



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Motion 16222

Proposed No. 2022-0325.1

Sponsors Balducci

1 A MOTION approving the job description for the position
2 of hearing examiner specialist in the office of the King
3 County hearing examiner.

4 WHEREAS, OR- 0230 of the council's organizational motion compilation
5 requires that the employment and administration committee to recommend all job
6 descriptions within the legislative branch of King County to the council for approval, and

7 WHEREAS, the King County council seeks to update the job description for the
8 position of hearing examiner specialist in the office of the King County hearing
9 examiner;

Motion 16222

10 NOW, THEREFORE, BE IT MOVED by the Council of King County:
11 The job description for the position of hearing examiner specialist in the office of
12 the King County hearing examiner, Attachment A to this motion, is hereby approved.

Motion 16222 was introduced on 8/16/2022 and passed by the Metropolitan King County Council on 10/4/2022, by the following vote:

Yes: 9 - Balducci, Dembowski, Dunn, Kohl-Welles, Perry, McDermott, Upthegrove, von Reichbauer and Zahilay

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

DocuSigned by:
Claudia Balducci
F8830816F1C4427...

Claudia Balducci, Chair

ATTEST:

DocuSigned by:
Melani Pedroza
8DE1BB375AD3422...

Melani Pedroza, Clerk of the Council

Attachments: A. MKCC Position Description - Hearing Examiner Specialist

16222 Attachment A

Metropolitan King County Council Position Descriptions



| | |
|---------------------------------------|--|
| Position: Hearing Examiner Specialist | FLSA: at-will, salaried, overtime exempt |
| Department: Hearing Examiner's Office | Salary Grade: 125 |
| Council Approved: --/--/2022 | DRAFT |

Summary

The Hearing Examiner Specialist is responsible for conducting fair and impartial quasi-judicial administrative hearings for less legally and technically complex, lower-stakes, matters. Incumbent conducts administrative hearings relating to such cases as animal enforcement appeals involving animal trespass, running at large, or lack of a pet license and is responsible for drafting and issuing decisions in these cases. The Hearing Examiner Specialist is a salaried, at-will, overtime-exempt classification.

Distinguishing Career Features

The position is designed for someone with experience with administrative hearings, some subject matter expertise, and advanced communication skills to serve as the quasi-judicial officer on select cases. Advancement to this position is based on need, appointment, and compliance with stated qualifications. This position reports to the Hearing Examiner.

Essential Duties and Responsibilities

- Serve as the quasi-judicial officer for less legally and technically complex, lower-stakes, cases, such as animal enforcement appeals involving animal trespass, running at large, or lack of a pet license.
- Schedule and notice hearings according to time requirements.
- Make determinations on pre-hearing matters, including requests to re-schedule or to hold a pre-hearing conference.
- Prepare for proceedings. Thoroughly examine the case file. Identify questions.
- Conduct hearings and occasionally pre-hearing conferences.
- Admit evidence, rule on objections, and maintain order, applying examiner's rules and other relevant standards.
- Assure that hearing exhibits and official documents are properly admitted, identified, and maintained.
- Timely issue written decisions.
- Perform other duties as required.

Qualifications

Required Knowledge and Skills

- Some familiarity with the examiner code and rules, along with the relevant substantive code provisions and with other legal requirements applicable to quasi-judicial processes.
- Well-developed people skills in gaining trust in difficult situations, employing lines of questioning, and delivering information orally and in writing.

16222 Attachment A

- Sound judicial temperament, especially patience, courtesy, sensitivity, respect for all persons, fairness, and reasonableness.
- Keen insight on matters such as witnesses credibility.
- Knowledge of and well-developed skills using personal computers, including common desktop applications and specialized databases.
- Sufficient knowledge of English usage, grammar, and writing frameworks to write notices, orders, and decision.

Requires the Ability to:

- Carry out the functions of the position.
- Work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the Council and its services.
- Organize, facilitate, and carry out a quasi-legal decision-making process.
- Learn, interpret, and apply code sections that apply to examiner proceedings.
- Maintain order in proceedings, remain fair and impartial with determinations, and properly handle private and confidential communications.
- Give full attention to what other people are saying, take time to understand facts and points being made, display empathy, ask appropriate questions, and not interrupt at inappropriate times.
- Present decisions in a clear, concise, interesting, and logical manner, both orally and especially in writing.
- Prioritize workload to meet deadlines.
- Work varying schedules and show consistent attendance and punctuality.

Education and Experience

The position typically requires bachelor's degree and at least two years' work with administrative hearings.

