

**CLASSIFICATION:** HEARINGS OFFICER

**Class Code:** 5030-26

**Date Established:** 04-30-93

**Occupational Code:** 7-5-5

**Date of Last Revision:** 12-28-01

**Exempt Status:** Exempt

**BASIC PURPOSE:** To conduct appeal hearings and render decisions in accordance with pertinent laws and policies of state administered programs.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Determines need for formal hearings, makes arrangements for hearings and issues necessary notifications to all parties and witnesses.
- Reviews pleadings and motions prior to hearing to determine salient issues and the best method of hearing and/or disposing of the case.
- Prepares necessary data and presides at quasi-judicial or administrative hearings on appeals filed by recipients, claimants or participants.
- Hears testimony from the parties and admits all relevant evidence in oral, documentary, audio-visual, electronic and other forms of communication.
- Performs analysis of conflicting testimony and evidence relative to applicable laws, case precedents, and decisions of the New Hampshire Supreme Court.
- Applies current developments and principles in order to render decisions on contested matters.
- Confirms or negates previous action taken in suspension of license or benefits and makes determinations based upon information presented.
- Makes decisions based upon relevant facts, findings and federal and state laws and prepares appropriate reports.
- Issues written decisions or declaratory rulings and other relevant information to hearing participants and appropriate staff members.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

**Supervision:** Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires acting as the official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services.

**Complexity:** Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

**Independent Action:** Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with a major study in pre-law, economics, industrial relations, business administration or public administration. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Five years' experience in conducting hearings or administering laws related to the agency in which the vacancy exists, with demonstrated progression of increasing responsibility, either in a public or private agency or in private industry.

**License/Certification:** Valid New Hampshire driver's license.

**RECOMMENDED WORK TRAITS:** Thorough knowledge of applicable federal and state laws. Considerable knowledge of the policies and regulations of the relevant agency. Considerable knowledge of the quasi-judicial or administrative hearing process. Skill in report and decision writing. Ability to make decisions based upon policies and procedures as well as upon technical and highly debatable testimony. Ability to conduct and coordinate quasi-judicial hearings. Ability to communicate effectively. Ability to maintain effective working relationships with legal professionals, officials and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.