CITY OF SANTA MONICA

HEARING OFFICER I
RENT CONTROL BOARD

REPORTS TO:    Hearings Department Manager
DEPARTMENT:    Rent Control Board
DIVISION:      Hearings
APPROVED:      July 13, 2017 (Rent Control Board)

JOB SUMMARY:
On behalf of the City's Rent Control Board, conducts administrative hearings dealing with tenant or landlord petitions for relief under the Santa Monica Rent Control Law. Prepares detailed written decisions based on evidence received at administrative hearings. Conducts legal research and facilitates pre-hearing mediations and prepares settlement agreements.

MAJOR DUTIES:
Responsible for conducting routine administrative hearings, and may assist with more complex matters.

Prepares routine matters for hearing; reviews all relevant documents; anticipates and identifies potential issues and problems.

Issues subpoenas.

Instructs participants in hearings concerning their rights and applicable hearing procedures.

May personally inspect or order the inspection of premises that are subject of hearings.

Conducts administrative hearings in a fair, impartial, courteous and professional manner.

Rules on substantive and evidentiary motions; verifies documents and exhibits; renders credibility determinations.

Summarizes testimony; reviews and analyzes documentary evidence, investigative reports, numerical and statistical data, transcripts and oral testimony; interprets complex statutes, policies and procedural guidelines. Conducts legal research; applies relevant state and local laws and regulations to the evidence; assists with more complex matters as needed.
Produces written decisions on behalf of the Rent Control Board that reflect the proper relationship between the evidence, findings and ultimate decision, as required under the standards of judicial review of administrative decisions.

Facilitates mediation conferences for less complex matters, and may assist or handle with oversight, more complex matters.

Drafts contracts in settlement of disputes resolved at mediation conferences.

Coordinates with other departments of the Rent Control Board and the City.

Performs other related duties, as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge, Abilities and Skills:**

**Knowledge of:**
- Administrative or other evidentiary hearing procedures and rules of evidence.
- Mediation procedures and techniques.
- Relevant federal, state and local laws and regulations related to rent control, housing, landlord/tenant, municipal, or administrative law.
- Legal research techniques, methods and procedure.
- Effective customer service techniques.
- Conventions of written English, including proper grammar, syntax and punctuation.

**Ability to:**
- Interpret and apply relevant laws, regulations, and procedures concerning housing and rent control.
- Analyze and draw logical conclusions from and apply legal principles to documentary evidence and oral testimony, forming the basis for a defensible legal conclusion.
- Impartially consider evidence and determine facts.
- Communicate clearly and concisely, orally and in writing.
- Conduct hearings and mediation conferences with skill and tact.
- Evaluate credibility of parties and witnesses.
- Understand and interpret numerical and statistical data.
- Draft effective contracts in settlement of disputes.
- Establish and maintain effective and cooperative working relationships with all segments of the public and other City departments.
- Write clearly, concisely and effectively.
- Work collaboratively with other staff members.
- Provide effective customer service.

**Skill in:**
- Dealing effectively with persons of various social, cultural, economic and educational backgrounds, using tact and discretion.
- The use of personal computers and applicable software applications.

**Education, Training and Experience:**
Juris Doctor or equivalent from an accredited law school.

Three years of recent, paid professional legal experience conducting or participating in administrative hearings, arbitrations, mediations, settlement conferences or similar evidentiary proceedings in the areas of civil, municipal, landlord/tenant, or administrative law. Experience must have included drafting complex, analytical legal documents in a professional legal setting.

One year experience in drafting settlement agreements, and interpreting and/or implementing rent control, landlord/tenant, housing, or land-use laws, or similar experience, and completion of at least twenty-five hours of mediation training is desirable.

**License and Certificates:**
Membership in the California State Bar

**SUPERVISION RECEIVED:**
Works under the administrative supervision of the Hearings Department Manager.

**SUPERVISION EXERCISED:**
May exercise administrative supervision over assigned staff.

**WORKING CONDITIONS:**
Work is performed primarily indoors in an office environment with frequent interruptions. Office work requires sitting for prolonged periods of time and using a computer keyboard and screen. Must be occasionally available to work evenings and/or weekends for Rent Control Board meetings and for special assignments.