

POSITION DESCRIPTION

AGENCY/DEPT ID

DIVISION OR INSTITUTION
HEARING SERVICES

UNIT OR OFFICE

COUNTY OF EMPLOYMENT

POSITION NUMBER

☐ Reclassification☐ New Position☒ UpdatePosition Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
DISTRICT HEARING OFFICERPOSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
STAFF HEARING OFFICER 2☒ Permanent
☐ Temporary
☐ Intermittent☒ Classified
☐ UnclassifiedOvertime: ☐ Eligible ☒ Exempt

Bargaining Unit 14

If FLSA Exempt, exemption type:
PROFESSIONAL EXEMPTION

Page 1 of 2

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.

JOB TITLE
INDUSTRIAL COMMISSION DISTRICT HEARING OFFICERJOB CODE
63922

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

DIVISION OR INSTITUTION HEARING SERVICES

COUNTY OF EMPLOYMENT

An Equal Opportunity Employer