

NAME: **COUNTY HEARING OFFICERS**

LEGAL AUTHORITY: Hearing Officer Ordinance 11/20/73 (58); Uniform Licensing Procedure Ordinance No. 5200 (NS) Effective 8/10/78; Ordinance No. 5307 (NS) 12/12/78; Ordinance No. 6566 (NS) 5/12/83 (35); Ordinance No. 9889 (13) 9/26/07

MEMBERS

APPOINTED BY: Board of Supervisors. Each member of the Board of Supervisors shall nominate two applicants for appointment to the pool of hearing officers.

MEMBERSHIP

COMPOSITION: In order to qualify for the position of hearing officer, a person must be an attorney at law admitted to practice before the courts of the State of California for at least five years prior to the appointment.

TERMS:

A hearing officer appointed shall serve a term which shall run concurrently with the term of the member of the Board of Supervisors who nominated the hearing officer.

The term shall expire on the date the term of the member of the Board of Supervisors who nominated the hearing officer expires or at the time the Supervisor ceases to hold office, whichever first occurs.

A hearing officer whose term has expired shall continue to discharge the duties as a hearing officer until a successor has been appointed.

A hearing officer who is in the process of hearing a matter when the hearing officer's term expires, however, shall continue to discharge the duties as a hearing officer for that matter until the matter is completed.

The reelection of a member of the Board of Supervisors for a succeeding term shall not automatically extend the term of any hearing officer.

REMOVAL OF

HEARING OFFICER: A hearing officer shall serve at the will and pleasure of the Board of Supervisors and may be removed at any time, without cause. Suspension or revocation of a hearing officer's license to practice law in the State of California shall automatically revoke a hearing officer's appointment to serve.

DUTIES:

The hearing officer shall have the authority to conduct a hearing, issue subpoenas, receive evidence, administer oaths, and rule on the admissibility of evidence and upon questions of law.

The hearing officer's authority on a particular matter, however, may be limited by the applicable County Code provisions or department policy.

The hearing officer shall render a written decision, including any findings or conclusions required for the decision and submit the decision to the Clerk of the Board of Supervisors.

**MEETING DATE
AND LOCATION:**

As needed.

COMPENSATION:

A hearing officer shall receive compensation as provided in the County Compensation Ordinance in effect on the date of hearing over which the hearing officer presides, and may be reimbursed for actual and necessary expenses, not including stenographic expenses, when approved in advance by the Board of Supervisors or the Chief Administrative Officer.

FILINGS NECESSARY:

Oath Cards (2)
Incompatible Activities Statement

CONTACT PERSON:

Grace Andoh
Clerk of the Board of Supervisors
Mail Stop: A – 45
619-531-4870

REVISED: June 25, 2008