

Hearings Officer - (180007EH)

Official Title: Review Examiner II

Functional Title: Hearings Officer

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Legal Services

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Nov 6, 2018, 12:28:56 PM

Number of Openings: 1

Salary: \$60,096.14 - \$87,045.14 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

The Department of Housing and Community Development (DHCD) is seeking a Hearings Officer who will be responsible for conducting adjudicatory hearings related to the Emergency Assistance (EA) homeless program. The Hearings Officer will render decisions and cite, where appropriate, statutes and regulations in support of such decisions. The incumbent determines the admissibility of testimony and documents, interprets applicable laws and regulations, and issues written decisions, including findings of fact and conclusions of law. S/he structures the hearing and clearly explains procedures which govern the hearing and advises participants of their rights. The Hearings Officer consistently maintains impartiality and demonstrates patience and courtesy toward all parties. This position resides within DHCD's Legal Division, which is comprised of a staff of 19.

The ideal candidate possesses exceptional oral and written communication skills, takes initiative, and has demonstrated ability managing and prioritizing multiple assignments and meeting tight deadlines. The incumbent has detailed knowledge of the Administrative Procedures Act (M.G.L. c. 30A) and is familiar with housing programs and benefits for low-income households. Additionally s/he has a Juris Doctorate and/or Paralegal Certificate and professional experience where the major duties involved the adjudication, examination and/or review of claims or benefits related to housing. At a minimum, intermediate proficiency using Microsoft (MS) Word and Excel is preferred.

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):

1. CONDUCTS ADJUDICATORY HEARINGS:

- Structures hearing and clearly explains issues and procedures which govern hearing;
- Advises participants of their rights, interprets applicable rules and regulations and determines the admissibility of evidence and testimony presented;
- Controls testimony (including evidentiary rulings), identifies and marks exhibits;
- Maintains both substance and appearance of impartiality and demonstrates patience and courtesy toward all parties;
- Assures that record is fully developed and that all issues are adequately addressed.

2. RENDERS DECISIONS:

- Establishes jurisdiction and identifies issues;

- Adequately summarizes evidence and properly identifies exhibits;
- Makes appropriate findings of material facts and applies law to facts and makes reasonable legal conclusions based on relevant regulations and standards;
- Issues clear and complete directions to the Department;
- Writes in complete sentences and with clarity of thought and style, and uses form decisions appropriately;
- Submits decisions that have been carefully proof-read.

3. PROPERLY APPLIES ALL ASPECTS OF M.G.L. c. 30A, AND OTHER RULES AND REGULATIONS:

- Follows procedures governing rescheduling, continuance and reopening;
- Obtains withdrawals only when appropriate and without jeopardizing the rights of the appellant;
- Addresses "Good Cause" issues, when relevant
- Uses Interim Orders appropriately;
- Confers with management staff and other agency personnel in order to provide or exchange information and solve problems;
- Keeps file in order with all documents properly labeled;
- Renders decisions in a timely manner;
- Performs related duties as required.

PREFERRED QUALIFICATIONS:

1. Excellent oral and written skills and demonstrated willingness to take initiative and work effectively, independently, and with little supervision.
2. Excellent organizational skills and the ability to maintain records and manage multiple projects.
3. Ability to work effectively with others.
4. Ability to meet deadlines within close time constraints.
5. Ability to analyze and interpret evidence and find facts based on that evidence.
6. Specific and detailed knowledge of the Administrative Procedures Act (M.G.L. c. 30A).
7. Knowledge of housing programs, including the EA program, and benefits for low-income households.
8. Preferred candidate has a Juris Doctorate and/or Paralegal Certificate and full-time, or equivalent part-time, professional experience, the major duties of which involved the adjudication, examination and/or review of claims or benefits related to housing.
9. At a minimum, intermediate proficiency using Microsoft Word and Excel.

MISSION STATEMENT

The Department of Housing and Community Development (DHCD) is within the Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

COMMENTS/SALARY RANGE

Please upload resume, cover letter and be sure to include a writing sample.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

QUALIFICATIONS

First consideration will be given to those applicants that apply within the first 14 days (11/20/18).

Minimum Entrance Requirements:

Applicants must have at least (A) four years of full-time, or equivalent part-time, professional experience, the major duties of which included the adjudication, examination and/or review of claims, benefits and/or taxes; the practice of law; labor relations work; claims investigation or adjustment work; credit management or credit investigation work; or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's or higher degree with a major in law may be substituted for a maximum of three years of the required experience.*

II. A Bachelor's or higher degree with a major other than in law may be substituted for a maximum of two years of the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of three years of the required experience.

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Nancy DePaul - 617-573-1100

HOW TO APPLY

Create profile and apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=180007EH>