



Hearings and Rules Administrator Position # 16738

The N.H. Department of Labor, Hearings Bureau seeks a dynamic Hearings and Rules Administrator to lead the Department's Hearings Bureau and administrative rulemaking initiatives. The Hearings and Rules Administrator is primarily responsible for daily oversight and development of Hearings Bureau operations and programmatic initiatives to assure that Bureau objectives are met, including supervision of Hearings Bureau employees and work procedures, reviewing motions, and presiding over complex labor law cases. In addition, the Hearings and Rules Administrator is responsible for coordination and oversight of the Department's administrative rule initiatives.

Requirements:

Education/Experience: Bachelor's degree and 7 years of experience OR equivalent combination of 11 years of education and experience after completion of high school. Education and experience must be in pre-law, economics, industrial relations, business administration, public administration, conducting hearings or related field.

Other Qualifications: Must be an active member of the New Hampshire Bar Association and in Good Standing.

How to apply: Please go to the following website to submit your application electronically through NH 1st: <http://das.nh.gov/jobsearch/employment.aspx>. Please reference the job ID number that you are applying for: 49266 Hearings and Rules Administrator. In order to receive credit for postsecondary education, a copy of official transcripts with a seal and/or signature **MUST** be included with the application. Please have transcripts forwarded to the Human Resources Office with the recruiting agency. Position will remain open until a qualified candidate is found. EOE.

For questions about this position please contact Deputy Commissioner Danielle Albert at Danielle.N.Albert@dol.nh.gov or 603-271-8496.