
Chief Hearing Officer

Classification

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Classification Title	Chief Hearing Officer
Classification Code	29706-Draft
Classification Group	29700 - Child Support Services
Salary Category	C2
Salary Grade	9
Step	0
Min Salary	\$24.12
Mid Salary	\$30.15
Max Salary	\$36.18

General Overview

Under general direction of the Legal Division Administrator; supervises Administrative Hearing Officers, conducts administrative hearings on child support program matters pursuant to the Ohio Revised Code, Ohio Administrative Code, applicable federal and state rules and regulations and the policies and procedures of the Summit County Child Support Enforcement Agency (CSEA). Hearings may consist of establishment of paternity and child support, adjustments, terminations, reinstatements, mistakes of fact and financial institution data matches. Performs other related duties as required.

Required Qualifications

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.

Bachelor's degree in business, public administration or other related discipline, plus five (5) years of child support enforcement agency experience that includes preparation of court cases; or current enrollment in accredited law school or recent graduate thereof; or equivalent combinations of training and/or experience. Individuals not licensed to practice law will be required to obtain (within one year of appointment) and maintain Ohio Child Support Directors Association (OCDA) annual accreditation training for hearing officers.

Knowledge, Skills, and Abilities

Thorough knowledge of federal and state laws and regulations and administrative rules concerning Title IV-D programs, due process requirements in court and administrative hearings, State of Ohio child support guidelines, CSEA policies and procedures; Ability to read, analyze and interpret technical journals and legal documents, respond to common inquiries or complaints from CSEA clients, CSEA staff, and/or members of the courts, effectively present information both verbally and through written presentation, add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals, define problems, collect data, establish facts and draw valid conclusions, organize, prioritize and meet deadlines, conduct hearings in an impartial manner and handle case information confidentially, prepare meaningful, concise and accurate reports; skill in operation of a personal computer.

(* Indicates developed after employment)

Job Duties

The duties listed below are intended to depict tasks performed by this classification.

Prepares for hearings by reviewing all applicable resources and case data.

Supervises hearing officers and other support staff (e.g., provides job instruction and training; disseminates information; assigns, plans and coordinates work; prepares employee performance evaluations; reviews and approves employee leave requests; recommends selection and promotion of employees; recommends discipline or discharge).

Conducts administrative hearings for the CSEA. Hearings may consist of establishment of paternity and child support, adjustments, terminations, reinstatements, mistakes of fact and financial institution data matches.

Explains applicable administrative procedures as dictated by hearing type (e.g. establishment of paternity and child support, adjustments, terminations, reinstatements, mistakes of fact and financial institution data matches).

Prepares findings and issues recommendations after hearing is concluded to document decision. Updates CSEA files and Support Enforcement Tracking System (SETS) narrative with pertinent information.

HRC Order Number

Council Legislation Number

Last Revision Date

Note

Drafted 6-15-15