

Hearings Examiner 3 (In-training option) – Multiple Positions (DOH4528)

Salary

\$4,146.00 - \$7,316.00 Monthly

Location

Thurston County – Tumwater, WA

Job Type

Full Time - Permanent

Department

Dept. of Health

Job Number

DOH4528

Closing

6/30/2019 11:59 PM Pacific

Description**The Opportunity**

The Nursing Care Quality Assurance Commission (NCQAC) protects the public's health and safety by regulating the competency and quality of licensed practical nurses, registered nurses, advanced registered nurse practitioners and nursing technicians. The purpose of NCQAC includes establishing, monitoring and enforcing licensing, consistent standards of practice, continuing competency mechanisms, and discipline.

As a Hearings Examiner, you will be responsible for:

- Analyzing facts and law, and recommending an appropriate form of action or combination of actions (discipline or some alternative);
- Conducting legal research requiring knowledge of current state and federal legislation, case law and administrative decisions;
- Drafting legal documents, pleadings, correspondence, memoranda, briefs, interpretive guidelines, rules, and proposed legislation;
- Negotiating settlements of health professions disciplinary issues, including conditions and restrictions; and assisting program staff and Commission members with general legal issues and serving as a resource on special projects, quality improvement workgroups, and other activities as called upon.

This recruitment will be used to fill three Hearings Examiner 3 (HE3) positions, all of which have an in-training option. You may enter the HE3 level, or qualify for an in-training plan at the HE1 or HE2 level. Our in-training plans offer either 36 or 24-month on-the-job training with an assigned mentor. At the completion of the in-training plan, you will be promoted to the HE3 level.

Salary Levels:

HE 1: \$4,146 – \$5,441 Monthly (Range 54)

HE 2: \$5,053 – \$6,629 Monthly (Range 62)

HE 3: \$5,574 – \$7,316 Monthly (Range 66)

The salaries listed above do not include the 3% increase effective July 1, 2019.

About DOH and our Employer of Choice Initiatives

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. To learn more about the agency, visit [our website](#), [DOH Infographic \(Download PDF reader\)](#), and [see what it's like to Work@Health!](#)

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 strive to hire, develop, and retain a competent and diverse workforce that is reflective of the customers we serve.
- 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 life/work balance](#) by offering flexible/alternative work schedules, and mobile and telework options. (Depending upon job duties.)

- 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 [Infant 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 months) when returning to work. (Depending upon job duties and work location.)



What will you be doing? – Duties include:

- Apply legal expertise to manage complex discipline cases from initial review through hearing and post-order proceedings.
- Draft clear, effective legal documents to professional standards.
- Address questions related to; federal and state statutes; departmental policies; statutes and rules regarding confidentiality of health care information and public disclosure of governmental information.
- Serve as a legal resource for all Nursing professions and entities including high priority or complex matters.
- Negotiate settlements of disciplinary cases.
- Participate in ongoing process improvement and other duties as assigned.

What we're looking for

Success in this position requires one to be a hard worker and team player, defined as having a driving passion for the work of public protection, bringing humility and tact to their job and interactions with people, and understanding how their words and actions affect others.

Required Qualifications

Hearings Examiner 1 Level (One-year in-training to a HE2 and two-year in-training to a HE3)

- Admission in good standing to practice law in the State of Washington.

Hearings Examiner 2 Level (Two-year in-training to a HE3)

- One (1) year as a Hearings Examiner or attorney in a governmental agency **OR** one (1) year as a member of an administrative tribunal empowered to issue findings of fact and law **OR** one (1) year of trial practice in private or public employment as an attorney.
- Admission in good standing to practice law in the State of Washington.

Hearings Examiner 3 Level:

- Three (3) years as a Hearings Examiner or attorney in a governmental agency **OR** three (3) years as a member of an administrative tribunal empowered to issue findings of fact and law **OR** three (3) years of trial practice in private or public employment as an attorney.
- Admission in good standing to practice law in the State of Washington.

Preferred/Desired Qualifications

- Familiarity with state laws, including the Uniform Disciplinary Act and the Washington Administrative Procedure Act.
- Working-Level knowledge of case law in the area of administrative and health law.
- Graduated in the top 50% of law school class.

Conditions of Employment/Working Conditions

With or without accommodation, I am willing and able to:

- Work indoors, at a desk/workstation the majority of a workday, in an open office environment with possible conversation and other noise distractions.
- Work at a tobacco-free campus and environment.
- Occasionally work in excess of 40 hours per week and/or to adjust normally scheduled hours, which may include evening and weekends.
- Occasionally travel throughout the state (including rural areas) which may include overnight stays.

- Legally operate a state or privately owned vehicle or provide alternative transportation.
- Move object weighing up to 35 pounds.

This is a position covered by a bargaining unit for which the Washington Federation of State Employees (WFSE) is the exclusive representative.

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.

If you have questions, need alternative formats or other assistance please contact Zach Covington at (360) 236-2406, Zach.Covington@doh.wa.gov, or TDD Relay at 1-800-833-6384 or 7-1-1. Technical support is provided by NEOGOV, 855-524-5627 (can't log in, password or email issues, error messages).

Application Process

Intrigued? We'd love to hear from you. Click "Apply" to submit your detailed application profile along with the following:

1. A **letter of interest**, describing how you meet the specific required and desired qualifications for this position.
2. A current **resume**.
3. Three (3) or more **professional references**, to be included in your profile. Please include at least one supervisor, peer, and (if you have supervised staff) a subordinate.

Do not attach transcripts or other documents that are not requested in the Application Process. These documents will not be reviewed.



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Supplemental Information

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

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

This recruitment may be used to fill other positions of the same job classification within the agency.