



Office of Human Resources
Career Service Hearing Officer - OL3072
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General Statement of Duties

Performs judicial duties including evaluating jurisdiction of appeals brought under the Career Service Rules assigning pre-hearing requirements to parties, conducts pre-hearing conferences, rules on pre-hearing motions, conducts appeal hearings, evaluates evidence, issues written binding decisions on claims, oversees preparation of the decision record for Petitions for Review to the Career Service Board, administers outside mediation services for City employees, and oversees Hearing Office staff.

Distinguishing Characteristics

This class is distinguished from the Hearings Officer class and the Assessment Hearing Officer due to the specific nature of the work performed within the Career Service Hearing Office.

Essential Duties

Ensures due process of law by presiding over administrative law hearings to settle legal disputes within the framework of the Career Service Rules.

Issues and enforces pre-hearing deadlines and requirements to render fair and efficient hearings.

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

Explains the hearing process to parties unfamiliar with the venue.

Administers oath or affirmation to witnesses; hears and evaluates testimony, maintains order and decorum, disposes of objections, permits questioning and cross-examination of witnesses and otherwise ensures due process.

Evaluates evidence presented at hearings to arrive at a fair, efficient, and legally sound outcome.

Examines case record and official files and ensures that all pertinent documents and exhibits are contained in the record.

Conducts and supervises legal research to fully address all legal arguments.

Writes timely decisions which are binding on all parties.

By position, is the appointing authority for subordinate staff, including hiring, firing, periodically reviewing performance and reporting subordinates' work performance.

Reports periodically to the Career Service Board.

Oversees administration of the City's outside, contracted mediation program.

Oversees compilation of statistical data from appeals and mediation requests.

Is responsible for reporting Hearing Office budget, inventory, and statistical data to relevant stakeholders.

Oversees retention of records and destruction of outdated records.

Understands and complies with the Colorado Code of Judicial Conduct.

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 supervision over other Hearings Officers and office support staff.

Education Requirement

Graduation from a college of law with either a J. D. or a LL. B Degree.

Experience Requirement

Eight (8) years of legal practice, with substantial litigation experience including drafting various litigation related documents (e.g., complaints, answers, motions, discovery materials) and familiarity with Colorado Rules of Civil Procedure and Rules of Evidence; some employment litigation trial experience preferred.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Licensure & Certification

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.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

By position, Licensure/Certification

Assessment Requirement

None

Probation Period

At-Will Position.

Class Detail

Pay Grade: EX-19

FLSA Code: Y

Established Date: 12/14/2018

Established By: BM

Revised Date:

Revised By:

Class History: