

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Hearings Representative

Class Code: 11213

Pay Grade: GJ

A. Purpose:

Represents a state agency or division within an agency in public assistance programs by presenting information and evidence to support the agency or division's position and reviewing cases to determine compliance with the law.

B. Distinguishing Feature:

Hearings Representative represents an agency or division by investigating, evaluating, and testifying at hearings, offering exhibits and securing appropriate witnesses. The hearings examiner conducts hearings by gathering and evaluating the facts and rendering a decision.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Prepares cases for presentation to a hearings officer by conducting a comprehensive case record evaluation and analysis to ensure documentation is complete.
2. Participates in hearings by testifying, calling witnesses to testify, presenting exhibits for the record, and reviewing conclusions to determining verification of facts.
3. Researches statutes, laws, and regulations to ensure appeals comply with applicable law and policy.
 - a. Reviews appeals to determine the need for representation at a hearing and secures a notification of the hearing.
 - b. Creates revisions and updates in procedures or policy manuals to ensure consistency in interpretation and application of rules and regulations in various programs.
 - c. Analyzes case determinations and appeals to circuit court for adherence to laws, rules, regulations, policies, and procedures.
4. Disseminates information to employers, claimants, attorneys, and staff regarding laws, rules, regulations, and payment factors for public assistance programs.
5. Prepares technical and analytical reports on investigative findings to identify causes of errors and recommendations for corrective action.
6. Performs other work as assigned.

D. Reporting Relationships:

Typically, no subordinates report to the position holder, although the incumbent may delegate support tasks to clerical positions.

E. Challenges and Problems:

The position holder is challenged to construct sound evidence and testimony to the hearings officer when encountering hostility or lack of cooperation. Resolving compliance problems within the agency creates a typical problem.

F. Decision-making Authority:

Decisions include when the agency or division needs representation; what witnesses need to testify, exhibits presented, nature of closing statements, whether determinations comply with law or policy and when to refer case back for eligibility reconsideration.

Decisions referred include filing an appeal to circuit court and final policy determinations.

G. Contact with Others:

The incumbent has frequent contact with agency staff to discuss eligibility determinations; the general public to answer inquiries concerning legal and procedural concerns; and hearings officers to schedule hearing, arrange for subpoenas, and discuss appeal matters. The incumbent has occasional contact with attorneys to discuss legal and procedural matters.

H. Working Conditions:

The incumbent works in a typical office environment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- federal and state laws and regulations pertaining to public assistance and social service programs;
- court procedures and rules of evidence;
- the application of legal principles to individual cases or problems;
- judicial and administrative procedures.

Ability to:

- understand and interpret constitutional provisions, statutes, administrative regulations, and precedents;
- secure factual and confidential information;
- analyze facts, evidence, and precedents and arrive at accurate and logical interpretations;
- construct sound conclusions and communicate information clearly and concisely;
- establish effective working relationships with state and local officials.