

Legislative Hearing Officer (advisory spec only)

Salary

\$33.05 - \$48.29 Hourly

\$68,744.00 - \$100,443.20 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 professional work as a legislative hearing officer and nonpartisan advisor to the Director of City Council of Operations and the City Council. Interprets and applies the law to respond to 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. Conducts research as requested and directed to support work of higher-level staff. 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

May exercise technical supervision over lower-level support or technical staff.

Competencies (Not listed in order of importance)

1. Demonstrates an understanding of the 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 problems.
2. Demonstrates knowledge of local government procedures and practices including legislative decision-making processes, including Federal, State and local laws, rules, regulations, standards, policies, and procedures governing issues faced by the City of Saint Paul City Council.
3. Demonstrates 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 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.
6. Demonstrates an ability to plan and appropriately prioritize, meet deadlines, and define, measure, and evaluate results. Shows effective project management skills to manage analytical projects.
7. Demonstrates 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 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 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 effective leadership of work groups by positively influencing others and the work environment and by being considerate, tactful, supportive, and impartial. Manages legislative and hearing processes to produce results.
12. Demonstrates an understanding department customer service standards and shows commitment to those standards by applying them in daily work. Provides customer service improvement suggestions.
13. 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 two 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 one year of professional experience in public administration, policy analysis, or community development.

3. A combination of six 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 10.

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 1-13.

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.