



# CAREER OPPORTUNITY

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

## HEARING OFFICER I, FAIR EMPLOYMENT AND HOUSING COMMISSION

**\$7868.70 - 9,516.15\* per month**

\*with National Judicial College Pay Differential

**FINAL FILING DATE: Until Filled**

The Fair Employment and Housing Commission (FEHC) is seeking applicants for a Hearing Officer I, FEHC – full time, six months to one year limited term position. The Commission enforces State civil rights laws against discrimination in employment, housing and public accommodations, and against hate violence. The Commission's office is located in San Francisco in the Hiram Johnson State building.

### **The Position:**

Under direction, independently to preside over or conduct quasi-judicial administrative hearings, as provided under the Fair Employment & Housing Act and the Commission's regulations; to render proposed and draft final decisions, to draft and analyze legislation and regulations; to assist the Commission in formulating its decisions; and to do other related work such as conduct mediations and settlement conferences. **Incumbent must be an active member of the California State Bar with at least five years of experience as a practicing attorney.**

### **Desirable Qualifications:**

Experience in administrative adjudication; demonstrated knowledge of the Fair Employment and Housing Act and related civil rights and anti-discrimination laws and regulations, the Administrative Procedure Act, and principles of evidence; experience in civil litigation, mediation and alternative dispute resolution; excellent legal research and writing skills, ability to coordinate multiple tasks and changing deadlines; ability to travel on multi-day assignments throughout the State; tact, discretion, ability to work collegially in a small staff environment with a seven-member Commission; knowledge of Windows-based word processing and personal computing.

### **Who May Apply:**

Individuals currently employed within California State civil who are in the class of, or in a class transferable to, Hearing Officer I, FEHC, and individuals not currently within California state civil service, but who have reinstatement or list eligibility for Hearing Officer I, FEHC or a comparable classification. The Commission may also consider Fair Employment and Housing Counsel or similar legal classifications for recruitment purposes. All appointments are subject to state restriction of appointment (SROA) provisions.

To apply, submit a standard State application (form 678), resume, a sample of legal research and writing ability, and a list of references to:

Denise Choye, Administrative Services Manager  
Fair Employment and Housing Commission  
455 Golden Gate Avenue, Suite 10600  
San Francisco, CA 94102  
(415) 557-2828

Application materials must be postmarked by **January 27, 2012**. Applications received after this date may be considered if the position has not been filled. **FAXED OR EMAILED APPLICATION PACKAGES WILL NOT BE ACCEPTED. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

Applications will be screened and only the most qualified applicants will be scheduled for an interview.