

ADMINISTRATIVE REVIEW BOARD (VOLUNTEER)

JOB SUMMARY

The newly created Administrative Review Board will consist of three (3) members appointed by the City Council to serve at its pleasure for a two year term, and may be appointed for an additional two year term (maximum four years).

If appointed, each member will perform highly responsible and professional work in conducting and deciding, as final decision maker for the City, administrative appeal hearings relating to administrative citations issued for certain contested San Luis Obispo Municipal Code enforcement matters that require a more detailed administrative record. These hearings will NOT include appeals of citations issued for Title 15 (Building and Construction), which appeals are heard by the Construction Board of Appeals, or appeals of most zoning or subdivision appeals, which are heard by the Planning Commission.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Become familiar with Chapter 1.24 of the Municipal Code relating to Administrative Enforcement (recently amended by the Council) and other relevant Municipal Code provisions and City regulations and guidelines;
- Timely conduct administrative citation appeals hearings as scheduled by City;
- Explain process/procedure/rules of hearing to participants;
- Conduct hearings in a fair and impartial manner to obtain information and evidence relevant to disposition of the matter, in accordance with the applicable hearing rules, City's Municipal Code and constitutional due process;
- Question witnesses;
- Evaluate testimony and other evidence;
- Review applicable provisions of the City's Municipal Code and apply relevant provisions to facts presented;
- Prepare a written decision based on written findings of fact, supported by evidence presented at the hearing.

KNOWLEDGE AND ABILITIES:

Knowledge of: Fact finding and decisionmaking processes, conduct of impartial hearings in accordance with rules and regulations and information gathering techniques.

Ability to:

- Work independently.
- Deal with people in a responsible and respectful manner
- Observe, receive and otherwise gather information
- Review and evaluate witness credibility, exhibits and other evidence presented at hearing
 - to determine relevance to a charged violation
 - to discover facts in case
 - to analyze legal questions
 - to determine the value, importance or quality of evidence or witness testimony
 - to reach conclusions supported by applicable code provisions and evidence

- Rule on issues presented at the hearing
- Compile, categorize, calculate, or verify information or data
- Maintain confidentiality on matters subject to attorney-client privilege
- Follow hearing procedures and rules

EDUCATION

Post-secondary degree, certificate or credential or equivalent professional experience in a field that requires knowledge of the conduct of formal administrative hearings and additional knowledge and abilities as set forth above, e.g., public or business administration, personnel, construction management, public safety, public education, law or pre-law, constitutional rights, are strongly preferred, but not required.

EXPERIENCE

Have conducted or extensively participated in or represented a party in administrative or other hearings involving student, employee or licensee discipline; public benefits; rate setting; rule making; code enforcement or similar matters requiring fact finding followed by recommendations or decisions; or

Have conducted or extensively participated in or represented a party in arbitrations, administrative law or quasi-judicial proceedings or trials;

Have extensive comparable work experience.

KEY SKILLS

- Critical thinking
- Decision Making
- High level reading and writing ability
- Reputation for ethical behavior
- Impartiality

COMMITMENT AVAILABILITY

The City anticipates that the hearings will be conducted on an as-needed basis. Applicant must be available for at least one hearing per month, although the meeting may be cancelled if there are no appeals to be heard.

REQUIREMENTS

Resident of City of San Luis Obispo at time of application **and** while conducting hearings

Registered to vote in City of San Luis Obispo

Be willing to file a public Statement of Economic Interests as required by the Fair Political Practices Commission.

