Hearings Officer

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
HEARINGS OFFICER I	3530	B20	$51,158 - $81,351
HEARINGS OFFICER II	3531	B21	$54,278 - $87,046
HEARINGS OFFICER III	3532	B22	$57,614 - $93,138
HEARINGS OFFICER IV	3533	B23	$61,184 - $99,658
HEARINGS OFFICER V	3534	B24	$65,104 - $106,634

GENERAL DESCRIPTION

Performs legal and technical work involving conducting hearings and preparing hearings decisions.

EXAMPLES OF WORK PERFORMED

Conducts hearings and prepares hearings decisions.

Explains the hearing process and issues oaths and affirmations to hearing participants, monitors hearing activities, limits testimony to relevant facts, and ensures that the hearing moves expeditiously.

Prepares for hearings by researching laws, regulations, policies, and legal precedents.

Questions witnesses and rules on exceptions, motions, and admissibility of evidence.

Confers with agency personnel to obtain additional information bearing on hearings.

Issues written decisions affirming, modifying, or reversing previous rulings based on testimony, claims records, evidence, applicable provisions of laws, and established precedents.

Tracks and/or schedules hearings-related activities to ensure that deadlines are met.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between the journey levels include the degree of independence in performing the work as well as the nature and complexity of the legal and technical work performed; additional factors may include the employee's experience, education,*

and certifications. Employees at the journey levels may independently perform the full range of work identified within the current or previous levels and may assist others in performing work of greater complexity.

HEARINGS OFFICER I: Performs routine (journey-level) legal and technical work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees may occasionally assist others performing work of greater complexity.

HEARINGS OFFICER II: Performs moderately complex (journey-level) legal and technical work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees may occasionally assist others performing work of greater complexity.

HEARINGS OFFICER III: Performs complex (journey-level) legal and technical work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may provide guidance to others and may prepare and conduct administrative or appeals hearings procedure training.

Note: *A senior-level employee (levels IV-V) may serve in a lead or supervisor role. Senior-level employees may perform the full range of work identified in the levels preceding their own and/or may oversee or coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight; the nature, complexity, and impact of the work performed; and the employee's related experience, education, and certifications.*

HEARINGS OFFICER IV: Performs highly complex (senior-level) legal and technical work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Conduct quality assurance reviews of hearings officers' decisions to ensure conformity with established policies and precedents.
- Provide input into developing and revising policy and procedure manuals.

HEARINGS OFFICER V: Performs advanced (senior-level) legal and technical work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Develop and implement procedures for receiving, docketing, and scheduling hearings; take testimony; and render decisions.
- Develop administrative or appeals hearings procedure training.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of federal and state laws, rules, and regulations; hearings proceedings; civil procedure; and administrative and regulatory laws in the State of Texas.
- Skill in conducting legal analysis and research; in the use of a computer and applicable software; and in using judgment to identify courses of action.
- Ability to conduct administrative or appeals hearings; to interpret and apply laws; to prepare hearings decisions; to gather, assemble, correlate, and analyze facts; to write concisely; and to communicate effectively.

Additional for Hearings Officer II – V levels

- Ability to prepare training materials.

Additional for Hearings Officer III – V levels

- Ability to conduct training and to provide guidance to others.

Additional for Hearings Officer IV – V levels

- Ability to coordinate administrative or appeals hearings, to conduct quality assurance reviews of hearings decisions, to develop policy and procedure manuals, and to supervise the work of others.

Additional for Hearings Officer V level

- Ability to oversee administrative or appeals hearings, to oversee quality assurance reviews of hearings decisions, and to develop training.

REGISTRATION, CERTIFICATION, OR LICENSURE

May be required to be licensed and authorized to practice law in any state, territory of the United States, or the District of Columbia and to be an active member of the bar of any jurisdiction.