting administrative hearings.

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

**ESSENTIAL FUNCTIONS**

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

General Duties:

1. Support the mission, objectives, and service expectations of the City's Hearings Office; contribute to and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
2. 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; protect the independence of the Hearing's Office; ensure the Hearings Office is impartial in appearance and fact.
3. Draft, edit, and issue written decisions and orders in compliance with relevant legal standards.
4. Provide direction to administrative support staff; contribute to a positive and supportive work environment.
5. Respond to questions from elected officials, City staff, representatives from outside agencies, and the public regarding the hearings process.
6. Provide training to educate City staff and the public about administrative hearings; prepare and deliver presentations at community events; manage dissemination of relevant information.

**SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general direction and oversight by the Chief Hearings Officer 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.

This position has no direct supervisory responsibilities.

### **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. 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.
5. Ability to conduct quasi-judicial administrative hearings in a professional manner.
6. Ability to review and comprehend legal documents; follow complex oral and written arguments and identify key issues.
7. Ability to render findings and determinations on cases heard, based on neutral consideration of the issues, sound legal reasoning, and good judgment.
8. Ability to communicate effectively, both verbally and in writing; provide clear explanations of complex principles.
9. Ability to facilitate inclusive participation of communities of color and people traditionally underrepresented in local decision-making; communicate cross-culturally.
10. Ability to use City-specific technology and general office software.
11. Ability to work in a diverse environment 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:** Three (3) 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: Non-represented  
FLSA Status: Exempt  
HISTORY  
Revision Dates: