



# ADMINISTRATIVE LAW JUDGE II (SUPERVISOR)

## 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 (SUPERVISOR) 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 \_\_\_\_\_

# ADMINISTRATIVE LAW JUDGE II (SUPERVISOR)

Print Name:

**Segment 1: Tasks #1 - #27 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.	Responsibility for supervision and administration.							
2.	Review the quality of final and/or proposed decisions.							
3.	Assist in evaluating ALJ's performance.							
4.	Work collaboratively with other members of the team to ensure the effective and efficient operation of the Division.							
5.	Coordinate with other State Hearings regional offices by offering support to ensure all cases are scheduled, heard and written decisions issued timely.							
6.	Advise and consult with ALJs on emerging points of law.							
7.	Develop and maintain regular communication and effective working relationships with managers and staff.							
8.	Maintain ongoing liaison with the stakeholders.							
9.	Provide feedback on hearings and decisions to the Presiding Judges.							
10.	Identify training issues for ALJ I's and measures for improving the hearing process.							
11.	Monitor workload assessment for the Division.							
12.	Implement training and staff development measures that assure the quality of hearings held and final and proposed decisions meet departmental standards.							
13.	Assist in resolution of regional and statewide issues and escalate those of statewide importance to the ALJ Supervisor.							
14.	Facilitate communication with program managers for which SHD provides hearings, regarding the establishment and clarification of department policies.							
15.	Utilize State Hearings data to support analysis of productivity, penalty trends, process improvements, and requests for resources and staffing.							
16.	Monitor strategic and contingency planning.							
17.	Plan, budget and implement resource and staffing needs for new or expanded workload arising from court orders or changes in the law or programs served.							

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Print Name:

**Segment 1: Tasks #18 - #27 continues. 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
18.	Coordinate with Division Administration on BCP's and Funds Availability Reports.							
19.	Coordinate with Division Administration on personnel planning, recruitment and hiring.							
20.	Assist the Division Administration on adverse actions.							
21.	Assist the Division on special project needs.							
22.	Participate in stakeholder meetings.							
23.	Develop, plan and implement efficiency steps, both technology driven and process improvements, to enhance productivity.							
24.	Ensure State Hearings policies and practices comply with HIPAA requirements, and keep informed of technology opportunities to comply with HIPAA.							
25.	Lead and enhance the State Hearing's use of technology, including expanding video conference and digital recording.							
26.	Responsible for the timely review including authorizing the adoption of proposed decisions, preparing alternated decisions or recommending a further hearing.							
27.	Act as a Duty Judge.							

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Print Name:

**Segment 2:**

**For items #28 - #37, 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
28.	State Hearings' administrative hearing proceedings.	
29.	Principles and techniques of supervision.	
30.	Laws, legal codes, precedents, government regulations, and agency rules relating to public assistance and/or health care programs.	
31.	Rules of evidence governing State Hearings' administrative proceedings in order to properly manage hearings and determine the relative weight to be given the evidence submitted.	
32.	Time management techniques/strategies.	
33.	State and federal public assistance and/or health care programs' eligibility and administrative procedures.	
34.	Principles and theories of administrative law and the judicial review of administrative actions.	
35.	Legal terms and forms in common use in administrative proceedings.	
36.	Legal research tools.	
37.	The Department's Human Resources and Equal Employment Opportunity policies, procedures and requirements.	

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Print Name:

**Items #38 - #62 are skills and abilities required for this position. Rate your level and place a numerical value in the box using the 3-0 level below.**

**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
38.	Monitor the work of ALJs to meet statutory deadlines and priorities established by federal, state laws and court decisions.	
39.	Communicate effectively both orally and in writing as appropriate for the needs of the parties.	
40.	Manage caseloads to ensure timely decisions in addition to meeting other deadlines.	
41.	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.	
42.	Plan, direct and review the work of others.	
43.	Use logic, reasoning and analysis to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	
44.	Utilize computer word processing software to produce decisions and memorandum.	
45.	Keep up with changes in law, regulation and policy.	
46.	Identify, consider and evaluate options to arrive at appropriate solutions to issues identified during a hearing.	
Ability to:		Level
47.	Establish and maintain cooperative working relationships with others.	
48.	Analyze and apply legal principles, evidentiary rules, and precedents to legal issues in order to prepare final and proposed decisions.	
49.	Be patient, objective and courteous in dealing with the public and staff.	
50.	Communicate clearly, verbally and in writing.	
51.	Work independently with minimal supervision.	
52.	Adapt to new or changing situations.	
53.	Coordinate and handle multiple projects with a variety of different priorities.	
54.	Maintain a fair and impartial attitude and judicial demeanor to ensure hearings are conducted fairly.	
55.	Make accurate summaries of evidence and prepare appropriate findings and conclusions of law in order to write proposed or final decisions.	

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Print Name:

Ability to continue:

Level

56.	Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).	
57.	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.	
58.	Operate a computer to perform research and prepare decisions.	
59.	Perform legal research in order to formulate final and proposed decisions.	
60.	Conduct hearings that gain confidence and respect of the parties.	
61.	Rule and decide promptly even under conditions of uncertainty as to facts and governing law.	
62.	Effectively contribute to the department's EEO objectives.	

**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 select counties below

\_\_\_\_\_ Oakland

\_\_\_\_\_ Los Angeles

\_\_\_\_\_ Sacramento

\_\_\_\_\_ San Diego

**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.