

**DIRECTOR,
EDUCATION AND STATE EMPLOYEES GRIEVANCE BOARD**

Nature of Work: Under administrative direction, performs advanced administrative legal work in managing and directing the operation of the Education and State Employees Grievance Board. Directs a staff of administrative law judges conducting quasi-judicial administrative hearings arising under the appellate responsibility of the agency. The incumbent is also responsible for setting goals and developing plans for the agency; determining budgetary and other resource needs; consulting with the Grievance Board on proposed legislation and procedural rules, preparing necessary reports; and conducting research on major legal issues relating to the grievance procedure. The incumbent also conducts administrative hearings as a hearing examiner. Performs related work as required.

Examples of Work

Determines agency goals and develops plans to meet objectives.
Determines budgetary and other resources needs; oversees the preparation of the agency budget request; oversees the execution of the budget for the fiscal year.
Assigns cases to hearing examiners according to nature, difficulty, and geographic location.
Consults with the Grievance Board in relation to proposed legislation and legislative rules.
Oversees the compilation of statistics on decisions of the Grievance Board and conducts various studies relating to the activities of the Board.
Conducts research on major legal issues relating to the grievance procedure.
Oversees personnel and administrative matters of the agency.
Addresses state and local organizations and participates in seminars on education and state employment law.

Knowledge, Skills and Abilities

Knowledge of the principles of West Virginia law regarding rules of evidence, pleadings.
Knowledge of the statutes, judicial and administrative decisions interpreting such law and related rules and regulations.
Knowledge of the rules of conduct for formal legal proceedings and hearings.
Knowledge of legal research techniques.
Ability to supervise the work of administrative law judges.
Ability to review written decisions of law judges as to proper findings of fact and conclusions of law.
Ability to effectively analyze complex testimony and regulatory issues including substantial quantitative information of a technical and financial nature.
Ability to communicate effectively, orally and in writing.

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Knowledge, Skills and Abilities (cont'd)

Ability to maintain effective working relationships with the public, corporate officials, court officials and attorneys.

Minimum Qualifications

Training: Graduation from an accredited law school.

Experience: Six years of full-time or equivalent part-time paid professional legal work as an attorney with trial experience, two years of which must have included responsibility for the supervision of other attorneys or as a judge of a court of record OR four years of experience as an attorney, examiner or administrative law judge with an appellate or regulatory body or in the preparation and presentation of cases at formal hearings before an appellate or regulatory body.

Special Requirement: Admission to the West Virginia State Bar.

Established: 9/19/90
Effective: 10/16/90