

CLASS TITLE: Assistant Manager of Administrative Adjudication

CHARACTERISTICS OF THE CLASS: Under general direction, assists in managing the citywide administrative adjudication process for violations of City codes and ordinances; and performs related duties as required.

ESSENTIAL DUTIES: Assists in developing policies, procedures and standards to ensure that administrative adjudication hearings and appeals are conducted uniformly and that decisions rendered are impartial; assists in monitoring the type and volume of cases heard by administrative law officers throughout the City to ensure an equitable distribution of staff and resources; relays assignments to senior administrative law officers and ensures they are completed as directed; analyzes the administrative adjudication process and recommends procedural changes to improve efficiency, consistency and effectiveness; participates in hiring administrative law officers and related staff; coordinates the preparation of reports on hearings conducted, decisions made and case status; coordinates the maintenance of records and the timely notification of decisions to violators.

RELATED DUTIES: Prepares statistical and narrative reports of division activities; assists in projecting program costs and monitoring the unit's budget.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business Administration supplemented by four years of progressively responsible administrative or supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of administrative adjudication principles and practices. Considerable knowledge of municipal codes and ordinances governing departmental operations and programs.

Ability to assist in managing a citywide administrative adjudication process. Ability to evaluate administrative adjudication processes and implement new methods to improve operations. Ability to develop policies and standards relative to administrative adjudication proceedings.

Considerable skill in the application of administrative adjudication procedures. Considerable skill in conducting administrative hearings. Excellent oral and written communication skills. Good management skills.

Code: **9820**
Exempt Classification Series

CLASS TITLE: Assistant Manager of Administrative Adjudication (Cont'd)

Working Conditions. General office environment.

Equipment. Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

March, 1997