



## **LACERA HEARING OFFICER RECRUITMENT TIMELINE**

### **April 15, 2009**

Recruitment print advertising begins and is also posted on the LACERA website. The deadline for submission is May 31.

### **June 1 – June 15, 2009**

The Legal Office conducts an initial screening of all candidates using a point system to rate the candidates on:

- Overall legal experience
- Workers' compensation and disability experience
- Other administrative proceedings
- Presiding judge experience

### **June 16 – June 25, 2009**

The Legal Office and Disability Retirement Services (DRS) Division Manager select the top candidates to be interviewed.

### **July 2009**

Interviews are conducted by the Ad Hoc Committee, Legal Office, and DRS Division Manager. References and writing samples are also reviewed.

### **September 2, 2009**

The Ad Hoc Committee makes a recommendation to the Board of Retirement to contract with the top selected candidates.

### **October 2009**

Hearing Officers are sent contracts for services beginning January 1, 2010.

### **February 2010**

Hearing Officer training is conducted.