



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## ADMINISTRATIVE HRNG OFFICER SUPV

Job Number: 20001156

Job Code: 62890V000101

Job Group: 6200 - HUMAN SERVICES

Job Established: 11/16/2005

Job Revised: 08/21/2018

Grade: 15	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$19,882-\$26,339 - Hourly	<b>NONE</b>
	\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary	<b>NONE</b>
	\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary	<b>NONE</b>

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises, assigns and reviews the work of a professional team of administrative hearing officers in conducting appeal hearings in disputed public assistance benefit cases and/or in disputed protection/permanency cases where appellants are represented by legal counsel. Coordinates scheduling of more complex appeals cases for hearings with appellant caseworkers and attorneys. Conducts appeals hearings in disputed public assistance benefit cases and/or in disputed protection/permanency cases where appellants are represented by legal counsel and issues decisions; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Must have five years of professional social work experience or professional experience in public assistance programs.

#### **Substitute EDUCATION for EXPERIENCE:**

Graduate study in public or business administration, social work or a related field will substitute for the non-specific experience on a year for year basis not to exceed two years.

#### **Substitute EXPERIENCE for EDUCATION:**

Additional experience in public administration or public assistance programs will substitute for the required college on a year for year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Three years of the required experience must include conducting hearings on appeals in disputed public assistance benefit cases or in disputed protection/permanency cases.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, organizes, supervises and reviews the work of employees to assure economical and efficient operations. Provides in-service training and recommends employees for specialized training as needed. Conducts hearings and teleconferences involving all types of appeals filed by applicants for public assistance, food stamps, special time limited programs and/or for protection/permanency issues such as foster care or the Kinship Care Program. Oversees scheduling of hearings and insures proper notice thereof to interested parties and counsel. Supervises the work of professional hearing officers and clerical staff in the preparation of records and cases for hearing, release and distribution. Conducts hearings on special food stamp fraud cases initiated by the Department. Issues written decisions on hearings based on the evidence presented at the hearing, research of agency policy and applicable regulations. Advises attorneys and their clients as to their rights, duties and responsibilities in the case. Reviews new and revised agency policies. Makes appointments for special medical examinations for appellants. Reviews decisions for quality assurance.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting or setting conducive to conducting hearings on appeals. Extensive travel is required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*