

APPEALS AND HEARING SUPERVISOR

DEFINITION

Coordinates the review and investigation of classified employment examination appeals, and manages the hearing process for disciplinary and medical appeals of classified employees to ensure compliance with merit system principles, District and Personnel Commission rules and policies, California Educational Codes, and State and federal laws.

TYPICAL DUTIES

Coordinates and reviews appeals and protests filed by employees, unions, or the Office of the Inspector General and conducts investigations to determine the validity, reliability, and fairness of employment examinations and procedures.

Conducts administrative reviews or investigations into the dismissal of substitute employees with rights to positions and demotions of probationary District employees who have underlying permanency.

Develops comprehensive reports of reviews and investigative findings related to appeals and protests and provides recommendations to the Personnel Commission.

Analyzes, applies, and explains State and federal employment related laws, guidelines, and regulations, California Education Codes, Personnel Commission rules, collective bargaining agreements, and operating procedures to District staff, appellants, bargaining unions, and other parties involved in hearings or appeals to justify and defend outcome recommendations.

Coordinates *de novo* evidentiary hearings stemming from appeals of classified employees challenging formal disciplinary actions.

Designs and provides formal training for hearing officers on laws, court decisions, the District's disciplinary process, and Personnel Commission rules, policies, and procedures related to appeals and hearings while modeling ethics in interactions.

Reviews hearing officers' reports and recommendations for consistency with Personnel Commission rules and California Education Codes and recommends modifications if needed before presentation to the Personnel Commission.

Provides options and advises Personnel Commission staff, District staff, and legal counsel on issues pertaining to examination, discipline, and medical appeals and processes and analyzes trends in employment examination appeals to suggest preventive measures.

Conducts studies and reviews laws and research to determine and recommend changes to modify practices and procedures related to appeals and hearings.

Coordinates and participates in the recruitment, interview, selection, and contracting of hearing officers, psychologists, and radiologists that are utilized in the appeals and hearings processes.

Plans, supervises, and evaluates the work of a small unit engaged in activities related to examination, discipline, and medical appeals processes.

May review and critique human resources related legislation.

May serve on District committees and coordinate resources within the Personnel Commission.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Appeals and Hearing Supervisor coordinates and reviews appeals and protests of employment examinations and procedures and manages the hearing process for disciplinary and medical appeals of classified employees.

The Manager, Personnel Research and Analysis administers, plans, manages, and supervises the work of the multiple units in the Personnel Commission or Personnel Research and Analysis Branch of the Human Resources Division.

A Senior Human Resources Specialist performs the more responsible and complex technical human resources work related to position classification, recruitment and employment selection, compensation, employee relations, appeals, training, and the formulation, development, and interpretation of human resources rules, policies, and procedures; and supervises technical and/or clerical employees.

SUPERVISOR

General supervision is received from the Manager, Personnel Research and Analysis. Supervision is exercised over technical and/or clerical staff.

Knowledge of:

- Merit system and related provisions of the California Education and Labor Codes, Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), and other codes, laws, rules, policies, procedures, and union contracts pertaining to classified employees of the District
- Human resources research methods, job analysis methodology, classification and compensation practices, and test validation and administration strategies
- Fundamentals of research and statistical analysis methods
- Human resources assignment and payroll regulations and procedures
- Data processing principles related to human resources administration
- Principles, purposes, functions, policies, and practices of public and private human resources administration
- Principles of training methodology

Ability to:

- Formulate and express ideas clearly and concisely in written and oral presentations.
- Understand and explain a wide variety of concepts, rules, policies, and procedures effectively
- Utilize investigative and information gathering techniques and make sound analyses
- Exercise initiative and ingenuity in obtaining facts and preventing or resolving problems
- Recognize critical factors and their relationship to decision-making
- Understand procedural implications in the implementation of recommendations
- Coordinate, deliver, and evaluate training programs
- Work effectively with district administrators, employees, employee representatives, and the public
- Work effectively under stress and while attending to multiple priorities simultaneously
- Operate a computer terminal including Microsoft Word, Excel, and Outlook
- Use SAP and eRecruiting applicant management system software

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in human services, industrial organizational psychology, personnel administration, a social and behavioral science, or a related field. A master's degree in a related area or juris doctor degree is preferred.

Experience:

Four years of professional-level human resources experience that includes the development and analysis of a wide range of public human resources activities such as classification, compensation, selection, recruitment, employee relations and discipline, or staff development procedures preferably in a public agency. A master's degree in a related area or juris doctor degree may be substituted for up to two years of the required experience. Two years of supervisory experience that included overseeing professional staff is preferable.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
12-07-15
MB/IY