



Hearings Examiner 3 – Health Law Judge

There is one (1) opening for a permanent full-time Hearings Examiner 3 (HE 3) within the Office of the Secretary (OS), Adjudicative Services Unit (ASU).

Closing: 5/25/2017

About DOH

Washington State Department of Health (DOH) works with federal, state, tribal, and local partners to help people in Washington stay healthy and safe. Our programs and services help prevent illness and injury, promote healthy places to live and work, provide education to help people make good health decisions and ensure our state is prepared for emergencies. DOH recognizes that employees are our most valuable resource. We trust them to be innovative, challenge existing processes, and make the best decisions. We strive to hire, develop, and retain a competent and diverse workforce. To learn more about the agency visit, [DOH](#) and [DOH Infographic \(Download PDF reader\)](#).

Why DOH as your Employer of Choice?

DOH is a great place to work and has implemented several "Employer of Choice" initiatives, including:

- We are committed to **diversity and inclusion**. DOH fosters an inclusive environment that encourages all employees to bring their authentic selves to work each day.
- We have an engaging **Wellness@Health** program which offers programs that support healthy behaviors and work/life balance. Our program provides wellness education, access to healthy food, physical activity classes, stress relief, and many other resources to support a healthy you.
- We support a **healthy work/life balance** by offering flexible/alternative work schedules, and mobile and telework options.
- We are making exciting steps towards **modernizing our workplace** by providing motivating and inspiring workspaces that promote creative thought, innovation, and collaboration among co-workers.
- We have an **Infants at Work Program** that is based on the long-term health values of breastfeeding newborns and infant-parent bonding. Eligible employees who are new mothers, fathers, or legal guardians can bring their infant (6 weeks to 6 month) when returning to work.

Primary Duties

This position serves as a Health Law Judge (HLJ) and presides over health profession discipline cases and other matters affecting public health before the Department.

This position supports the Department's mission to protect public health by providing an efficient, fair, impartial and consistent adjudicative process for all litigants. As members of the Adjudicative Services Unit, HLJ's conduct judicial proceedings and function as presiding officers in cases where the disciplining authority is either the Secretary of Health or one of the various Boards and Commissions which regulate healthcare practitioners.

Duties include:

- Facilitates the litigation process.
- Presides over adjudicative proceedings.
- Drafts and issues post-hearing orders.
- Other legal activities and projects.

Required Qualifications

NOTE: Experience may have been gained concurrently.

- J.D. degree from an accredited law school.
- Admission in good standing to practice law in the State of Washington.
- Three (3) or more years (full-time equivalency) of litigation, trial practice or full-time judicial experience within the past seven (7) years.

(**NOTE:** Trial practice is defined as frequent appearances as an attorney in a court of general jurisdiction. Judicial experience is defined as experience as a judge in a court of general jurisdiction or an administrative law tribunal in which the rules of evidence are applied.)

Desired Qualifications

- Demonstrated experience of the Washington Administrative Procedure Act, Washington State Rules of Evidence, Uniform Disciplinary Act, Chapter 246-08 WAC, Chapter 246-10 WAC and Chapter 246-11 WAC.
- Demonstrated computer software skills and experience using MS Word, MS Excel, MS Outlook, and MS PowerPoint.

Conditions of Employment/Working Conditions

With or without an accommodation, I am:

- Willing and able to work indoors, at a desk/workstation the majority of a work day, in an open office environment with possible conversation and other noise distractions.
- Willing and able to work a 40 hours per week.
- Willing and able to occasionally travel for hearings at alternate locations and travel to different buildings on the Tumwater campus.
- Willing and able to use standard office equipment, such as a computer, telephone, printer/copier, fax machine, etc.
- Willing and able to read and draft legal documents on a computer and to use both the courtroom recording system and a handheld recording device to conduct and record telephone and in-person proceedings to ensure the record is accurate and complete.
- Willing and able to interact with both internal and external stakeholders, which include professional support staff, other Health Law Judges, litigants, agency public affairs personnel, policy analysts, members of the public and the media.

Note: This position is covered by an "Agency Shop" provision. Therefore, as a condition of employment, the incumbent of this position must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are placed into pay status.

The Washington State Department of Health (DOH) is an equal opportunity employer. DOH strives to create a working environment that is inclusive and respectful. It is our policy to prohibit discrimination on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, and hiring of our workforce. Applicants wishing assistance or alternative formats in the process should contact Rachel Lopez at (360) 236-4267, rachel.lopez@doh.wa.gov, or TDD Relay at 1-800-833-6384 or 7-1-1.

Application Process

Individuals interested in applying for this position should select the "Apply" button and submit the following:

1. A current detailed applicant profile; **AND** attach your detailed Letter of Interest that addresses the "Required and Desired Qualifications" (as listed above) and Resume to your profile.
2. Three (3) or more professional references, to be included in your profile. Please include at least one supervisor, peer, and (if you have supervised other staff) a subordinate.
3. Responses to the Supplemental Questions.

IMPORTANT: **DO NOT** attach transcripts or other documents that are not requested in the Application Process, or that are password protected. These type of documents cause errors when downloading application materials and will not be

forwarded to the hiring supervisor. **VETERANS**, please feel free to attach a copy of your DD214.

Supplemental Information

*** Important information regarding the Application Process and the Supplemental Questions.**

Only applicants who follow the directions and complete the Application Process and Supplemental Questions in-full will have their responses reviewed for consideration.

NOTE: Education and experience selected, listed and/or detailed in the Supplemental Questions must be verifiable on the detailed applicant profile submitted.