



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## ADMINISTRATIVE HEARING OFFICER II

Job Number: 20001158  
Job Code: 62910V220901  
Job Group: 6200 - HUMAN SERVICES  
Job Established: 07/16/1987  
Job Revised: 09/01/2022

Grade: 15	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$21,473-\$31,812 - Hourly	<b>NONE</b>
	\$3,489.38-\$5,169.46 - 37.5 Hr. Monthly Salary	<b>NONE</b>
	\$3,722.00-\$5,514.08 - 40 Hr. Monthly Salary	<b>NONE</b>

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

### **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 in disputed public assistance benefit cases and/or in disputed protection/permanency cases where appellants are represented by legal counsel and issues decisions. Coordinates scheduling of more complex appeals cases for hearings with appellant, caseworkers, and attorneys; 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 experience in public administration, social work, or professional experience in public assistance programs. One year of the required experience must include conducting hearings on appeals in disputed public assistance benefit cases or in disputed protection/permanency cases.

#### **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 education on a year-for-year basis.

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

NONE

**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 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 ensures proper notice thereof to interested parties and counsel. Coordinates the work of professional 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. Advise 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. May train and coordinate the activities of entry level hearing officers. Reviews decisions for quality assurance.

**UNIQUE PHYSICAL REQUIREMENTS:**

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

**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 employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification 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, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.*