

HEARING ASSISTANT III

DEFINITION

Under general supervision, has responsibility for technical and administrative support services for employee disciplinary appeals and hearings and may provide clerical support for examination appeals and other administrative meetings.

TYPICAL DUTIES

- Organizes, coordinates, and attends hearings for all employee disciplinary and medical appeals hearings.
- Interacts with District departments to execute final adopted reports, including certificates and final orders, decisions on administrative reviews, and other related correspondence relating to disciplinary process.
- Serves as liaison between District personnel, union representatives, hearing officers, and employees and advises employee representatives, hearing officers, and appellants regarding disciplinary procedures and alternatives.
- Prepares recommendations regarding disciplinary appeals
- Researches employee issues and creates written reports that impact personnel rules, laws, policies and procedures.
- Assists Hearing Officers by setting up recording equipment and maintaining the official record of exhibits and witnesses.
- Maintains various databases and produces monthly and annual reports.
- Receives and reviews invoices from Hearing Officer's regarding payments.
- Creates and maintains digital audio recordings of hearings and when necessary prepares transcripts.
- Maintains a database on appeal status and produces monthly and annual reports.
- May coordinates and prepares materials for Hearing Officer and other training events.
- May screen cases and arrange pre-hearing conferences.
- May provide clerical support services for examination appeals.
- May conduct surveys of practices of other agencies.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Hearing Assistant III works independently to provide technical support services in relation to employee appeal hearings, including representing the administrative body with District and Union representatives, and reviewing correspondence and requests from employees, unions, and other advocates to determine appropriate courses of action

A Hearing Assistant I performs clerical services, including operating audio equipment to record hearings; marking and documenting hearing exhibits; calling witnesses; preparing subpoenas; preparing a variety of reports and correspondence; maintaining calendars; and relaying information on hearing and brief procedures and deadlines.

A Hearing Assistant II performs clerical services, including compiling and distributing agendas, recording proceedings, and summarizing and typing minutes and related memoranda for meetings of the Board of Education; provides information about Board of Education agendas and reporting

procedures; and, in the absence of the Hearing Secretary, supervises the Minutes Unit in the Board Secretariat's Office.

SUPERVISION

General Supervision is received from a Senior Human Resource Specialist or other supervisory technical staff. Work direction may be exercised over clerical employees. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Personnel Commission rules, procedures, the merit system and the California Education Code relating to disciplinary appeal
- Office procedures and practices
- Organization and key personnel of the District
- Correct punctuation, spelling, and grammar
- Procedures related to disciplinary hearings and Personnel Commission meetings

Ability to:

- Exercise good judgment in dealing with attorneys, union representatives, appellants, and District administrators who may be in competitive or adversarial relationships with each other
- Maintain confidentiality on sensitive personnel matters
- Use a computer to prepare reports, subpoenas, letters, and other materials
- Deal tactfully and diplomatically with representatives, attorneys, Hearing Officers and others
- Assume responsibility and exercise sound judgment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, with a major in human resources, personnel, public, or business administration or one of the behavioral sciences.

Experience:

Three years of technical staff or office management experience which includes experience working with legal documents or in an office whose functions primarily involve discipline, public hearings, court trials, staff relations or labor relations.

SPECIAL NOTES

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class
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