

# Washington Management Service (WMS)

## Position Description

For assistance completing this form, contact your WMS Coordinator.

Position Information		
Position Title: Deputy Chief Health Law Judge (DCHLJ)	Position Number/Object Abbreviation: 71076254	
Incumbent's Name (If filled position): Vacant	Center for Facilities, Risk and Adjudication (CFRA)/Adjudicative Service Office (ASO)	
Address Where Position Is Located: Town Center 2, Tumwater, WA	Work Schedule: Part Time <input type="checkbox"/> Full Time <input checked="" type="checkbox"/>	Overtime Eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Supervisor's Name and Title: Roman S. Dixon, Jr., Chief Health Law Judge (CHLJ)		

Organizational Structure
<p>Summarize the functions of the position's division/unit and how this position fits into the agency structure (<b>attach an organizational chart</b>).</p> <p>The mission of the Department of Health (DOH) is to protect and improve the health of people in Washington State.</p> <p>The Center for Facilities, Risk and Adjudication (CFRA) provides leadership and support to the agency in the areas of adjudicative services, enterprise risk management, and facilities. CFRAs mission is to provide services to agency internal and external partners and the public by proactively identifying and mitigating risk, ensuring due process and consistent application of the law in adjudicative proceedings, and providing facilities that allow employees to do their best work in a safe environment.</p> <p>The ASO consists of the Department of Health law judges and professional staff. The judges have delegated initial decision-making authority by the Secretary in all administrative hearings before the Department, such as certificate of need, drinking water, shellfish, radiation protection, and Women, Infants, and Children (WIC) cases and all other health professions in which the Secretary is the disciplining authority.</p> <p>This position reports directly to the Chief Health Law Judge (CHLJ) within CFRA's Adjudicative Services Office (ASO) and is a member of ASO's Leadership team, which includes an Operations Manager, two Review Judges, and a Legal Assistant 4. This position is responsible for ensuring the day-to-day operations of ASO are efficient, and that its Health Law Judges (HLJs) practice superior and accurate legal judgment, a commitment to fairness, and ensure due process in cases that come before ASO. The Deputy Chief provides leadership over all the functions housed in ASO. The Deputy Chief Health Law Judge (DCHLJ) is responsible for managing, supervising, mentoring, and training ASO's 5 HLJs. In addition, along with the CHLJ and the Review Judges, reviews orders to ensure they are both legally and procedurally sound. The DCHLJ acts on behalf of the CHLJ when the CHLJ is unavailable or as necessary.</p> <p>The Deputy Chief has full delegated authority to act on behalf of the Chief Health Law Judge in their absence. The Deputy Chief is responsible for providing the day-to-day support to the entire ASO leadership team as well as working to develop agency wide guidance and procedures, including long term strategic planning. The office currently includes 20 FTEs.</p>
Position Objective
<p>Describe the position's main purpose, include what the position is required to accomplish and major outcomes produced. Summarize the scope of impact, responsibilities, and how the position supports/contributes to the mission of the organization.</p> <p>The DCHLJ's main role is to direct the day-to-day activities of the Health Law Judges and to work in partnership with the ASO Operations Manager with personnel coordination, hiring, training, budget and workforce planning, emergency response and business continuity planning. The DCHLJ supervises the Health Law Judges and provides high level oversight of the office.</p>



The management objective is to ensure consistency, accuracy, and timeliness in responding to any federal and state requirements, budget requests, personnel management, ethical and policy questions, and cross-agency or office project improvement management.

### Assigned Work Activities (Duties and Tasks)

Describe the duties and tasks and underline the essential functions. Functions listed in this section are primary duties and are fundamental to why the position exists. For more guidance, see [Essential Functions Guide](#).

