

Washington State Department of Personnel
Class Specification

HEARINGS COORDINATOR

425L

Abolished; adopted 2/10/2011, effective 2/11/2011

Definition:

Coordinates hearings process and drafts orders according to instructions from a Board or Commission. Positions may also provide professional level staff support services.

Distinguishing Characteristics:

The majority of work performed by these positions include tasks as: attending hearings; instructing parties on procedures and explaining process; marking exhibits; drafting decisions based and supported by the evidence.

Typical Work:

Drafts decisions or the Findings, Conclusions and Orders per instructions from the respective Board or Commission;

Reviews new appeals to determine issues and recommends appropriate processing; coordinates and monitors Hearings Examiners' work with Board or Commission and acknowledges variation from precedence or potential impact of recommended orders;

Interprets personnel policies, appeal procedures, MSRs; provides liaison, coordination and technical assistance to State agencies, employee organizations, attorneys and other users;

Schedules and arranges Board or Commission meetings; hearings on arbitration, unfair labor practices and nonstatutory appeals;

Conducts elections between various unions and State agencies;

Drafts proposed Rules for agency; arranges for 20-Day Notice and presents proposals to Board or Commission including bargaining unit creations or modifications;

Supervises or prepares data regarding appeals for the Board, Commission or Legislature;

Requests certifications to fill vacancies; interviews and evaluates applicants for employment; maintains personnel records and recommends human resource development courses for employees;

Answers the Board's or Commission's questions on issues scheduled for review;

Marks and initials exhibits entered into evidence; records and composes transcripts of proceedings;

Performs other work as required.

Knowledge and Abilities:

Knowledge of: English usage and writing techniques; fundamentals of personnel administration, Merit System Rules, agency's policies and laws applicable to duties; interviewing techniques; principles of human relations and union contracts.

Ability to: write clearly, concisely and effectively; establish and maintain effective working relationships with employee organizations, agencies and public; provide information while displaying tact, courtesy and discretion; obtain job information by interview.

Legal Requirement(s):

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Desirable Qualifications:

A Bachelor's degree involving major study in business or public administration, personnel management or closely allied field.

OR

Completion of two years of college-level study and two years of technical personnel or administrative experience with State service.

Additional technical personnel or administrative experience may be substituted, year for year, for education.

Class Specification History:

New class: 6-11-82

Revised definition, added distinguishing characteristics, title change (formerly Board Hearings Coordinator): 8-12-83

Revised minimum qualifications: 10-12-84

New class code: (formerly 09330) effective July 1, 2007