

**CLASS TITLE:**

**HEARING OFFICER,  
CONTRACTORS' REGISTRATION  
BOARD**

**Class Code: 02521700**

**Pay Grade: 34A**

**EO CODE: B**

**CLASS DEFINITION**

**GENERAL STATEMENT OF DUTIES:** To plan, organize, schedule, and conduct claim hearings, appeal hearings on administrative fines, contested enforcement proceedings, disciplinary hearings, in accordance with the Administration Procedures Act (APA) pursuant to RIGL 5-65 (Contractors' Registration), RIGL 5-73 (Commercial Roofers) and RIGL 5-65.1 (Home Inspectors); to perform other Contractors' Registration Board related functions with management; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement and initiative; work is subject to review through discussion and written reports.

**SUPERVISION EXERCISED:** Plans, supervises and reviews the work of personnel staff assigned to assist. Supervises office and field staff in the absence of a superior.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, organize, schedule, and conduct claim hearings, appeal hearings on administrative fines, contested enforcement proceedings, disciplinary hearings, in accordance with the Administration Procedures Act (APA) pursuant to RIGL 5-65 (Contractors' Registration), RIGL 5-73 (Commercial Roofers) and RIGL 5-65.1 (Home Inspectors).

To conduct hearings on contested claims, contested enforcement proceedings, contested fines, disciplinary hearings on registration, and render written decisions thereon, specifically for those hearings involving monetary awards and administrative fines that are of the most complex and sensitive in nature.

To insure hearings are conducted in a fair and orderly manner.

To counsel management personnel in the department and agencies on Contractors' Registration Board matters.

To assist in the planning, organization, and implementation of all Contractors' Registration Board claims and activities and to represent the Contractors' Registration Board on appeals.

To participate in the negotiation of claimant/respondent agreements and settlements, general contractor/subcontractor claims, non-payment of labor employee claims, and mechanic liens filed, pursuant to RIGL 6-65, commercial roofing claims RIGL 5-73, and home inspection disputes RIGL 5-65.1.

To assist in developing and maintaining uniform procedures in compliance with state laws, rules, standards and regulations to be promulgated by the Board.

To assist in the preparation of new legislation, pursuant to RIGL 5-65, RIGL 5-73 and RIGL 5-65.1.

To execute attendance records, audio tapes, jury trial waivers and arbitration waivers.

To collect monetary fines that apply as a result of enforcement hearings.

To perform other Contractors' Registration Board related functions with management.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS, AND CAPACITIES:** A thorough knowledge of the principles and practices and procedures of building construction, building codes, Contractors' Registration Board Law, RIGL 5-65, and RIGL 5-73 and RIGL 5-65.1; a thorough knowledge of the Administrative Procedures Act and the policies, principles, practices, and procedures which govern the conduct of administrative hearings and the ability to apply this knowledge as a fact finder to make decisions based upon the facts presented at

such; a working knowledge of court procedures and the rules of evidence; the ability to establish and maintain effective working relationships with all parties involved, including the owner, respective attorneys, contractors, subcontractors, insurance carriers, engineers, architects, local building officials, etc.; the ability to plan, supervise and review the work of subordinate personnel assigned to assist; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of an Associate's Degree in Business Administration or closely related field; and

Experience: Such as may have been gained through: considerable employment as a state or local building official or inspector or employment in a supervisory position involving the inspection of building construction and/or compliance inspections or employment as a general contractor engaged in construction of residence and/or commercial structures.

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

**SPECIAL REQUIREMENT:** At the time of appointment, must be Certified Eligible as a building code official in accordance with Section 23-27.3.107.7 of the Rhode Island General Laws, as amended and must maintain such certification as a condition of employment.

Class Revised: October 31, 2004