



CITY OF TACOMA
Revision Date: Mar 8, 2017

Hearing Examiner

Class Code:
0717

SALARY RANGE

\$69.08 - \$88.56 Hourly
\$5,526.40 - \$7,084.80 Biweekly
\$11,973.87 - \$15,350.40 Monthly
\$143,686.40 - \$184,204.80 Annually

CLASS SUMMARY DEFINITION:

This is administrative and professional work of a quasi-judicial nature which involves conducting public hearings on behalf of the City Council on applications of the City's land use regulatory codes and a wide variety of other disputes arising out of City determinations or actions. An employee in this class is responsible for administration of an administrative hearing process. The incumbent reviews applications for various land use regulatory permits such as: rezones, certain conditional and special use permits and proposed subdivisions. The position also includes appeal hearings resulting from land use decisions made by the Director of Planning and Development Services. In addition, appeal hearings are conducted relating to other identified actions including appeals involving licensing, tax, dangerous animals, building code violations, nuisance code matters and drug forfeitures. Duties include receiving and examining available information including environmental impact statements, conducting public hearings and preparing a record thereof, entering findings of fact and conclusions of law based upon the goals and policies of the governing law and the evidence presented in the case. . Work is performed under the general direction of the City Manager, providing considerable latitude for independent judgment. Supervision may be exercised over a small staff and work is subject to review by superior through discussion and evaluation of program accomplishments.

ESSENTIAL DUTIES:

Establishes and administers procedural rules for implementation of the Administrative Appeal System.

Organizes and conducts administrative and quasi-judicial hearings on a wide variety of requests, including but not limited to appeals of land use regulatory permits such as: rezones, special and conditional use permits, and variances, licensing decisions, business and occupation tax challenges, Building and Structures Code violations, Nuisance Code violations, dangerous animal appeals, and drug forfeiture proceedings.

Receives and examines available information, conducts public hearings and prepares records thereof, and drafts written findings of fact, conclusions of law, and decisions or recommendations.

Develops written recommendations to the City Council for those cases requiring Council approval, and in cases where the Examiner's decision is appealed to that body.

Prepares periodic and special reports regarding hearing activities.

Performs related work as required.

KNOWLEDGE & SKILLS:

Extensive knowledge of land use regulatory codes and standards and their application to land management and urban planning.

Thorough knowledge of the methods and procedures for conducting administrative and quasi-judicial public hearings.

Considerable knowledge of the application of such remedial measures as waivers, variances, exceptions and permits for wide variety of circumstances.

Considerable knowledge of the principles and practices of urban planning, land development, and environmental impact.

Ability to understand and as necessary, interpret and utilize goals and policies of the governing law and ordinances, as they may apply to specific regulatory actions.

Ability to conduct orderly and efficient administrative and quasi-judicial public hearings and to reach objective conclusions based on the interpretation and analysis of data and material pertaining to the evidence presented in the case.

Ability to prepare complete and accurate records and reports.

Ability to establish effective working relationships with departmental officials, staff, other employees, regulatory agencies, and the public.

QUALIFICATIONS:

An attorney licensed to practice law in Washington or is a member of the Washington State Bar Association who has been granted judicial status.

A minimum of 5 years of Washington municipal, county or state law practice or private practice experience in areas of law that are within the jurisdiction of the Hearing Examiner.

Substantial experience serving as a local Hearing Examiner or an administrative adjudicator, or appearing in a representative capacity in local or state quasi-judicial proceedings is desired.

CLASS SPEC DATA:

Adopted:

EEO Category: 1

Revised: 3/8/2017

Medical Group: III

Title Change:

Class Code: 0717

Reviewed:

Job Category: 1

Civil Service Status: No

Union: NR

Overtime Category: D

SOC: 23-1021