

Hearing Officer

Please read the following information **before** applying.

New Orleans Civil Service Commission

HEARING OFFICER CANDIDATE INFORMATION

Application Period: Continuous

This information is intended to provide guidance to candidates regarding the nature of the Hearing Officer position, the qualifications and the application procedures.

Hearing Officer (Independent Contractor) - The New Orleans Civil Service Commission is seeking an independent contractor to serve as part-time, on-call Hearing Officers for disciplinary appeal cases filed by Classified City employees. Hearing Officers will be required to enter into a professional services contract for a one year period. Hearing Officers are compensated at \$85.00 per hour for all professional services performed and \$150 for Hearing Examiner reports, draft decisions and pleadings related to lawsuits up to a maximum of \$15,000; no benefits are paid or offered. A license to practice law in Louisiana is required throughout the contract period. A complete listing of qualification and experience requirements are listed below.

APPLICATION:

An application packet must include the following:

1. A cover letter and résumé.
2. Proof of an active license to practice law in Louisiana.

Submission by email (preferred method of submission):

Application documents submitted by email must be in Adobe PDF format. Completed application packets may be submitted to Lisa Hudson at **lmhudson@nola.gov**.

Submission in person or by mail:

Completed application packets may be submitted in person or by mail at the following address:

New Orleans Civil Service Commission

1340 Poydras – 9th Floor
New Orleans, La. 70112

Office Hours:

Monday through Friday
8:30 a.m. to 5:00 p.m.

(excluding Holidays)

Essential Duties:

- Performs professional level work.
- Hears and evaluates testimony and evidence to determine case facts, maintains order and decorum, disposes of objections expressed, permits questioning and cross-examination of witnesses and ensures due process.
- Manages pre-hearing conferences, exchanges information and evaluates proposed evidence, considers expert witness testimony, determines issues, rules on any matters in dispute related to discoveries and rules on preliminary motions.
- May conduct special investigative hearings related to administrative matters.
- Examines case records and official files and ensures that all documents and exhibits are fully documented in the record.
- Conducts legal research to fully address all legal arguments.
- May meet with appellants and appellees, or their representatives to explain rights and obligations and discuss hearing rules and procedures.
- Writes timely Hearing Examiner reports.
- Submits written findings and reports to the Civil Service Commission.
- May conduct settlement conferences and mediation and shall assist the parties in exploring options for achieving a mutually agreeable resolution, in whole or in part, of the disputed issues.
- May consult and advise the Civil Service Commission as designated from time to time, on specific legal matters as required by the Civil Service Commission and Director of Personnel.
- May be asked to prepare lawsuits, pleadings or briefs to be filed on behalf of or in defense of the Civil Service Commission or the Director of Personnel in any court proceedings or appeal.

Assignment of Cases:

The number of appeal cases that a Hearing Officer will be assigned is dependent on the number of appeals filed. Upon filing, cases are randomly assigned from among all those under contract. The number of hours a Hearing Officer spends on a case will vary widely depending on the nature of the case and whether it settles or proceeds to a hearing.

(An Equal Opportunity Employer)