- **Duty: Responsible for all administrative and operational functions for ASO** including, but not limited to personnel management, budget, and financial management; operations; office space planning; emergency response and business continuity planning; communications and coordination of IT activities. Works closely with the CHLJ in the overall management of the office. Delegated authority to manage the ASO in the absence of the ASO Chief.
- Long term strategic planning for the ASO. Develop, recommend, and implement the 3-year, 5 year and 10 years visions and goals of the office.
- Researches and provides input on legislative proposals, bills, and proposed rules. Reviews agency bills to determine if there will be an impact on ASO as it relates to either additional regulatory rules on DOH licensees, facilities, Certificate of Need, WIC, etc., or changes in enforcement that would impact ASO workload, hearings, etc.
- Critiques, provides feedback, and assesses legal orders against quality and timeline standards and addresses issues as they develop.
- Serves as the Ethics Officer for the Agency.
- Develop processes and strategies for providing high quality legal services within appropriate timelines.
- Manages the personnel activities related to the assigned team of HLJs. Works with the CHLJ and Operations Manager to address personnel issues including managing the hiring process, interacting with Human Resources, and preparation and submittal of appropriate personnel forms.
- Assesses resources and workload within the ASO as it relates to the staff and identifies future financial needs and priorities to make recommendations to the CHLJ.
- Identifies training opportunities that support professional development.
- Works with the CHLJ to develop ASO's annual operational plan and budget.
- Oversees the execution of ASO's strategic plan.
- Coordinates with other CFRA leadership and stakeholders related to ASOs vision, mission, strategic plan, and performance.
- Advises the CHLJ on operational efficiencies, including the use of technology.
- Ensures a workplace that honors equity, diversity, and inclusion in both word and deed.
- Represents the CHLJ and ASO at various internal, in-state, and national meetings, as assigned.

#### **Duty: Develop strategic plans and modify programs, systems, project management and improvement and practices.**

- Assists in the creation of visual representations of performance data for use by CFRA and for reporting effectiveness of ASO to interested parties - programs, disciplining authorities, agency leadership, and staff.
- Identifies and recommends process improvements related to ASO procedures.
- Directs the comprehensive evaluation of state laws and ASO/DOH policies, rules, and procedures as they pertain to legal and disciplinary processes as assigned.
- Works in consultation with stakeholder groups to accomplish legislative and regulatory goals and strategies.
- Coordinates those cases identified as high priority to ensure the appropriate use of the team approach.
- Assigns cases to HLJs and legal staff, keeping balanced workloads, logical relationships of cases, expertise, and other factors in mind when assigning cases.

**Duty: Manage, supervise and mentor HLJs to ensure superior work:**

- Supervise and direct a team of five (5) Health Law Judges.
- Overseeing the day-to-day activities for the Health Law Judges and works in partnership with the ASO Operations Manager with personnel coordination, hiring, training, budget and workforce planning, emergency response and business continuity planning.
- Acts as the primary resource for HLJs to seek counsel while navigating complex or novel legal issues.
- Uses continuous quality improvement strategies to ensure the legal and procedural soundness of initial orders.
- Directs the work of HLJs providing health adjudication services to the public. Helps implement office policies and plans.
- Ensure the accountability and transparency for the production of legally sound initial orders and motions.
- Carry out corrective action, while working closely with the CHLJ and Human Resources, with a continuous commitment to lasting performance improvement.
- Observe and/or listen to proceedings to ensure fairness, impartiality, and due process is upheld.
- Provide constructive feedback for continuous quality improvement.
- Develop ASO's annual operational plan for the CHLJ's approval.
- Support the implementation of both ASO's and CFRA's strategic plans.
- Advise the CHLJ on ASO performance measures, and overall organizational health for communication throughout DOH's leadership channels.
- Finalize the review of orders and motions submitted to the Review Judge.
- Preside over complex cases on an infrequent basis and serves as a back-up line judge as needed.
- Represent the CHLJ on agency and external committees and workgroups upon request.
- Represent the CHLJ on CFRA's leadership team when needed.
- Ensure HLJs complete mandatory training, and along with the CHLJ identify additional training opportunities to ensure continued professional growth.

**Duty:** Coordinate legislative and rules activities at the office level, identifying resources related to carrying out legislative mandates.

- **Tasks:**
- Serves as the subject matter expert to the agency legislative team on behalf of the ASO.
- Responsible for WAC rule development of all ASO.
- Drafts responses, assigns bill reviews, and reviews responses for approval by the CHLJ.
- Develops and oversees the coordination, tracking, and completion of office bill analysis assignments, including fiscal notes and assumptions for ASO.
- Attends division and agency bill review meetings, presents information, and explains assumptions.
- Designated by the CHLJ to approve office level bill analysis and fiscal worksheets.
- Develops and tracks implementation plans relevant to measures assigned to the ASO.

**Accountability – Scope of Control and Influence**

**Provide examples of the resources and/or policies that are controlled and influenced.**

- This position exercises a high degree of control within ASO, having responsibility for appropriate effort and decision making on individual cases, along with very substantial influence on strategy decisions affecting similar types of cases and fact patterns.
- This position has the ability to commit staff resources to the development of proposals for procedural change within ASO.
- The position develops ASO policy through working with the CHLJ, stakeholders and DOH mission, vision, and values.



