



Hearings Officer IV

Salary Group: B22

Class Code: 3533

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
HEARINGS OFFICER I	3530	B19	\$42,244 - \$68,960
HEARINGS OFFICER II	3531	B20	\$45,158 - \$73,788
HEARINGS OFFICER III	3532	B21	\$48,278 - \$78,953
HEARINGS OFFICER IV	3533	B22	\$51,614 - \$84,479
HEARINGS OFFICER V	3534	B23	\$55,184 - \$90,393

GENERAL DESCRIPTION

Performs highly complex (senior-level) legal and technical work. Work involves coordinating and/or conducting hearings and preparing and reviewing hearings decisions. May supervise the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates and/or conducts hearings.

Coordinates hearings-related activities to ensure that deadlines are met.

Prepares for hearings by researching laws, regulations, policies, and precedent decisions.

Prepares hearings decisions and/or conducts quality assurance reviews of hearings officers' decisions to ensure conformity with established policies and 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, applicable provisions of laws, and established precedents.

May provide input into developing and revising policy and procedure manuals.

May prepare and conduct administrative or appeals hearings procedure training.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in administrative or appeals procedures, claims, labor and employment, or legal work. Graduation from an accredited college or university with a master's degree in business, finance, public administration, law, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of federal and state laws, rules, and regulations; of hearings proceedings; of civil procedure; and of administrative and regulatory laws in the State of Texas.

Skill in coordinating and 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 coordinate and conduct administrative or appeals hearings, to interpret and apply laws, to prepare hearings decisions, to conduct quality assurance reviews of hearings decisions, to develop policy and procedure manuals, to prepare and conduct training, to write concisely, to communicate effectively, and to supervise the work of others.

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.