

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

ARBITRATOR

POSITION CODE: 01401  
Effective: 7-16-89

DISTINGUISHING FEATURES OF WORK:

Under direction, prepares and arranges for quasi-judicial hearings; hears and decides cases involving claims for injuries or death to employees in the course of their employment under the provisions of the Workmen's Compensation and Occupational Diseases Acts; renders awards and decisions based on the law and evidence, in accordance with established rules of evidence and procedure.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Prepares for hearings by reading case appeals, rulings, documents, files, field audits and investigation reports.
2. Presides at public hearings, alone or as one of a body; determines cases involving questions of claims and violations of provisions of law laws.
3. Examines legal, administrative and medical documents, passes on the admissibility of documentary evidence; guides questioning and puts questions on points omitted by counsel.
4. Reviews settlement agreements, reviews the medical evidence; reviews with the Petitioner his rights under the statute to ascertain that he understands fully the nature of the agreement and the rights which he forfeits in a compromise settlement; regulates the payments of fees; approves, suggests modifications, or rejects the proposed agreement. In the event of rejection, the Arbitrator indicates to the parties the reasons for rejection and orders the case to trial before another Arbitrator.
5. Writes hearing decisions, involving summarization of material evidence, statement of findings of facts and conclusions; confers with superiors on important questions of interpretation; issues and cases.

ARBITRATOR (Continued)

6. Conducts a continuous study of current decisions, rulings and amendments.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in labor law and relations plus two years professional labor relations experience.

Knowledges, Skills and Abilities

Requires extensive knowledge of Workmen's Compensation and Occupational Diseases Acts.

Requires working knowledge of jurisdictional and quasi-judicial rules and procedures of administrative hearing agencies.

Requires ability to maintain satisfactory working relationships with hearing disputants.

Requires ability to prepare reports of the number and disposition of cases handled.

Requires skill and ability to analyze and appraise facts, evidence, and legal, medical, and administrative documents, records and audits so as to obtain a clear mental picture of the issues involved.

Requires ability to apply past legal and administrative decisions, rulings, and principles to fact situations found within cases before the hearing.