



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## ADMINISTRATIVE HEARING OFFICER I

Job Number: 20001157

Job Code: 62900V170216

Job Group: 6200 - HUMAN SERVICES

Job Established: 06/16/1982

Job Revised: 08/21/2018

Grade: 14	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$18,075-\$23,944 - Hourly	<b>NONE</b>
	\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary	<b>NONE</b>
	\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary	<b>NONE</b>

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 12 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.*

Conducts appeals hearings and issues decisions in disputed public assistance benefit cases and/or in disputed protection/permanency cases; 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 four years of professional experience in public administration.

#### **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 one year.

#### **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 professional experience in public assistance or social work programs.

**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.*

Conducts hearings on appeals filed by applicants for and recipients of public assistance, food stamps, special time limited programs and/or for protection/permanency issues such as foster care or the Kinship Care Program. Conducts hearings on food stamp fraud cases initiated by the department. Issues written decisions on hearings based on the evaluation of hearing testimony, records and evidence presented at the hearing and research of agency policy and applicable regulations. Reviews cases scheduled for hearings. Makes appointments for special medical examinations for appellants. Reviews new and revised agency policies. Prepares monthly reports, time studies and travel vouchers. Interprets and applies policy to hearing decisions.

**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.*