

## **Job Class: Appeals Examiner Senior**

### **Working Title: Human Services Judge**

**Job ID:** 25624

**Location:** St. Paul

**Full/Part Time:** Part-Time

**Regular/Temporary:** Limited

**Who May Apply:** Open to all qualified job seekers

**Date Posted:** 08/02/2018

**Closing Date:** 08/31/2018

**Hiring Agency/Seniority Unit:** Human Services Dept / MAPE DHS Central Office

**Division/Unit:** Operations / Human Services Appeals Division

**Work Shift/Work Hours:** Day / Part-time

**Days of Work:** Monday - Friday

**Travel Required:** Yes - Occasional travel

**Salary Range:** \$31.29 - \$46.54/hourly

**Classified Status:** Unclassified

**Bargaining Unit/Union:** 214 - MN Assoc of Professional Empl/MAPE

**End Date:** 09/11/2020

**FLSA Status:** Exempt - Professional

[Connect 700 Program Eligible:](#) No

### **Job Summary**

**This position is being posted to accommodate multiple new vacancies.**

The Human Services Judge conducts administrative fair hearings when applicants or recipients of the various human services programs have appealed adverse actions taken by a county or state agency. After conducting an evidentiary hearing, the incumbent must review the evidence and pertinent federal and state law and prepare a recommended order to decide the appeal. The recommended order is reviewed by a Co-Chief Human Services Judge who issues a final decision.

Responsibilities include:

- Manage the flow of high volume cases assigned so that appeals are resolved timely, efficiently and in a manner that protects the rights of the parties;
- Conduct hearings, to receive evidence; research and apply regulations, statutes, rules, and policies from the appropriate program;
- Make findings of fact and develop a complete record;
- Prepare recommended decisions for disposition of appeals; and
- Schedule hearings and respond to inquiries from parties.

### **Minimum Qualifications:**

- Juris Doctorate (J.D.)
- Must be licensed to practice law in Minnesota and be in active status, an inactive resident, retired, on disabled status, or on retired senior status

Four years of advanced professional experience in conducting legal hearings demonstrating the following:

- Knowledge of federal and state laws, and rules of evidence;
- Making findings of fact and conclusions of law;
- Strong written and oral communication skills sufficient to, communicate to parties that appear before you and write clear, concise recommended orders that are easily understood by all parties; and
- Excellent legal research and analysis skills.

### Preferred Qualifications:

- Professional experience conducting evidentiary hearings as an administrative law judge, workers' compensation judge, unemployment insurance judge or equivalent experience in public sector hearings environment;
- Judicial temperament and human relation skills necessary to conduct hearings in adversarial situations where there are communication barriers, and to manage a high volume caseload;
- Experience making credibility determinations;
- Professional experience representing public assistance recipients or government agencies in legal proceedings;
- Ability to work independently, prioritize work load, and allocate time in an efficient manner.
- Ability to competently use a computer, care management system, and recording devices.

### Additional Requirements

To facilitate proper crediting, please ensure that your resume clearly describes your experience in the areas listed and indicates the beginning and ending month and year for each job held.

REFERENCE/BACKGROUND CHECKS - The Department of Human Services will conduct reference checks to verify job-related credentials and criminal background check prior to appointment.

### Why Work For Us

Work in a division committed to fairly reviewing, upon request, agency determinations to ensure they conform to the individual's proper legal entitlement. We do this by holding evidentiary hearings in which we discern the pertinent facts, and then apply the applicable law to those facts to reach decisions. In doing these tasks, we keep in mind the following values: 1) We judge claims and not people; 2) We make decisions promptly; 3) We make decisions based on the law as it is and not as we might think it should be; and 4) We respect and honor the different backgrounds and experiences of participants in appeals.

Our division consists of 30 human service judges, three chief human service judges, an appeals administrator, a director, six paralegals, and eight support staff (some temporary). We received nearly 17,000 program appeals in the 2016 fiscal year.

This job offers the opportunity to work independently and set one's own schedule. It allows for much discretion. It has a fabulous group of colleagues. The work has a lot of variety and blends working with the public with health, medical and social issues and the law. If you like your independence and like legal work in the public sector, you will love this job.

**GREAT BENEFITS PACKAGE!** The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

This position is located in Minnesota's great capital city, St. Paul. The State of Minnesota offers employees subsidies for public transportation allowing for convenient and easy access to commute to work. Ride the new METRO "Green Line" Light Rail Train to work! The 10th Street Station is located close by.

Our mission as an employer is to actively recruit, welcome and support a workforce, which is diverse and inclusive of people who are underrepresented in the development of state policies, programs and practices, so that we can support the success and growth of all people who call Minnesota home.

## How to Apply

Click “Apply” at the bottom of this page. If you have questions about applying for jobs, contact the job information line at 651-259-3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

## Contact

If you have questions about the position, contact Yakeata Lubitz at [Yakeata.Lubitz@state.mn.us](mailto:Yakeata.Lubitz@state.mn.us)

If you are a Connect 700 applicant, please email your certificate and the Job posting ID#/number to Yakeata Lubitz at [Yakeata.Lubitz@state.mn.us](mailto:Yakeata.Lubitz@state.mn.us) by the position close date.

If you are an individual with a disability and need an ADA accommodation for an interview, you may contact the Department of Human Services’ ADA Coordinator at 651-431-4945 or [DHS\\_ADA@state.mn.us](mailto:DHS_ADA@state.mn.us) for assistance.

### AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651-259-3637 or email [careers@state.mn.us](mailto:careers@state.mn.us). Please indicate what assistance you need.