



DHS-ADMINISTRATIVE HEARINGS OFFICER

CHARACTERISTICS OF WORK:

This is professional work which entails arranging and conducting fair hearings initiated by clients that are dissatisfied with actions taken by a local agency officer; and arranging and conducting administrative disqualification hearings initiated by the agency when it has sufficient documented evidence to substantiate one or more acts of intentional program violation, such as making a false or misleading statement or committing any act which constitutes a violation, or any state statute. Incumbents analyze local actions for fair hearings and/or sufficiency of evidence regarding intentional program violation for administrative disqualification hearings and construct a hearing record of testimony and documentary evidence sufficient to withstand scrutiny by the appropriate court. Decisions are made by the incumbent regarding appropriateness of local action or disqualification for intentional program violation. Works under general supervision.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university;

AND

Experience:

Three (3) years of experience in work related to the described duties.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:

Four (4) years of experience in work related to the described duties.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Evaluating Information to Determine Compliance: Uses relevant information and individual judgment to determine whether processes comply with laws, regulations, or standards.

Reviews and analyzes federal and state laws and regulations and program policy. Reviews information to ensure compliance with established laws and regulations.

Decision Making: Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions.

Renders decisions on administrative disqualification hearings and fair hearings. Makes decisions regarding appropriateness of local action or disqualification for intentional program violation. Writes final decisions based upon formal hearing record, additional evidence, and systematic research in agency and federal regulations and law including findings of fact and appropriate conclusions for action.

Information Management: Identifies a need for and knows where or how to gather information; organizes or maintains information.

Analyzes materials received from the various agency units prior to hearings. Observes, receives, and otherwise obtains information from all relevant sources. Arranges and conducts meetings based on sufficient documented evidence. Reviews and evaluates data on documents.

Communicating with Persons Outside Organization: Communicates with people outside the organization, representing the organization to customers, the public, government, and other external sources.

Confer with individuals or organizations involved in cases in order to obtain relevant information. Advises appellants or individuals accused of intentional program violation of his/her rights and decisions reached.

Technical Competence: Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; understands and evaluates technical information related to the job.

Arranges and conducts disqualification hearings. Conducts and records hearings to resolve contested issues raised by recipients of and applicants for assistance or services. Completes statistical reports of hearings to comply with program/agency rules and regulations. Possesses basic computer skills.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Prepares cases for administrative disqualification hearings and fair hearings.
2. Conducts and records administrative disqualification hearings and fair hearings.
3. Renders decisions on administrative disqualification hearings and fair hearings.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Reviews and analyzes materials received from the various agency units prior to fair hearing or an administrative disqualification hearing as well as federal and state laws and regulations and program policy to prepare for a hearing.

Advises the appellant or persons accused of intentional program violation of his/her rights under due process of law and the time and place of the hearing.

Conducts and records hearings to resolve contested issues raised by recipients of and applicants for assistance, services, or adjudicate charges of fraudulent activity preferred against individuals by the local agency offices.

Dictates a summary of the hearing in letter form advising the appellant in fair hearings or the individual accused of intentional program violation of the decision.

Completes statistical reports of hearings to comply with program/agency rules and regulations.

Reviews supporting documents for completion and accuracy.

Writes final decisions based upon formal hearing record, additional evidence, and systematic research in agency and federal regulations and law including findings of fact and appropriate conclusions for action.

Communicates with clients, county offices, and other divisions.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.