

State of Washington Dept. of Retirement Systems

Hearings Examiner

SALARY: \$5,357.46 - \$7,031.34 Monthly

OPENING DATE: 08/08/18

CLOSING DATE: Continuous

DESCRIPTION:



Here at the Department of Retirement Systems, we are responsible for providing the information, tools, expertise and services that ensure our members receive the retirement benefits they earn while in public service.

As the administrator of eight public retirement systems, 15 retirement plans and the Deferred Compensation Program, we serve a vast and diverse population. Our customers include fire fighters, teachers, government employees, and public safety and law enforcement officers who expect to be treated **respectfully**, to receive **responsive** service, and for the information they receive to be **right**. We are dedicated to our customers and to meeting and exceeding these expectations.

Our office is located in Tumwater, part of the Olympia/Tumwater/Lacey tri-city area on the southernmost tip of Puget Sound. We are part of a community rich in history, culture and natural beauty.

DUTIES:

We are looking for knowledgeable, experienced individuals to fill one full-time or two part-time Hearings Examiner positions. Hearings Examiners are responsible for all aspects of the hearings process for appeals filed by members, retirees, beneficiaries and potential beneficiaries, and employers of the systems and plans administered by DRS. Work performed by these positions helps ensure our members receive the benefits they earned while in public service.

As a Hearings Examiner, you will preside over pre-hearing conferences and appeal hearings in accordance with the Administrative Procedure Act and supplemental regulations. You will guide the parties through pre-hearing preparation, obtaining mutual agreement on the issue at hand, setting hearing date(s) and locations, and entering procedural orders. You will preside over hearings, swearing in witnesses, taking testimony and exhibits, ruling on admission of evidence, and ensuring proceedings are recorded. You will create court-reviewable records and issue written decisions with findings of fact and conclusions of law, explaining your reasoning and results in clear and precise language.

QUALIFICATIONS:

The qualifications for this position include:

- A Juris Doctorate from an accredited law school and membership in good standing with the Washington State Bar Association;
- At least three years of experience in adjudicative proceedings under the Administrative Procedure Act (or comparable procedure) before public entities;
- Understanding of principles of administrative law and procedure;
- Understanding of principles of legal and judicial ethics;
- Demonstrated ability to produce clear and legally supported written decisions; and
- Demonstrated proficiency in the following competency areas:

Analysis

Studies and reviews documents and information closely; readily identifies information that is not pertinent and understands when additional or verifying data is needed. Uses data and information in a clear and rational thought process to assess and understand issues, evaluate options, form accurate conclusions, and make recommendations/decisions.

Communication

Effectively conveys information in writing and through the spoken word, using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience. Sees communication as a vital component of high performing teams.

Decision Quality

Makes well-informed, effective, and timely decisions based upon a mixture of analysis, wisdom, experience, and judgment. Most solutions and suggestions turn out to be correct and accurate when judged over time. Is sought out by others for advice and solutions.

Judgment

Displays balanced thinking that combines data-based analysis, experience, and perspective while also considering decision impacts. Effectively weighs alternatives and makes decisions that incorporate facts, opinions, and other relevant information.

Researching and Gathering Information

Effectively identifies, collects, organizes and documents relevant data and information in ways that make the information most useful for subsequent assessment, analysis, and investigation.

Independence/Self-Management

Is a self-starter; demonstrates initiative and motivation in completing his or her workload. Delivers on commitments made to others. Maintains focus and effectiveness; is a visible role model for others.

Problem Solving

Analyzes problem to identify the root cause(s). Evaluates possible courses of action; uses reason, logic, and creativity to reach conclusions. Develops timely, effective solutions that take into consideration alternatives, risks, and consequences in relation to organizational goals, resources, and constraints.

SUPPLEMENTAL INFORMATION:

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity. Be sure to complete all sections of the electronic application and answer all supplemental questions. Resumes ***will not*** be accepted in lieu of completing the work history section of the application template.

General suggestions for creating a good application packet:

- Read the job posting very carefully. Find out as much as you can about the position.
- Make sure you are very diligent in following all the application instructions. Include all requested documentation.
- Make sure your application and supplemental question responses address how you meet each of the required and desired qualifications.
- Carefully read each of the supplemental questions and respond completely to each one. Pay careful attention to each component of the question, providing examples, and thoroughly describing when and where you achieved the proficiency level, and detail the types of work you performed, the work products, etc., to demonstrate 'how'.
- Specifically include all of your work experiences doing the same or similar work, especially if you reference work in these jobs in describing when/where you gained proficiency level skills.

The initial screening will be based on the content and completeness of your application and the materials submitted. All information may be verified and documentation may be required. Applications with comments such as "see attachments" or "N/A" in the supplemental question responses will be considered incomplete.

NOTE: As part of our hiring process, we require an employment reference for the preferred candidate from his or her current or most recent supervisor. If the preferred candidate is a current or recent state employee, we will also review the personnel file as part of our process.

Prior to offering positions to the preferred candidates, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the candidates' suitability and competence to perform in the position.

The Washington State Department of Retirement Systems is an equal opportunity employer and does not discriminate on the basis of age, sex, marital status, sexual orientation, gender identity, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

Persons of disability needing assistance in the application process, or those needing this announcement in an alternate format, may call the Human Resources Office at (360) 664-7220 or TTY Relay Service at 711.

To apply click on the link: [DRS Opportunity](#)