

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

10-20-95

ADMINISTRATIVE HEARING EXAMINER, 9135

Summary of Duties: An Administrative Hearing Examiner conducts quasi-judicial administrative hearings on appeals on parking violation citations, adjudicates written declaration requests for reconsideration of parking violation citations, conducts vehicle impound hearings, and does related work. These adjudication activities are performed to determine whether respondents are liable or not liable for paying fines for parking violation citations and boot-and-tow charges and whether probable cause existed before a vehicle was impounded.

Distinguishing Features: An Administrative Hearing Examiner conducts hearings on appeals on parking violations citations, adjudicates written declarations on parking violation citations and conducts hearings on whether probable cause existed prior to impounding of a vehicle to ensure that legal and Department of Transportation requirements are met. Adjudication activities are handled independently in a fair and impartial manner. An Administrative Hearing Examiner: receives assignments orally or in writing in general terms; determines the admissibility and applicability of evidence; prepares written decisions based upon finding of fact and conclusions of law; completes authorizations for refunds; and authorizes payment plans and release of vehicles in boot-and-tow cases.

An Administrative Hearing Examiner is distinguished from other classes whose incumbents may serve as hearing officers on matters related to their departments by the full-time nature of the duties and by the nature of the subject matter of the hearings.

Examples of Duties: An Administrative Hearing Examiner:

- ! Administers oaths, conducts hearings, and interviews respondents and witnesses.
- ! Instructs respondents concerning their rights, legal terms and requirements, applicable hearing procedures, and substantive provisions of the law.
- ! Reads, interprets and explains laws, codes, ordinances, departmental policies, and/or regulations related to parking vehicles, such as applicable sections of the California Motor Vehicle Code and the City of Los Angeles' Municipal Code, to respondents and interested parties.
- ! Determines the admissibility and applicability of evidence.
- ! Accesses, through the use of personal computers, various databases, such as the Ticket Information Management System, the Department of Motor Vehicles' registration database or the California Motor Vehicle Code database, in order to verify information on citations and/or evidence presented by respondents.
- ! Grants and sets dates for continuances for valid reasons, such as a need for additional time to bring in photographs, proof of vehicle registration, documents, and/or other supporting evidence.
- ! Decides whether the respondent is liable or not liable for payment of fines after evaluating the evidence in accordance with provisions of law and legal principles and assessing the credibility of respondents and/or witnesses.

- ! Documents the appeal process and findings through the use of logs, completed forms, and written reports.

Example of Duties (continued)

- ! Submits completed cases for processing.
- ! Prepares written reports on investigations, hearings on liability for multiple parking citations or other uncommon issues to provide information to supervisors and interested parties.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- ! Laws, ordinances, rules, and regulations related to parking vehicles, such as applicable sections of the California Motor Vehicle Code and the City of Los Angeles Municipal Code.
- ! Procedures for locating specific sections of infrequently used laws, ordinances, rules, and regulations related to parking vehicles which may be applicable to a specific situation.
- ! Procedures for conducting administrative hearings on parking citations and probable cause for impounding vehicles to ensure that legal and departmental requirements are met.
- ! Information required to be on original parking citations and common errors on parking citations, such as: errors in time, date, or location of cited violation; listing of statute or other regulation violated; or indication of signage sufficient to detect errors or omissions.
- ! Types of information needed to make decisions on appealed citations and special circumstances which might excuse a violation.
- ! Rules of evidence in civil cases sufficient to explain evidence requirements.
- ! Timeline and deadlines for various stages in the hearing/appeal process.

A working knowledge of:

- ! Procedures for accessing a variety of databases and entering information into databases using a personal computer.
- ! Use of personal computers and word processing software.
- ! Cultural differences of people from a variety of ethnic backgrounds.
- ! Conflict resolution techniques.

The ability to:

- ! Communicate orally in a clear, concise and diplomatic manner to explain laws, ordinances, rules, and regulations relating to parking violations and to discuss technical information, problems and solutions with supervisors, coworkers and other interested parties.
- ! Understand and answer questions, even when they are not clearly expressed, sufficient to give interested parties information necessary for them to understand the situation and/or to take necessary action to resolve the situation.
- ! Interact with people from a variety of ethnic backgrounds or

socioeconomic groups with courtesy, patience and tact.

Qualifications (abilities - continued):

- ! Listen and interact with people who are upset or nervous, who have a fear of authority and/or who have a limited understanding of English.
- ! Obtain relevant information from respondents in a logical, patient and tactful manner.
- ! Handle each item of each case in a fair, impartial and consistent manner without being influenced and/or distracted from a prior unpleasant incident in the same or different case.
- ! Analyze and identify relevant facts and analyze, interpret and apply provisions of the law and various legal principles to the evidence.
- ! Prepare written technical hearing reports, special technical reports and memos to supervisors, and letters.
- ! Work independently.

Minimum Requirements:

Two years of full-time paid professional experience in a class which is at least at the level of Management Assistant performing duties in analyzing and applying laws and regulations, legislative analysis, administrative analysis, budgetary analysis, departmental administration, or personnel administration; or

Two years of full-time paid experience with the City of Los Angeles as a Senior Traffic Supervisor.

License: A valid California driver's license may be required.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitation.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.