HEARING OFFICER (1328)
Job Description

Department: City of Los Angeles Fire Department
Fire Prevention and Public Safety Bureau

Position: Hearing Officer
Exempt Position

Salary: $28.50 – 41.00 Hourly (first time Hearing Officers start at $28.50/hour)

Description: The City of Los Angeles Fire Department is seeking qualified individuals to serve as Hearing Officers in the Fire Prevention and Public Safety Bureau. Hearing Officers preside over impartial hearings pertaining to Fire Department Codes and Ordinances. These positions are not permanent Civil Service employment. Employment is expected to begin April 2019 and end on or before June 30, 2019. These positions are “as-needed” and will work on an on-call basis. The number of hours worked will be determined by operating needs.

Duties and Responsibilities: The Los Angeles Fire Department is responsible for enforcing compliance with Los Angeles Municipal Codes 57.104.21.1 and 57.322.1. Fire Department inspections that are not in compliance with the ordinance are issued a Notice of Non-compliance, indicating the violations(s) found during the inspection. If the violation still exists upon re-inspection, a non-compliance fee and additional charges will be applied if the property owner or responsible party fails or refuses to comply. Property owners may appeal such charges to the Board of Fire Commissioners or their designee.

A Fire Department Hearing Officer is an appointed designee of the Board of Fire Commissioners who presides over appeal hearings. The Hearing Officer receives oral or broadly written assignments, determines the admissibility and applicability of evidence, and prepares written decisions based on fact-finding research and interpretation of laws and ordinances. The Hearing Officer’s proposed decisions and recommendations are forwarded to the Board of Fire Commissioners for review and/or approval. Duties consist of, but are not limited to the following:

- Conducts hearings, and interviews respondents and witnesses.
- Informs and advises respondents of their rights, requirements, applicable hearing procedures, and substantive provisions of Fire Code Ordinances.
- Reads, interprets and explains laws, codes, ordinances, departmental polices, and/or regulations related to Fire/Life and Safety violations to respondents and responsible parties.
- Determines the admissibility and applicability of evidence.
- Verifies information on violations and/or evidence presented by respondents through the use of personal computers, and various databases, such as the Vegetation Management and Integrated Inspection System, and others.
- After evaluation of evidence, determines if the respondent is liable for the charges assessed.
- Prepares and submits written proposed decisions and recommendations to the Board of Fire Commissioners for review and approval.

Rev. 01/23/2019
Requirements

- Graduation from a recognized four-year college or university is required, and
- Two years of full-time paid professional experience performing duties in analyzing and applying laws and regulations, legislative analysis, administrative analysis, research procedures and personnel administration.
- A valid California driver’s license is required.

*Additional full-time paid experience in work related to conducting hearings, reading, interpreting and explaining laws, codes, ordinances, departmental polices and/or regulations, evaluating evidence, preparing written recommendations, and analyzing, interpreting and applying provisions of the law and various legal principles or education may be substituted on a year for year basis for the required Bachelor’s Degree.

**Application Deadline:** The filing period for these positions may close **at any time** based on the number of applicants.

Interested candidates should submit a current completed City application, cover letter detailing their qualifications and resume to:

Los Angeles Fire Department  
Personnel Services Section – Selection Unit  
Attention: Emil de Castro, Management Assistant  
Phone: (213) 978-3766  
Fax: (213) 978-3618  
Email: lafdpersonnel@lacity.org (please put “Hearing Officer 2019” in the email subject line)

**City Application Form:** [http://per.lacity.org/application.pdf](http://per.lacity.org/application.pdf)

**Selection Process:** The selection process shall consist of a three-step evaluation:

Step 1: All applications will be reviewed to determine if candidates meet the listed minimum requirements.

Step 2: Each qualifying candidate’s personal and professional qualifications, as delineated in his or her application, will be reviewed for qualifications relative to those of the other candidates.

Step 3: Candidates who present qualifications, which most closely match those necessary for the position will be invited to interview. The interview will assess the candidate’s experience and personal/professional development as they pertain to the necessary skills, knowledge and abilities needed for the position.

Step 4: Candidates who are invited to interview, will be required to submit a writing sample, prior to his/her interview date, such as a report, memorandum or other written product, which s/he authored. Writing samples will be forwarded to the interview panel.

Appointments are subject to background review and clearance. As a covered entity under Title II of the American with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

This is an exempt, at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.

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