

ASSISTANT CHIEF REVIEW JUDGE (WMS BAND 3)

Here at the [Employment Security Department \(ESD\)](#), we believe in the *Power to Help* when people need it most. We provide economic security to the people of Washington every day and in every corner of the state. We help people find jobs, bridge gaps in employment and soon we'll be providing paid family medical leave.

We are recruiting for one full-time permanent **Assistant Chief Review Judge** to join our team of dedicated Review Judges in the Commissioner's Review Office (CRO). This office performs appellate administrative adjudicative functions, wherein they issue the final agency order in Paid Family and Medical Leave (PFML) insurance benefits and tax cases. Your ability to remain independent of influence in the cases we decide is paramount to ensure that employees and employers are provided due process of law and that their legal rights are properly protected.

More than Just a Paycheck! Washington State offers one of the most competitive benefits packages in the nation. To read more about our benefits, click on the following employee benefit links:

- [Benefits](#) (insurance, retirement, and related benefits)
- [Vacation, Leave, and Holidays](#)
- [Special Programs](#) (additional benefits)

Duties

Reporting directly to the Chief Review Judge of the Commissioner's Review Office (CRO), your position will be responsible for the management of the CRO's PFML division. As the Assistant Chief Review Judge your responsibilities include supervising the review judges and legal support staff that make up the division, including reviewing the work and decisions of the PFML review judges to ensure the agency issues consistent Decisions of Commissioner in PFML matters. Additionally, in this role, you will oversee the process for decisions to be issued in an independent, impartial, and timely manner to ensure that insurance benefits are properly paid and that taxes are properly collected.

Some of what you'll be doing:

- Assigns work to PFML Division Review Judges (including self) after consideration of inventory in case management system. Sorts cases daily using legal expertise.
- With the Chief Judge, develops and monitors annual PFML division budget.
- Daily Review/Proofing/Editing of PFML Division's Decisions of Commissioner. Reviews and issues Commissioner Decisions under own signature on select, complex PFML insurance benefit and tax cases under review from the Office of Administrative Hearings.
- Reviews Assistant Attorney General's closing statements and memos, making recommendations to the Chief Review Judge on pursuing appeals, consenting to remands, or settling cases.

- Reviews daily PFML correspondence received at Commissioner's Review Office to determine what action is required, i.e., ordering case file, filing of correspondence, public records request, etc.
- Consults with and makes recommendations to the Chief Review Judge on office performance issues and disciplinary actions, hiring decisions, long-term and short-term strategic planning, legislative matters, and regulatory issues.
- Provides extensive training and close supervision along with consultation and mentoring services to PFML Review Judges.
- Works closely with external/internal stakeholders on issues of mutual concern, i.e., the Office of Administrative Hearings, the Attorney General's Office, ESD's PFML Division.
- Conducts legal seminars for outside attorneys on PFML matters for Continuing Legal Education credit with the Washington State Bar Association.
- Performs duties of Chief Review Judge in Chief Review Judge's absence.

Qualifications

We are seeking candidates with the following:

Required Qualifications

- Active or judicial membership in the Washington State Bar Association.
AND
- Four years of experience as a hearings examiner in a governmental agency
- OR four years as a member of an administrative tribunal empowered to issue findings of fact and conclusions of law
- OR four years of trial practice in private or public employment.

Desired Qualifications

- The Assistant Chief should have at least one year of experience managing or supervising staff in a legal setting.

Demonstrated knowledge of:

- Administrative, procedural, substantive, and common law.
- Rules of evidence.
- Specific bodies of law applicable to the hearings, including Federal and State statutes, court decisions, and regulations.
- Departmental policies relevant to the contested case and rule-making hearing processes; public disclosure law.
- Organization of the department.

Demonstrated ability to:

- Review the hearing record for irregularity in the proceedings.

- Conduct legal research and provide legal advice to peers, superiors, and disclosure coordinators.
- Review the hearing record for errors in fact finding, instructions to parties, rulings on the admissibility of evidence, the application or interpretation of the law, and any other elements which could result in improper resolution of issues.
- Draft findings of fact, conclusions of law, and orders which are clear and concise.
- Instruct others in disclosure law and on administrative law and hearing process.
- Preside at rule making hearings.

Supplemental Information

To apply, attach a letter of interest, resume, and references to your on-line application (through the Add Attachment(s) field).

- A resume will not substitute for the "work experience" section of the application.
- Applications with comments such as "see attachments" in the supplemental question responses will be considered incomplete.

Other Information

- Final external candidates must be able to pass the Unemployment Insurance (UI) Fraud Check.
- The Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
- If you are having technical difficulties creating, accessing or completing your application, please contact careershelp@des.wa.gov or (360) 664-1960 or toll free (877) 664-1960.

Veteran's Preference

Applicants who meet the minimum qualifications and wish to claim Veteran's Preference must attach a copy of their DD214 or other verification of military service. Please black out any personally identifiable data such as social security numbers.

Thank you for your service!

Modern Workplace

ESD's employee engagement survey scores improved by 8 percent in 2017. Our agency is devoted to ongoing improvement and continues to develop strategies and programs to enhance the employee experience. We are working to create a modern workplace designed to meet the needs of a changing workforce. We have wellness programs, telework policies and flexible schedules. We're working to update our facilities all over the state to enhance both the client and employee experience.

Opportunity for All

The Washington Employment Security Department is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to apply.

For specific questions about this position, contact Carolyn Haley at 360-480-5752 or chaley@esd.wa.gov. Contact [Washington Relay Service 711](#) if you are a person with a disability needing assistance in the application process, if you need this job announcement in an alternate format, or with general questions about this opportunity.

Agency

State of Washington

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