- This position exercises a high degree of accountability within ASO, having responsibility for appropriate decision making and effort.
- In addition to supervisory responsibilities with employees, this position is responsible for implementing sound policy and legislative decisions.
- This position's scope is highly visible and represents the agency and Washington state when necessary.
- This position has the ability to commit staff resources to the development of proposals for procedural change within ASO.
- Accountable for the implementation of common business practices and shared services such as legislation, budget, and financial management for ASO. Lead the development of program budgets at the direction of the CHLJ and direct expenditure and revenue activities to ensure compliance with budget and strategic plans; direct the development and maintenance of the business continuity plan.
- Participate in the development of the ASO budget and preparation of budget requests, including projecting future needs, preparing cost estimates, and developing reports and recommendations regarding budget that relate to staffing, equipment, and training needs. Report budget issues to the CHLJ.
- Incorporate agency directives, priorities, procedures, and values into daily work activities. Support the vision, mission, and goals of the agency and ASO.
- This position makes decisions about applying RCWs and WACs and creates implementation plans to meet business needs and bring legislatively mandated changes with relevant recommendations to the Office director for additional training purposes.
- This position develops standard processes and business practices and recommends changes to office and program specific policies and procedures; assesses workload and policy impacts of legislative and regulatory changes based on the introduction of new technologies and changes in workflow and processes.

**Describe the scope of accountability.**

This position's scope of work is far-reaching, given that the programs and work influenced and managed by the position may impact not only the ASO but the entire Department of Health.

Accountability may be demonstrated through the following activities:

- Oversight and day to day management of legislative mandates and policy interpretations.
- General to specific implementation issues related to WAC rulemaking.
- Recommendations to executive management on complex and inter-departmental issues, trends, and developments for projects and policies.
  - During legislative session, bill analysis and fiscal worksheets need to be completed within agency timelines.

This position requires the ability to balance competing demand and priorities with defined resources, and with a constant eye toward risk management and reducing potential negative exposure for the agency. Oversees the ASO long-term strategic planning and performance management activities to ensure the office meets the 1- 5 year and transformational goals.

This position is broadly accountable for developing and enforcing:

- Office operational/administrative functions.
- Procedures, practices, and processes.
- Overall office structure, business priorities, staffing, budget allotments and expenditures.
- Employee relations and staff development.
- Policies, rules, legislation, and regulatory compliance.
- Performance management activities for individual staff.
- Development and monitoring of ASO procurement needs and program budget requests.



- Accountable for meeting performance goals of the HLJs on their performance measures and developing a corrective action plan to ensure performance measures are being met.
- Directly accountable for the management of all cases before ASO to ensure that the cases meet aspirational statutory timelines.

**Describe the potential impact of error or consequence of error (impacts unit, division, agency, state).**

Failure to adequately manage, supervise, and mentor ASO’s HLJs will severely jeopardize lawful enforcement of state laws and regulations. These situations could erode public trust in the agency’s ability to ensure public health and safety in the medical community and its associated professions; the safety of transient hotel accommodations; the safety of our drinking water and shellfish; the denial or granting of Women, Infants and Children benefits; and determination as to the adequacy of medical facilities (Certificate of Need). Cases before ASO are subject to appellate review and have a significant impact on maintaining public health in Washington state. Ineffective management will also lead to an inappropriate use or loss of state resources and unfavorable media attention.

This position acts on behalf of the CHLJ in all office administrative functions and has supervisory responsibility for the entire office in the absence of the CHLJ. This position has operational oversight responsibility for the office and is responsible for integrating and aligning the work to accomplish the goals and performance measures.

Serves as deputy CHLJ and acts on behalf of the CHLJ, when absent, with full delegated authority. Must be fully versed in all facets of the operation of the office, including fiscal, personnel, and stakeholder activities.

**Financial Dimensions**

Describe the type and annual amount of all monies that the position directly controls. Identify other revenue sources managed by the position and what type of influence/impact it has over those sources.

- **Operating budget controlled.** Approximately \$2 million biennial budget

The position must work with the CHLJ in the development of appropriate billing practices, identification of FTE needs, and allocation of resources, particularly as they relate to professional development and training, office and workstation design and assignment, and employee recruitment. The DCHLJ also must participate in the development of the ASO budget and preparation of budget requests, including projecting future needs, preparing cost estimates, and developing reports and recommendations regarding budget that relate to staffing, equipment, and training needs. Report budget issues to the CHLJ.

