

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**SAFETY RESPONSIBILITY HEARING EXAMINER**

**I. INTRODUCTION**

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional positions located at the Department of Transportation, (DOT), Division of Motor Vehicles, Traffic Accident Section, Program Services Unit, responsible for conducting safety responsibility administrative hearings for uninsured operators and owners. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

**II. DEFINITION**

These positions work under general supervision and perform complex professional job duties in conducting administrative hearings under Wis. Stats. Chapter 227 relating to uninsured operators and owners who face sanctions under the Safety Responsibility Law, Wis. Stats. Chapter 344. Job duties include: reviewing accident case evidence prior to hearing; researching the statutes, transportation administrative rules, civil jury instructions, negligence laws, and case law likely needed at the hearing; preparing questions to ask the parties who will be testifying; conducting safety responsibility administrative hearings to determine if there is a reasonable possibility a judgment could be rendered against an uninsured operator or owner and the proper bond amount; administering oaths; ruling on questions of fact and law; questioning petitioners, attorneys, and witnesses to obtain factual and relevant information, establish credibility, and resolve issues; ruling on evidentiary disputes, objections and other issues that arise; analyzing testimony, exhibits, accident reports, and other evidence to apply proper statutes, rules, and case law; preparing and researching written findings of fact based upon the record, conclusions of law and decisions, and determining amounts of comparative negligence; and maintaining uniformity, fairness, and impartiality in written hearing decisions. Other duties include reviewing changes in Wisconsin's motor vehicle, safety, and negligence-related laws and administrative rules; reviewing new appellate and supreme court decisions; analyzing policies and procedures and monitoring trends regarding hearing decisions; developing recommendations for policies and procedures; and reviewing and analyzing law changes and legal opinions to identify the impact on the program.

**III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective April 13, 1997 and announced in Bulletin CC/SC-65 as a result of the Professional Program Support Survey.

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