



Hearings Officer V

Salary Group: B23

Class Code: 3534

<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 advanced and/or supervisory (senior-level) legal and technical work. Work involves overseeing hearings and quality assurance reviews of hearings decisions. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees hearings-related activities to ensure compliance with laws, rules, and regulations; and to ensure that deadlines are met.

Oversees and/or conducts hearings.

Oversees and/or conducts quality assurance reviews of hearings officers' decisions to ensure conformity with established policies and precedents.

Develops and implements procedures for receiving, docketing, and scheduling hearings; taking testimony; and rendering decisions.

Provides input into developing and revising policy and procedure manuals.

May develop and/or 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 overseeing legal analysis and research, in the use of a computer and applicable software, and in using judgment to identify courses of action.

Ability to oversee and conduct administrative or appeals hearings, to interpret and apply laws, to oversee and conduct quality assurance reviews of hearings decisions, to develop policy and procedure manuals, to develop 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.