ADMINISTRATIVE LAW JUDGE II (SUPERVISOR)

(DEPARTMENTAL – OPEN EXAMINATION)

EXAM CODE: 6BP13

Department:	**Department of Social Services**
Release Date:	**October 31, 2016**
Final File Date:	**November 15, 2016**
Exam Type:	**OPEN Departmental**
Employment Type:	**Permanent Full-time** **Permanent Part-time** **Permanent Intermittent** **Limited Term Full-time** **Limited Term Part-Time** **Limited Term Intermittent**
Salary:	**MONTHLY-RANGED-SALARY - $8223.00 - $10247.00** ***This classification qualifies for a pay differential of up to $5612.00 per year**
Location:	**State-wide**

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions(s), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants

WHO SHOULD APPLY?

This is an OPEN departmental examination for the California Department of Social Services. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Career Credits do not apply.

FILING INSTRUCTIONS

Applications (STD 678) must be POSTMARKED no later than the final file date. Please indicate the examination title on your application. Applications received without an examination title will not be accepted.

Applications postmarked, personally delivered, faxed, emailed or received via inter-office mail after the final file date will not be accepted for any reason.

TWO items MUST be printed and returned.
(1) Application (STD 678) and (2) Qualifications Assessment

Applicants who fail to submit both items will be disqualified from the examination.

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, 15th Floor
Sacramento, CA 95814

DO NOT SUBMIT APPLICATION TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please mark the appropriate box for Question 2 on the Examination Application (STD 678). You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the California Department of Social Services. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the experience and/or education requirements for this examination at the time the application is submitted. Your signature on the application indicates that you read, understood, and possess the minimum qualifications required.

Application must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications without this information will be rejected from this examination.

MINIMUM QUALIFICATIONS

Active membership in The California State Bar and admission to practice law in California for at least five years immediately preceding application for appointment AND

EITHER I

One year of experience performing the duties of an Administrative Law Judge I, Department of Social Services.

OR II

Two years of experience in the conduct of judicial or quasi-judicial hearings in the capacity of presiding officer.

OR III

Five years of experience in the practice of law*, which shall have included at least three years of experience in the presentation of evidence and the examination of witnesses before a trial court or quasi-judicial administrative body.
*Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The Bar.

POSITION DESCRIPTION

Under direction, to supervise the administrative operation of a regional office in the Administrative Adjudication Division; to assist with the research program for continued improvement of administrative law and procedure; to preside over quasi-judicial hearings on a limited basis, generally involving the most difficult and sensitive issues as provided under the Welfare and Institutions Code 10950 and other applicable statutes.

EXAMINATION INFORMATION

Qualifications Assessment - Weighted 100.00%

This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Qualifications Assessment.

KNOWLEDGE, SKILLS AND ABILITIES

A. Knowledge of:

1. Administrative hearing proceedings.
2. Principles and techniques of supervision.
3. Laws, legal codes, precedents, government regulations, and agency rules relating to public assistance programs.
4. Rules of evidence governing administrative proceedings in order to properly manage hearings and determine the relative weight to be given the evidence submitted.
5. Time management techniques/strategies.
6. State and federal public assistance programs as to eligibility and administrative procedures.
7. Principles and theories of administrative law and the judicial review of administrative

actions.
8. Legal terms and forms in common use in administrative proceedings.
9. Legal research tools.
10. The Department's EEO policies and requirements.

B. Skills to:

1. Monitor the work of ALJs to meet statutory deadlines and priorities established by federal, state laws and court decisions.
2. Communicate effectively both orally and in writing.
3. Manage one's and other's caseloads to ensure timely decisions and the meeting of other deadlines.
4. 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.
5. Plan, direct and review the work of others.
6. Use logic, reasoning and analysis to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
7. Utilize computer word processing software to produce decisions and memorandum.
8. Keep up with changes in law, regulation and policy.
9. Identify, consider and evaluate options to arrive at appropriate solutions to issues identified during a hearing.

C. Ability to:

1. Establish and maintain cooperative working relations in order to effectively allow for the full discussion of issues.
2. Analyze and apply legal principles, evidentiary rules, and precedents to legal problems in order to prepare final and proposed decisions.
3. Be patient, objective and courteous in dealing with the public and staff.
4. Communicate clearly, verbally and in writing, in order to fully discuss and develop issues.
5. Work independently with minimal supervision.
6. Adapt to new or changing situations.
7. Coordinate and handle multiple projects with a variety of different priorities.
8. Maintain a fair and impartial attitude and judicial demeanor to ensure hearings are conducted fairly.
9. Make accurate summaries of evidence and prepare appropriate findings and conclusions of law in order to write proposed or final decisions.
10. Combine pieces of information to form general rules or conclusions.
11. 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.
12. Operate a computer to perform research and prepare decisions.
13. Perform legal research in order to formulate final and proposed decisions.
14. Conduct hearings that gain confidence and respect of the parties.
15. Rule and decide promptly under conditions of uncertainty as to facts and governing law.
16. Effectively contribute to the department's EEO objectives.

VETERANS PREFERENCE

Veterans' Preference Points **will not** be granted in this examination as it does not meet the requirements to qualify for Veterans' Preference credit.

DISCLAIMER

Please click on the link below to review the official California Department of Human Resource (CalHR) class specification. http://www.calhr.ca.gov/state-hr-professionals/pages/6179.aspx

GENERAL INFORMATION

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Social Services reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

Candidates needing special testing arrangements due to a disability must mark the appropriate option on the application and/or contact the testing department.

Criminal Record Clearance Information: Some positions within various divisions of the California Department of Social Services are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
P.O. BOX 944243
SACRAMENTO, CA 94244-2430
(916) 657-1762
California Relay Service for the Deaf or Hearing Impaired from TDD phones call:
1-800-735-2929 or from voice phones call: 1-800-745-2922