- Monitors the execution of the biennial office budget and monitors the ASO programs’ spending plans. Monitors the routing and approval of expenditures to ensure that they are within the budget and consistent with office, agency, and state priorities. Approval of contract development and processing for services specific to the work of the office, for example: content management and e-records software.

**Other financial influences/impacts.**

- This position tracks budgets within budget constraints.

**Supervisory Responsibilities**

Supervisory Position: Yes  No

If **yes**, list total full-time equivalents (FTE’s) managed and highest position title.

5 full-time FTEs; Hearings Examiner 3

**Decision Making and Policy Impact**

**Explain the position’s policy impact (applying, developing or determining how the agency will implement).**

- This position is responsible for the day-to-day operations of ASO. This has a direct impact on how hearings are conducted, and the internal policies HLJ’s use to conduct their hearings and manage caseloads. This directly impacts the perception of fairness, impartiality, and due process, which are hallmarks of our justice system. As a result, this can either advance, affirm, or hinder the agency to enforce laws and regulations under its purview. Solid and thorough operational planning will safeguard the agency from collateral attacks as to hearing timeliness



and other due process considerations and will lead to consistency in how cases are handled, ensuring that HLJs are exercising sound legal judgment.

- The Deputy Chief makes key policy decisions that have significant impact on the long-term sustainability and functionality of the ASO portfolio. The Deputy Chief is responsible for making decisions affecting long-term strategic direction and determining how operational policies and protocols developed by ASO will be implemented across the agency. The Deputy is responsible for understanding and mitigating negative impacts from policy implementation to internal DOH programs and the public.
- This position requires independent judgement to serve as the Agency Ethics Officer in framing departmental policy recommendations for approval by supervisors and executive management. The ability to set goals, establish direction and be accountable for performance measures is key.
- Oversee the development and implementation of quality assurance activities. Develop assessments, measures, or audits to evaluate the quality of the ASO's internal controls, exposure to risk, and compliance with established policies and procedures. Use results to make changes and recommendations to improve efficiency and effectiveness of operations, compliance with applicable legal requirements, stewardship of public resources, and to minimize exposure to risk events.
- Evaluate proposed statutes and rules and advise CHLJ and ASO staff on impacts to ASO; provide stakeholders and decision makers with assistance in understanding complex program issues in a concise, straightforward manner; share observations and new techniques that may improve ASO performance.
- Participate in agency and division emergency preparedness, response, and recovery activities. Oversee development and maintenance of office level emergency preparedness, business continuity and disaster recovery efforts. During a public health emergency, will assist with emergency response activities as assigned.

**Is the position responsible for making significant recommendations due to expertise or knowledge? If yes, provide examples of the types of recommendations made and to whom.**

Yes, the overall consistent operation of ASO ensures that DOH's legal enforcement responsibilities are met. This position works independently to determine appropriate and accurate decision-making and actions. This position is relied on for its expertise and consultation. This requires a seasoned attorney, well versed in DOH's enforcement authority, coupled with interpersonal skills to be an effective leader, manager, and mentor. The DCHLJ makes their recommendations as to ASO operations, reviews of cases, performance measures, and performance management to the CHLJ.

The Deputy Chief works on high-profile, highly complex cases that often involve multi-faceted issues including issues of first impression, numerous witnesses, Certificate of Need applications and a voluminous documentary record. This position utilizes an astute understanding of the administrative law practice area, the health discipline and regulation framework and applies that knowledge and expertise to make decisions on complicated and high-risk cases. These cases tend to be highly visible and garner significant public and media attention. As a result, these cases often require proactive intervention and have wide or precedent setting impact.

**Explain the major decision-making responsibilities this position has full authority to make.**

In this role, this position has final decision-making on matters pertaining to law. Legal rulings have a large influence on parties including programs, licensees, and the public. For example, judges' rulings impact public health and patient safety, due process of law, reputation of health care providers and their ability to earn an income, health care access and health care affordability.

- Issuance of non-disciplinary corrective action;
- Oversee development of quality improvement measures regarding the hearing process; and
- Training of HLJs as a team, and individually, to ensure professional development and growth.
- Evaluate proposed statutes and rules and advise CHLJ and ASO staff on impacts to ASO.
- This position is responsible for the day-to-day operations of ASO.

This position has full authority to make decisions necessary for the effective operations of the ASO with delegated authority from the CHLJ. Operations include:

- Management and oversight of the ASO office, including budget, personnel management, processes, and procedures.



- Agency employees rely on the Ethics Officer to advise the agency.
- Process changes needed to implement new legislation and court cases and changes in RCWs and WACs.
- Developing procedures and policies required for the office and agency operations.
- Implementation of legislation and oversight of rules content necessary to implement statutes.

This position works independently to determine appropriate and accurate decision-making and actions.

**Describe whether decisions are of a tactical or strategic nature and how decisions are made. For example, is there known precedent, is it somewhat unfamiliar, or unknown and unexplored?**

Legal decisions can be made by past precedent—some areas of the law have well-developed interpretations, or the plain meaning of a statute or regulation is accepted. However, not all cases are the same. Facts can lead to different outcomes. As a result, a vast expanse of unknown variables exists. The DCHLJ must know how to harmonize case law, statutes, and regulations, not only in drafting or making their own rulings, they must be able to clearly and cogently coach less-senior HLJs in this process to ensure the credibility of the agency’s law enforcement responsibilities.

Decisions include both tactical and strategic areas. The position is required to interpret broad policies for application among programs. Decisions are often guided by general statutes or policies that may not be clear or are evolving with inconsistent external stakeholder opinions and interpretations impacting the decision process and outcome. This position is responsible for conducting research and policy analysis to frame the issues, propose and evaluate options, and to implement solutions or propose solutions for implementation.

**What are the risks or consequences of the recommendations or decisions?**

As previously stated, failure to adequately manage, supervise, and mentor ASO’s HLJs will severely jeopardize lawful enforcement of state laws and regulations. These situations could erode public trust in the agency’s ability to ensure public health and safety in the medical community and its associated professions; the safety of transient hotel accommodations; the safety of our drinking water and shellfish; the denial or granting of Women, Infants and Children benefits; and determination as to the adequacy of medical facilities (Certificate of Need). Cases before ASO are subject to appellate review and have a significant impact on maintaining public health in Washington state.

- Decisions made by this position can often result in intense media, legislative or stakeholder review.
- Decisions can often be appealed through the Agency Review Officer or in Superior Court (and beyond).

Poor decisions have the potential to threaten public health and safety (e.g., decisions related to disciplinary actions against health professionals).

**Qualifications – Knowledge, Skills, and Abilities**

List the education, experience, licenses, certifications, and competencies.

**Required Education, Experience, and Competencies.**

- Juris Doctorate degree from an ABA accredited law school.
- Licensed as an attorney in the State of Washington in good standing with the Washington State Bar Association.
- Five years of litigation and judicial experience.
- Two years of leadership and performance management experience.
- Two years’ experience with policy and performance measurement development.
- Ability to utilize Outward Mindset principles and tools to meet individual and team performance objectives, foster a culture of accountability, communication, teamwork, inclusivity, and transparency.
- Exercise DOH values and transformational strategic planning to understand, and respond to, diverse ways that address individual and team needs.

Required competencies include:

**Ethical Conduct:** Demonstrates consistent honesty, forthrightness, and professionalism in all interactions.

**Organizational Relationships:** Collaborates with partners and stakeholders to improve agency performance; identifies and includes key internal and external players and stakeholders in collaborative venture; identifies external and internal



issues that may impact the delivery of essential public health services; and works effectively within the political environment to meet customer expectations.

**Decisiveness:** Able to make decisions based on analysis of the information presented in the face of ambiguous or conflicting situations, or when there is an associated risk. Prioritizes, considers alternatives, and responds quickly and effectively to unexpected and rapidly changing conditions. Finds solutions that are acceptable to diverse groups with conflicting interests and needs.

**Critical Thinking:** Demonstrates the disciplined process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and/or evaluating information generated by observation, experience, reflection, reasoning, or communication, as a guide to belief and action. Demonstrates ability to address problems with new and effective solutions.

**Performance and Workload Management:** Able to create a productive high-performance culture within the ASO office as demonstrated by:

- Consistent delegation model – deliverables, check back points and due dates are clearly defined and communicated in ways that are understandable to staff.
- Effective planning and resource management – deadlines are consistently met, and results are high quality. Staff are performing at the level appropriate to their experience and classification.
- Transparency – impacted stakeholders are regularly consulted so that deliverables meet their needs and are operationally feasible and efficient.
- Enterprise focus – consistently work with peers to support a smooth lateral flow of work, information, and ideas across the division.
- Quality Improvement – implements quality improvement strategies and tools to continuously improve efficiency, accuracy, and overall quality.

**Change Leadership:** Positively influences organizational change. Provides consultation to develop change strategies; aligns changes with the organization's strategic direction and objectives; advocates for positive outcomes. Effectively influences others to achieve understanding, acceptance, and commitment to act in support of ideas, programs, or causes.

**Cultural Competency:** Models and facilitates the development and integration of cultural, ethnic, and gender sensitivity and competence. Actively seeks out different points of view and leverages the benefits of different perspectives; develops solutions that take into account cultural differences; facilitates and encourages the development of a diverse workforce; educates self about the impacts and benefits of diversity through study and analysis; integrates cultural, social, and behavioral factors in the delivery of services; uses appropriate methods to interact professionally, sensitively, and effectively with persons from all cultural, racial, social, economic, educational, ethnic and professional backgrounds, of all ages and lifestyle preferences.

**Communication:** Demonstrates ability to effectively give and receive information in person and in writing to a variety of situations and people. Communicates clearly and concisely avoiding bureaucratic language and jargon whenever possible; demonstrates understanding and empathy with the listener or reader; effectively uses the media, advanced technologies, and community networks to communicate information; shares appropriate information internally and externally; anticipates and resolves disagreements and conflicts constructively; communicates with tact and discretion.

**Leadership:** Coaches, inspires, and motivates to accomplish agency mission. Approaches problem-solving holistically and systematically; empowers others to act by appropriately delegating responsibility with associated authority; sets clear, reasonable expectations and follows through; vigorously pursues a compelling and shared mission, vision, and key values; organizes people and resources toward the effective and efficient pursuit of predetermined objectives.

**Achievement Orientation -** Makes efficient use of available time and resources. Meets productivity standards, deadlines, and work schedules. Provides products and services that consistently meet the needs and expectations of customers. Consistently produces accurate and timely work. Accepts personal responsibility for the quality and timeliness of work. Acknowledges and corrects mistakes. Communicates and measures results accurately.





<b>Strategic, Financial and Project Planning</b> - Aligns activities and resources with the mission and strategy of the organization; anticipates problems and develops contingency plans; states policy options and writes clear and concise policy statements; and develops and tracks budgets within budget constraints.	
<b>Preferred/Desired Education, Experience, and Competencies.</b> Not applicable.	
<b>Special Requirements/Conditions of Employment</b>	
List special requirements or conditions of employment beyond the qualifications above.	
<b>Working Conditions</b>	
Work Setting, including hazards:	The duty station for this position is in Tumwater, WA. DOH has adopted a modern work environment with an emphasis on allowing employees input on their primary duty station in consultation with their supervisors based on where the employees feel they do their best work. As such, primary telework or mobile work may be an option; subject to organizational needs, team-building activities, etc. It is anticipated that the incumbent could be required to be at the Tumwater duty station for work activities or as necessary. Work on a tobacco-free campus.
Schedule (i.e., hours and days):	Full-time; Monday – Friday with expected coverage of 8:00am to 5:00pm. A flexible schedule may be an option after successful completion of probationary period and at the supervisors’ approval. However, there needs to be administrative coverage between 8am and 5pm..
Travel Requirements:	Infrequent state-wide travel may be required to attend meetings, training and/or conferences.
Tools and Equipment:	This position requires the knowledge of using/operating an agency-issued computer and cell phone, use of standard office equipment, such as a telephone, copier/printer, fax machine, etc. Working knowledge and use of Outlook, Word, Excel, PowerPoint is needed to do this job effectively.
Customer Relations:	This position is customer service centric and routinely interacts with the ASO Legal Assistants, Health Law Judges (to include CHLJ, DCHLJ and Review Judges), Adjudicative Clerk Office staff, attorneys and staff from the Attorney General’s Office, private outside attorneys, self-represented litigants, staff from other agencies, other DOH staff and stakeholders and the general public.
Other:	

<b>Acknowledgement of Position Description</b>	
The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.	
Date: 11/5/2024	Supervisor’s Signature (required): /s/ Roman S. Dixon Jr., Chief Health Law Judge
Date: 10/9/2024	Appointing Authority’s Name and Title: Signature (required): /s/ SheAnne Allen, CFRA Deputy Chief
<b>As the incumbent in this position, I have received a copy of this position description.</b>	
Date:	Employee’s Signature:



**Position details and related actions taken by Human Resources will be reflected on the Position Evaluation Summary form.**