Working Conditions

Work is performed indoors where some safety considerations exist with emotional, argumentative, or hostile customers.

Certificate Of Completion

| | |
|--|---------------------------|
| Envelope Id: DFB67C3DFB884D1EAAA15BCADED25052 | Status: Completed |
| Subject: Complete with DocuSign: Motion 16222 Attachment A.docx, Motion 16222.docx | |
| Source Envelope: | |
| Document Pages: 2 | Signatures: 2 |
| Supplemental Document Pages: 2 | Initials: 0 |
| Certificate Pages: 5 | Envelope Originator: |
| AutoNav: Enabled | Angel Allende |
| Envelopeld Stamping: Enabled | 401 5th Ave |
| Time Zone: (UTC-08:00) Pacific Time (US & Canada) | Suite 100 |
| | Seattle, WA 98104 |
| | Angel.Foss@kingcounty.gov |
| | IP Address: 198.49.222.20 |

Record Tracking

| | | |
|--------------------------------------|---------------------------------|--------------------|
| Status: Original | Holder: Angel Allende | Location: DocuSign |
| 10/6/2022 3:23:54 PM | Angel.Foss@kingcounty.gov | |
| Security Appliance Status: Connected | Pool: FedRamp | |
| Storage Appliance Status: Connected | Pool: King County General (ITD) | Location: DocuSign |

Signer Events

Claudia Balducci
 claudia.balducci@kingcounty.gov
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 F8830816F1C4427...
 Signature Adoption: Pre-selected Style
 Using IP Address: 146.129.133.55

Timestamp

Sent: 10/6/2022 3:26:06 PM
 Viewed: 10/11/2022 9:52:43 AM
 Signed: 10/11/2022 9:53:07 AM

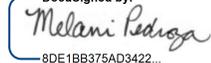
Electronic Record and Signature Disclosure:

Accepted: 10/11/2022 9:52:43 AM
 ID: f2104fce-eb14-4610-a757-b1caa6d297a8
 Supplemental Documents:

Motion 16222 Attachment A.docx

Viewed: 10/11/2022 9:52:53 AM
 Read: Not Required
 Accepted: Not Required

Melani Pedroza
 melani.pedroza@kingcounty.gov
 Clerk of the Council
 King County Council
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 8DE1BB375AD3422...
 Signature Adoption: Uploaded Signature Image
 Using IP Address: 146.129.133.38

Sent: 10/11/2022 9:53:09 AM
 Viewed: 10/11/2022 9:56:15 AM
 Signed: 10/11/2022 9:56:21 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign
 Supplemental Documents:

Motion 16222 Attachment A.docx

Viewed: 10/11/2022 9:56:18 AM
 Read: Not Required
 Accepted: Not Required

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

| Carbon Copy Events | Status | Timestamp |
|---------------------------|---------------|------------------|
|---------------------------|---------------|------------------|

| Witness Events | Signature | Timestamp |
|-----------------------|------------------|------------------|
|-----------------------|------------------|------------------|

| Notary Events | Signature | Timestamp |
|----------------------|------------------|------------------|
|----------------------|------------------|------------------|

| Envelope Summary Events | Status | Timestamps |
|--------------------------------|---------------|-------------------|
|--------------------------------|---------------|-------------------|

| | | |
|---------------------|------------------|-----------------------|
| Envelope Sent | Hashed/Encrypted | 10/6/2022 3:26:06 PM |
| Certified Delivered | Security Checked | 10/11/2022 9:56:15 AM |
| Signing Complete | Security Checked | 10/11/2022 9:56:21 AM |
| Completed | Security Checked | 10/11/2022 9:56:21 AM |

| Payment Events | Status | Timestamps |
|-----------------------|---------------|-------------------|
|-----------------------|---------------|-------------------|

| Electronic Record and Signature Disclosure |
|---|
|---|

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO King County ITD (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO King County ITD:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bob.johnson@kingcounty.gov

To advise Carahsoft OBO King County ITD of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at bob.johnson@kingcounty.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from Carahsoft OBO King County ITD

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to bob.johnson@kingcounty.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO King County ITD

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to bob.johnson@kingcounty.gov and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

| | |
|--------------------|---|
| Operating Systems: | Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X |
| Browsers: | Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only) |
| PDF Reader: | Acrobat® or similar software may be required to view and print PDF files |
| Screen Resolution: | 800 x 600 minimum |

| | |
|----------------------------|---------------------------|
| Enabled Security Settings: | Allow per session cookies |
|----------------------------|---------------------------|

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Carahsoft OBO King County ITD as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Carahsoft OBO King County ITD during the course of my relationship with you.