OIC-845-000U

POSITION DESCRIPTION

AGENCY/DEPT ID

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
HEARING SERVICES	CINCINNATI REGIONAL OFFICE	HAMILTON

POSITION NUMBER 20066001

JOB TITLE INDUSTRIAL COMMISSION DISTRICT HEARING OFFICER

JOB CODE 63922

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
DISTRICT HEARING OFFICER	

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: PROFESSIONAL EXEMPTION	Bargaining Unit 14 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.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE

OIC-845-000U

POSITION DESCRIPTION

AGENCY/DEPT ID

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
HEARING SERVICES	CINCINNATI REGIONAL OFFICE	HAMILTON

POSITION NUMBER 20066001

JOB TITLE INDUSTRIAL COMMISSION DISTRICT HEARING OFFICER

JOB CODE 63922

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION
DISTRICT HEARING OFFICER

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

☒ Permanent
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:
PROFESSIONAL EXEMPTION

Bargaining Unit 14

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

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE