



# ADMINISTRATIVE LAW JUDGE II (SPECIALIST)

## QUALIFICATIONS ASSESSMENT

### INTRODUCTION

The purpose of the Qualifications Assessment examination will provide you an opportunity to demonstrate significant aspects of your qualifications for ADMINISTRATIVE LAW JUDGE II (SPECIALIST) with the California Department of Social Services (CDSS).

The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination and an employment list will be established for those candidates who attain a passing score.

The employment list has a list life of 12 months. A "Conditions of Employment" form is included in this qualifications assessment that will allow you to select a location where you wish to work.

Please submit a standard State Application (STD.678) along with this Qualifications Assessment. State Application can be obtained at the following site: <http://jobs.ca.gov/pdf/std678.pdf>

**FILE BY MAIL:**

California Department of Social Services  
Personnel Bureau, Exam Unit, MS 8-15-58  
PO Box 944243  
Sacramento, CA 94244-2430

**FILE IN PERSON:**

California Department of Social Services  
Personnel Bureau, Exam Unit  
744 P Street, OB 8, 15<sup>th</sup> Floor  
Sacramento, CA 95814

### AFFIRMATION FOR COMPETITOR

I hereby certify and understand that the information provided by me on this assessment is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. My responses are subject to verification before appointment to a position. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

I have read and understand the information given above.

Candidate's Signature \_\_\_\_\_

Date \_\_\_\_\_

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Print Name:

**Segment 1: Tasks #1 - #13 require three responses. Place the numerical value in each column.**

<u>Recency</u> 3 = within last 3 years 2 = within last 4 years 1 = > 5 years 0 = not performed	<u>Frequency</u> 4 = Daily 3 = Weekly 2 = Monthly 1 = Annually 0 = not performed	<u>Year of experience</u> 3 = > 3 years 2 = 1 to 3 years 1 = < 1 year 0 = not performed	Recency	Frequency	Year of Experience
1.	Interpret and apply various provisions of federal and state statutes and regulations.				
2.	Submit final and proposed decisions at a quality consistent with SHD standards.				
3.	Promote efficiency and ensure consistency of quality of hearings and decisions.				
4.	Presides over administrative hearings.				
5.	Handle hearings involving lengthy, difficult and/or sensitive issues.				
6.	Provide guidance to Administrative Law Judge I's on unclear, unusual, difficult or unique cases and on various points of law.				
7.	Provide assistance to Administrative Law Judge I's, on legal sources, decisions and other decision related resources.				
8.	Provide feedback on the hearing process and related decisions to the Presiding Judges.				
9.	Provide input to ALJ I's and/or stakeholders to insure consistency of quality of hearings and decisions.				
10.	Handle hearings and cases with issues relating to complex legal questions.				
11.	Provide training to ensure consistency of quality of hearings and decisions.				
12.	Review proposed changes in law, regulation and policy to inform and update staff on Para Regulations and programs' interpretations of regulations.				
13.	Act as expert to develop and disseminate information to staff regarding changes in statutes, regulations and policies regarding cases.				

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Print Name:

**Segment 2:**

**For items #14 - #22, rate your level of knowledge and place a numerical value in the box using the 3 through 0 level.**

**Definition of Levels:**

**3-Extensive Knowledge:** I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations and I have instructed others on specific aspects of this knowledge.

**2-Moderate Knowledge:** I possess a sufficient knowledge level that has allowed me to perform tasks related to this knowledge successfully and I have applied it to an actual job.

**1-Basic Knowledge:** I possess some knowledge but may require additional instruction to apply this knowledge effectively.

**0-Limited Knowledge:** I possess little or no education or training relevant to this knowledge.

Knowledge of:		Level
14.	Interpreting court decisions.	
15.	Laws, legal codes, precedents, government regulations, and agency rules relating to public assistance and/or health care programs.	
16.	Rules of evidence governing administrative proceedings in order to properly manage hearings and determine the relative weight to be given the evidence submitted.	
17.	Time management techniques/strategies.	
18.	State and federal public assistance and/or health care programs.	
19.	Principles and theories of administrative law and the judicial review of administrative actions.	
20.	Legal research tools.	
21.	Statutes and regulations governing State Hearings' administrative proceedings.	
22.	Legal terms and forms in common use in State Hearings' administrative proceedings.	

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Print Name:

**Items #23 - #42 are skills and abilities required for this position. Rate your level and place a numerical value in the box using the 3 through 0 level.**

**Definition of Levels:**

**3-Extensive:** I possess expert skill and ability to effectively performed tasks in the most difficult and complex situations.

**2-Moderate:** I possess sufficient skill and ability that has allowed me to perform tasks successfully.

**1-Basic:** I possess some skill and ability, but may require additional instruction.

**0-Limited:** I possess little or no training relevant to this skill/ability.

Skill to:		Level
23.	Identify the issues for hearings.	
24.	Communicate effectively both orally and in writing as appropriate for the needs of the parties.	
25.	Identify, consider and evaluate options to arrive at appropriate solutions to issues identified during a hearing.	
26.	Use logic, reasoning and analysis to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	
27.	Listen effectively by giving full attention to what parties and witnesses are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.	
28.	Manage caseloads to ensure timely decisions and meeting of other deadlines.	
29.	Keep up with changes in law, regulation and policy.	
30.	Perform legal research and analyze applicable law in order to determine the applicability of legal principles to a particular case.	
31.	Utilize computer word processing software to produce decisions and memorandum.	
Ability to:		Level
32.	Communicate clearly, verbally and in writing, in order to fully discuss and develop issues.	
33.	Conduct fair and impartial hearings in a manner that will obtain and consider all pertinent evidence and develop a record for any future rehearing or judicial reviews.	
34.	Analyze and apply legal principles, evidentiary rules, and precedents to legal problems in order to prepare final and proposed decisions.	
35.	Be patient, objective and courteous in dealing with the public and staff.	

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Ability to continue:		Level
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36.	Operate a computer to perform research and prepare decisions.	
37.	Conduct hearings that gain confidence and respect of the parties.	
38.	Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).	
39.	Perform legal research in order to formulate final and proposed decisions.	
40.	Adapt to new or changing situations.	
41.	Rule and decide promptly even under conditions of uncertainty as to facts and governing law.	
42.	Establish and maintain cooperative working relationships with internal and external stakeholder's in order to effectively allow for the full discussion of issues.	

## CONDITIONS OF EMPLOYMENT

If you are successful in the exam, your name will be placed on the active employment list and certified to fill vacancies according to the location(s) you specify.

\_\_\_\_\_ Anywhere in the state or specify county(ies) below.

County(ies)

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**NOTE: There is no need to submit resumes, letters of recommendations or any other materials as they will not be assessed as responses to the Qualifications Assessment.**

Please refer to page 1 for mailing instruction.