

POSITION DESCRIPTION

AGENCY/DEPT ID

DIVISION OR INSTITUTION
HEARING SERVICES

UNIT OR OFFICE

COUNTY OF EMPLOYMENT

POSITION NUMBER POSITION NUMBER JOB TITLE INDUSTRIAL COMMISSION DISTRICT HEARING OFFICER JOB CODE 63922	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update Position Hyperlinked to <input type="checkbox"/> <small>Agency Organizational Tree</small>		
	USUAL WORKING TITLE OF POSITION DISTRICT HEARING OFFICER		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR STAFF HEARING OFFICER 2
<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified If FLSA Exempt, exemption type: PROFESSIONAL EXEMPTION			
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 A.M. TO: 5:00 P.M. FLEXIBLE			
JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
85	Under general supervision in assigned Regions/Districts, prepares for, conducts, & issues orders from administrative hearings on Workers' Compensation claims. Hears claims on the issues of allowance, payment of compensation, payment of medical bills, determination of percentage of permanent partial disability, & any other contested claim matter except those over which the Industrial Commission (IC) or its Staff Hearing Officers have original jurisdiction. Ensures all proceedings are conducted in a fair & legal manner.	Knowledge of (13b) IC policies & procedures*, (14) IC/BWC rules & regulations, (23) Law (Workers' Compensation); skill in (25b) operating a personal computer (Microsoft applications, Enterprise Content Management*, Winscribe*, Workflow*); ability to (30l) conduct legal research & analysis of all facts & evidence & render appropriate decisions, (m) interpret extensive variety of technical & legal material in books, journals, & manuals, (31d) calculate fractions, decimals, & percentages, (32x) develop complex reports & position papers, (34j) customer service/professionalism, (k) communicate information & ideas in speaking so that the intended audience (e.g. claimants, employees, government representatives, medical providers, etc.) will understand.	
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE

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DIVISION OR INSTITUTION HEARING SERVICES	UNIT OR OFFICE	COUNTY OF EMPLOYMENT

POSITION NUMBER	<input type="checkbox"/> Reclassification	<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Update	Position Hyperlinked to <input type="checkbox"/>
	Agency Organizational Tree			
JOB TITLE INDUSTRIAL COMMISSION DISTRICT HEARING OFFICER	USUAL WORKING TITLE OF POSITION DISTRICT HEARING OFFICER		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: PROFESSIONAL EXEMPTION	Bargaining Unit 14 Page 2 of 2
JOB CODE 63922	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 A.M. TO: 5:00 P.M. FLEXIBLE			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
5	Performs legal research into difficult questions with regard to Workers' Compensation; participates in depositions.		Knowledge of 13b*, 14, 23; skill in 25b; ability to 30l, m, 32x, 34k.	
5	Completes miscellaneous assignments made by the Regional Managers or any member of the IC.		Knowledge of 13b*, 14, 23; skill in 25b; ability to 30l, 32x.	
5	Provides training to new Hearing Officers & Legal Interns; conducts second level hearings in the absence of Staff Hearing Officers. Must conduct themselves professionally at all times & in accordance with the IC's standards of customer service which require employees to act in a respectful & impartial manner while providing accurate information & timely issue resolution & abiding by the agency's Confidential Personal Information Policy.		Knowledge of 13b*, 14, 23; skill in 25b; ability to 30l, m, 32x, 34j, k.	
			Admission to Ohio Bar pursuant to Section 4705.01 of ORC, & maintenance of an active license to practice law in the State of Ohio with the Ohio Supreme Court.	
			This position may require travel; therefore, the person occupying this position must be able to provide his/her own transportation &/or legally operate a state owned vehicle.	
			(*) Developed after employment	
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			DATE	