

Hearing Officer – Administrative Penalties System

Two part-time positions – Hamilton, ON

These opportunities with the City of Hamilton's Parking and By-law Services Division call for experienced, qualified individuals who are available to work approximately 1 day per month on an as-needed basis.

As a Council-appointed Hearing Officer (as per Ontario Regulation 333/07), you will review decisions made by Screening Officers in relation to municipal by-law penalties issued as part of the City of Hamilton Administrative Penalty System (APS). You must be familiar with municipal law and adjudicative processes, as you will be responsible for determining whether to affirm, vary or cancel (on appeal) the penalty decisions made by Screening Officers. While the initial APS By-law focuses on parking offences, it will be expanded into other offences covered by the Provincial Offences Act. Your duties as a Hearing Officer will include:

- making rulings and issuing oral and written decisions relating to the APS By-law that are independent and free of outside influence;
- making decisions on whether to vary administrative penalty amounts and/or time to pay administrative penalties in accordance with the APS By-law and associated policies, procedures and guidelines; and
- conducting hearings in accordance with the Statutory Powers Procedure Act, ensuring equal access, fair treatment and due process for all parties.

All decisions made by Hearing Officers are deemed final and binding. Hearing Officers are appointed by City Council, for the duration of the Council term (approximately 4 years). The current term ends in December 2022. Members of Council, their relatives and persons indebted to the City are not eligible to apply (as per the APS By-law).

QUALIFICATIONS

Your qualifications as a Hearing Officer – Administrative Penalties System include the following highlights:

- Preferably, you are a member of The Society of Ontario Adjudicators and Regulators (SOAR) and/or the Law Society of Ontario (LSO).
- You have knowledge and experience with respect to adjudicative processes, including conducting trials or hearings for a Provincial tribunal or court.
- You have both knowledge of, and experience in interpreting and applying, appropriate legislation, including Municipal By-laws, the Municipal Act, the Provincial Offences Act and the Statutory Powers Procedure Act.
- You are knowledgeable and experienced in mediation and alternative dispute resolution.
- You bring highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
- You hold a post-secondary diploma or degree in a related discipline, and/or have an equivalent combination of education and experience.
- You are able to formulate reasoned decisions and communicate them clearly and effectively, both orally and in writing.
- You demonstrate respect for diversity and inclusiveness in maintaining a fair and transparent process for all persons, regardless of physical or mental abilities.
- You are committed to ongoing professional development, to enhance your expertise and remain current in the field.
- You are computer literate.
- You have the flexibility to provide services on a part-time basis (approximately one (1) day per month), as hearings are held on an as-needed basis. Schedules will be determined in consultation with the Hearing Officer.

These part-time positions offer a salary of \$500 per day (\$250 per half-day).

Hamilton. A city of progress.

At the **City of Hamilton** (www.hamilton.ca), our vision is “to be the best place to raise a child and age successfully.” With our rich history, culturally strong and diverse communities, blend of urban and rural attractions, and ideal location in the heart of the Golden Horseshoe, Hamilton is a vibrant community of neighbours. We are also a leading employer, with many opportunities to grow and excel. We invite you to share in our vision as part of the Parking & By-law Services Division in the Planning & Economic Development Department.

For full details and to apply

If you are interested in working alongside a dedicated team that's contributing to the well-being of Hamilton's residents, please visit www.hamilton.ca/careers for details on these Hearing Officer positions within the Administrative Penalties System, **JOB ID #14736**, and to **apply online**, by **Friday, February 8, 2019**.

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

The City of Hamilton values the diversity of our workforce and the knowledge of our people. We thank all who have applied; however, only those under consideration will be contacted.