

Chief Legislative Hearing Officer (advisory spec only)

Salary

\$48.96 - \$72.49 Hourly

\$101,836.80 – \$150,779.20 Annually

General Duty Statement

THIS IS AN UNCLASSIFIED POSITION. THIS CLASS SPECIFICATION IS FOR ADVISORY PURPOSES ONLY AND IS NOT COVERED UNDER ANY PROVISIONS OF THE CIVIL SERVICE RULES.

Performs expert-level professional work as a legislative hearing officer and nonpartisan advisor to the Director of City Council of Operations and the City Council. Conducts appeal hearings to ensure parties are afforded due process and interprets and applies the law to resolve citizen appeals of orders, decisions or determinations of City enforcement officers or others and make recommendations to the City Council or Board of Water Commissioners. Leads hiring processes, supervises and onboards staff, and supports a range of specialized legislative support functions that enable the City Council to conduct its official functions in governing the City of Saint Paul. Serves as a legal and legislative research expert and Legislative Hearing Officer as described in Chapter 18 of the Legislative Code. Performs other related duties and responsibilities as required.

Supervision Received

Works under the technical, general, and/or administrative supervision of a unit or division manager.

Supervision Exercised

Exercises supervision over lower-level support, technical, or professional staff.

Competencies (Not listed in order of importance)

1. Demonstrates an expert understanding of the full range of principles, terms, techniques, and methods involved with conducting analytical and statistical research and providing legislative analysis and support functions. Applies this understanding in resolving the full range complex problems including presenting recommendations and options for consideration by the City Council.
2. Demonstrates expert knowledge of local government procedures and practices including legislative decision-making processes, including the full range of Federal, State and local laws, rules, regulations, standards, policies, and procedures governing issues faced by the City of Saint Paul City Council.

3. Demonstrates an expert understanding to use and act as a system administrator of the software needed to accomplish work objectives. Provides training and technical support to users and answers procedural questions.
4. Demonstrates an advanced ability to identify, minimize, and/or resolve risks and liability implications associated with programs and projects, involving management as appropriate.
5. Demonstrates proficiency to research, analyze and provide objective information and recommendations to City Council regarding the most complex issues.
6. Demonstrates an ability to plan and appropriately prioritize, meet deadlines, and define, measure, and evaluate results. Shows effective leadership and project management skills to manage the most complex analytical projects.
7. Demonstrates expert communication skills, both verbally and in writing, in work and public settings, effectively engaging with diverse communities, individuals, organizations, and the media. Consistently follows complex instructions, responds to complex issues, and presents research data at City Council meetings, hearings, and conferences.
8. Demonstrates the ability to present written and oral recommendations concerning current and proposed legislation, rules, and regulations. Conduct specific studies that require interpreting legal information on legislative issues.
9. Demonstrates the ability to create reports and presentations to large groups that are organized and easily understood by the reader or audience. Communicates legislative issues in easily understood language. Navigates political and bureaucratic processes successfully including the ability to handle media inquiries regarding politically sensitive issues.
10. Demonstrates an expert understanding of the department mission and vision, organizational and unit structure, policies, rules, regulations, terms, services. Understands the roles, responsibilities, and expectations to effectively achieve desired results.
11. Demonstrates an expert ability to set expectations, manage employee performance, and provide training, coaching, and mentoring for employees. Conducts consistent, fair, and equitable performance evaluations. Plans, coordinates, and supervises the work of others.
12. Demonstrates effective leadership of work groups by positively influencing others and the work environment and by being considerate, tactful, supportive, and impartial. Manages complex legislative and hearing processes to produce results.
13. Demonstrates an understanding of department customer service standards and shows commitment to those standards by applying them in daily work. Provides customer service improvement suggestions.
14. Demonstrates an understanding of and respect for the diversity of customers, coworkers, and supervisors, including individuals with disability or whose first language may be one other than English.

Requirements

One of the following requirements must be met:

1. Bachelor's Degree in Public Administration, Law, Management, Communications, or related field, and five years of professional or progressively responsible experience in public administration, political science, law, management, or community development.
2. Master's Degree in Public Administration, Law, Management, Communications, or a related field and three years of professional experience in public administration, policy analysis, or community development.
3. A combination of nine years of college level education and progressively responsible, professional experience in public administration, policy analysis, or community development.

Supplemental Information

Non-Represented City Managers - Employee Group 17, Grade 25C.

Essential Functions are the functions that the individual holding the position must be able to perform unaided or with the assistance of a reasonable accommodation. The Essential Functions are 1-14.

This job description is part of a class series. The entire class series can be found on the [Management Job Family](#), where you can search the career progression within the job family.