

HEARING EXAMINER INTERVIEW QUESTIONS

Candidate

Reviewer

Date

Welcome and Description of the Interview Process

- Panel introductions
- Interview limited to 45 minutes
- Five minutes allowed at end to respond to questions candidate may wish to ask

1. Please discuss your familiarity with Woodinville, or if you are not familiar with the City and its regulations, how you would develop the knowledge you need. Since each jurisdiction's Land Use Code is somewhat unique, how do (will) you prepare yourself to hear land use cases in Woodinville? What resources do you need to have provided to be prepared?

2. What do you feel is important in conducting public hearings?

3. What are the principles that lead to good public hearings?

4. Do you have set procedures that you prefer to follow? How do you create opportunities to listen to all parties and for participants to be heard?

5. Describe the process you use in developing findings and conclusions and the reasoning of your recommendations and decisions. What should the findings and conclusions accomplish and what purpose should they serve?

6. What is your definition of a “good result” in a contested matter coming before the Hearing Examiner?

7. When do you believe it is necessary to make a site visit prior to decision-making? Please provide an example of when you did this in the past. Did visiting the site affect your decision? How did it change your viewpoint?

8. Describe how you take the staff recommendation into account in making a decision. How much deference do you give the staff recommendation? Please give specific examples of occasions where you concurred with a staff recommendation and where you did not concur with a staff recommendation.

9. How do you, as a Hearing Examiner, keep current on issues relevant to the Hearing Examiner services, emphasizing land use law, environmental law, shoreline laws, land use code, civil violations, code enforcement, ethic codes, and tax laws. How many continuing education programs or seminars have you attended during the past three years that pertain to these topics and what were they?

10. Tell us about a time when you recognized potential inconsistencies in City code. How did you inform city decision-makers of these discrepancies? How did you handle the potential inconsistencies in the Facts, Findings, and Conclusions?

11. How much lead time do you require to schedule hearings? Do you have any issues with night hearings? How many days after a hearing can we expect a written decision?

12. If the City requests that you do not send a particular individual as a substitute/Pro-tem Examiner, do you have the staffing resources available to allow for that? Who would your Pro-tem Examiner be?

13. How many years of experience working in public sector as a Hearing Examiner do you have? How many years of experience working in public sector as a Hearing Examiner does your Pro-tem Examiner have?

14. Do you have any questions you would like to ask of the panel?