



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

ADMINISTRATIVE LAW JUDGES, ADJUDICATORS, AND HEARING OFFICERS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Administrative Law Judges, Adjudicator-B	H1021B	65	
Administrative Law Judges, Adjudicator-O	H1021O	70	
Administrative Law Judges, Adjudicator-A	H1021A	80	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Conduct hearings to decide or recommend decisions on claims regarding government programs or other government-related matters and prepare decisions. Determine penalties or the existence and the amount of liability, or recommend the acceptance or rejection of claims or compromise settlements.

Nature of Work

Administrative law judges, sometimes called hearing officers or adjudicators, are employed by government agencies to make determinations for administrative agencies. These judges make decisions on, a person's eligibility for various Social Security or workers' compensation benefits, protection of the environment, the enforcement of health and safety regulations, employment discrimination, and compliance with economic regulatory requirements. They assist with alternative dispute resolution; a collection of processes used to settle disputes outside of court. All hearings are private and confidential, and the processes are less formal than a court trial. If no settlement is reached, no statements made during the proceedings are admissible as evidence in any subsequent litigation.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist with conducting adjudicatory or administrative hearings. Employees establish hearing dates and issue subpoenas; review facts and testimony presented in hearings; conduct pre-hearing interviews; assist in determining facts surrounding alleged violations of law or rule infractions; assist in eligibility hearings for unemployment insurance or disability claims; attend and/or testify in other higher legal proceedings as requested; assist in researching and composing the documents rendering the recommendation or decision for each hearing; rule on objections to ensure a just and impartial hearing; explain the issues and applicable laws to all parties involved.

Administrative Law Judges, Adjudicator

Recommended Education and Experience for Full Performance

Bachelor's degree in public administration, political science, business administration, social services or labor relations and three (3) years of experience in conducting administrative hearings, employment placement, claims adjudication and/or investigations.

Minimum Qualifications

Bachelor's Degree in Public Administration, Political Science, Business Administration, Social Services or Labor Relations and two (2) year of experience in conducting administrative hearings, employment placement, claims adjudication and/or investigations. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Operational

- Employees in this Role independently conduct adjudicatory or administrative hearings.
- Employees review testimony; establish hearing dates and issue subpoenas confer on complex cases; conduct eligibility hearings; research, compose, and sign documents rendering the decision or recommendation for each hearing; rule on motions and objections to ensure a just and impartial hearing; explain the issues and applicable laws to all parties involved; and ensure the maintenance and quality assurance of program functions.

Recommended Education and Experience for Full Performance

Bachelor's Degree in Public Administration, Political Science, Business Administration, Social Services or Labor Relations and six (6) years of experience in conducting administrative hearings, employment placement, claims adjudication and/or investigations.

Minimum Qualifications

Bachelor's Degree in Public Administration, Political Science, Business Administration, Social Services or Labor Relations and four (4) years of experience in conducting administrative hearings, employment placement, claims adjudication and/or investigations. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

Advanced

- Employees in this Role conduct Adjudicatory or administrative hearings.
- Employees establish hearing dates and issue subpoenas; conduct pre-hearing interviews; review all testimony presented in hearings and determine facts surrounding alleged violations of laws or rule infractions or complex eligibility cases; administer oaths and affirmations; rule on motions and objections to ensure a just and impartial hearing, explain the issues and applicable laws to all parties involved; may plan, coordinate and direct the work of Hearing Officers; conduct controversial adjudicatory hearings.

Recommended Education and Experience for Full Performance

Master's Degree in Public Administration, Political Science, Business Administration, Social Services or Labor Relations and seven (7) years of experience in conducting administrative hearings, employment placement, claims adjudication and/or investigations.

Administrative Law Judges, Adjudicator

Minimum Qualifications

Bachelor's Degree in Public Administration, Political Science, Business Administration, Social Services or Labor Relations and six (6) years of experience in conducting administrative hearings, employment placement, claims adjudication and/or investigations. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling ten (10) years may substitute for the required education and experience.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Speaking — Talking to others to convey information effectively.

Administrative Law Judges, Adjudicator

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.