



Office of Human Resources  
Hearing Officer - CL0364  
THIS IS A PUBLIC DOCUMENT

### General Statement of Duties

Conducts hearings, evaluates evidence, and issues binding decisions that contest matters, charges, or policy for municipal services brought by agency employees or by individuals.

### Distinguishing Characteristics

This class conducts hearings, evaluates evidence, and issues binding decisions that contest charges or policy for municipal services about matters brought by agency employees or by individuals. This class is distinguished from the Assessment Hearings Officer, which conducts hearings, evaluates evidence, and issues recommendations regarding matters brought by citizens who are contesting property assessments on behalf of the County Board of Equalization.

### Essential Duties

Ensures due process of the law by presiding over the full range of administrative law hearings to settle legal disputes.

Evaluates relevance and importance of statutes and case law theories, concepts, and principles to settle disputes and renders decisions and orders.

Hears and evaluates testimony under oath to determine case facts and maintains order and decorum, disposes of objections expressed, permits questioning and cross-examination of witnesses and ensures due process.

Manages pre-hearing conferences to control the docket, exchange information and evaluate proposed evidence, consider expert witness testimony, determine issues, conduct discovery and rule on preliminary motions.

Examines case records and official files and ensures that all documents and exhibits are fully documented in the record.

Conducts legal research to fully address all legal arguments.

Meets with municipal officials, appellants or their representatives to explain rights and obligations and discuss hearings rules and procedures.

Writes timely decisions which are binding on all parties.

By position, drafts policy statements for review and approval by agency management.

By position, submits findings and recommended decisions to an appointing authority or Board.

By position, orders polls, surveys, tests, reports or other studies to supplement findings or decisions.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Reading - Reads complex materials that convey scientific, technical, or legal information. Reads highly complicated charts, tables, graphs, or diagrams. Applies information to complete complex tasks

Writing - Composes documents or correspondence involving complex or technical information, and adapts writing to the audience's level of knowledge. Proofreads or edits complex or technical writing of others.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Decision Making - Identifies and evaluates alternatives, and makes sound and timely decisions, even in uncertain situations. Decisions involve complex issues, and impact the work and outcomes of an organization. Makes most decisions with little or no supervisory review

Oral Communication - Communicates, explains, or defends complex ideas or information clearly and adapts to the audience's level of knowledge. Thoughts are extremely well organized. Actively listens to others and clarifies communications.

Interpersonal Skills - Establishes and maintains ongoing working relationships with management, other employees, internal or external stakeholders, or customers. Remains courteous when discussing information or eliciting highly sensitive or controversial information from people who are reluctant to give it. Effectively handles situations involving a high degree of tension or discomfort involving people who are demonstrating a high degree of hostility or distress.

**Knowledge & Skills**

Skill in applying general law and evaluating facts and evidence in relation to individual cases.

Skill in independently adapting, interpreting and applying written guidelines, precedents and standardized work practices to a variety of unprecedented or problematic situations.

Knowledge of court procedures and rules of evidence sufficient to be able to provide due process in administrative hearings and render decisions.

**Level of Supervision Exercised**

By position, performs lead work.

**Education Requirement**

Doctor of Jurisprudence Degree or Bachelor of Laws Degree.

**Experience Requirement**

Three (3) years of experience as an attorney at law.

**Education & Experience Equivalency**

No substitution of experience for education is permitted.

**Licensure & Certification**

By position, requires admission by the Supreme Court to practice law in Colorado at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Subject to many interruptions.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

**Background Check Requirement**

Criminal Check

Education Check

Employment Verification

By position, Licensure/Certification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** EX-19

**FLSA Code:** Y

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:**

**Revised By:**

**Class History:**