

**CLASS TITLE: ADJUDICATION OFFICER**

**Class Code: 02540500**  
**Pay Grade: 39A**  
**EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To conduct quasi-judicial, administrative hearings in disputes that arise concerning compliance with rules, regulations and statutes in the Department of Health's regulatory programs and other services; to conduct public hearings of a non-adversary type; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with wide latitude for the exercise of initiative and independent judgement; work is subject to administrative review upon completion and decisions are subject to judicial review.

**SUPERVISION EXERCISED:** Plans, coordinates and reviews the work of subordinates assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, convene and preside at quasi-judicial, administrative hearings in disputes that arise concerning compliance with rules, regulations and statutes in the Department of Health's regulatory programs and other services.

To conduct pre-hearing conferences for the purpose of reconciling and mediating differences between parties and establishing policies and procedures to be used during hearings.

To plan, convene and preside at non-adversary public hearings in accordance with state and federal law.

To render equitable decisions resulting from hearings.

To record appeals of decisions rendered.

To cause appeal and hearing notices to be disseminated in accordance with appropriate procedures to relevant parties.

To ascertain that testimony of witnesses is properly recorded during hearings.

To give advice and guidance to the departmental staff relating to non-adversary proceedings.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPABILITIES:** A thorough knowledge of the Rhode Island Administrative Procedures Act, judicial procedure, public health law, and rules and regulations as promulgated by the department and the ability to apply such knowledge in planning, convening and presiding at quasi-judicial hearings; the ability to maintain and establish effective working relationships with persons affected by the hearings process; the ability to prepare decisions which are equitable; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing with specialization in business administration, public administration, political science, public health or a related field; and

**Experience:** Such as may have been gained through: employment in a responsible administrative position in the public health field involving an adjudication program for public health regulatory programs and other services.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.