

## HUMAN SERVICES JUDGE

### KIND OF WORK

Senior-level advanced professional work conducting hearings and recommending action on appeals.

### NATURE AND PURPOSE

An employee in this class is responsible for conducting highly difficult and complex hearings on appeals of decisions made by administrative agencies. The employees possess wide discretion on the scheduling of hearings and arriving at recommended orders. Employees must rule on the admissibility of evidence, identify the principal issue on appeal and separate those issues from secondary matters, conduct the hearing in an orderly and productive manner and elicit the full cooperation of participants. The appeals heard involve complex issues requiring a considerable amount of interpretation and research to make an effective recommendation.

This class is distinguished by the class Appeals Examiner by the complexity and difficulty of cases, training and experience of incumbents and completion of performance requirements. Work is performed almost independently with review in terms of results obtained and quality of recommendations.

### EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Schedules appeals hearings and notifies interested parties.

Presides as referee in hearings determining relevant issues, ruling on admissibility of evidence, finding appropriate facts and mediating controversy.

Administers oaths and examines witnesses.

Guides the hearing so that appropriate information is discussed and participants are afforded equal opportunity.

Researches statutes, policies, regulations, etc. to determine precedents and rulings related to the appeal.

Prepares recommended order for Commissioner indicating suggested disposition of the appeal.

May coordinate the work of other appeals examiners.

May, if recommendation is not accepted or revised, file a disclaimer on the order.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

extensive knowledge of statutes, rules and regulations to the field represented by department or agency in which employed.

thorough knowledge of hearings procedures and rules of evidence.

Skill in:

analyzing, appraising and organizing facts and arrive at logical conclusions.

Ability to:

understand, interpret and explain appropriate law and rules and regulations.

write and speak effectively.

establish and maintain effective relationships with others.

work independently without direct supervision of either an administrative or technical nature.

coordinate the work of others may be necessary.

Est.: 12/4/73  
Ckd.: 8/92

T.C.: January 2019  
Former Title(s):