

CLASS TITLE: HEARING OFFICER

Class Code: 02536800
Pay Grade: 33A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize and conduct informal hearings in accordance with the Workers' Compensation Act and as governed by the policies, procedures, rules and regulations of the Department; to render preliminary decisions thereon; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is subject to review upon completion for conformance with departmental policies, rules, regulations and provisions of the Workers' Compensation Act.

SUPERVISION EXERCISED: Supervises and reviews the work of a subordinate staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize and conduct informal hearings in accordance with the Workers' Compensation Act and as governed by the policies, procedures, rules and regulations of the Department; and to render preliminary decisions thereon.

To explain to those persons appearing for such hearings the rules, regulations, policies and provisions of the Workers' Compensation Act and their rights under the Act.

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

To analyze and evaluate pertinent case information and make evaluations and conclusions thereon.

To prepare written reports and recommendations concerning worker compensation hearings and activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge and understanding of the Rhode Island Workers' Compensation Act; a thorough knowledge of the principles, practices and procedures of worker compensation hearings and the ability to make decisions based upon the facts presented at such hearings; the ability to establish and maintain effective working relationships with all parties involved including injured workers, employers, insurance carriers, and other interested parties; the ability to prepare reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a responsible capacity involving the analysis, evaluation and application of the Workers' Compensation laws, rules, regulations and provisions as they related to claim determination or employment in conducting quasi judicial hearings related to claims determination.

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

Class Created: November 24, 1985

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