

Classification Title: Supervising Administrative Law Judge	Branch/Division/Bureau: Administration and Licensing Services Branch/Administrative Hearing Bureau
Working Title: Supervising Administrative Law Judge	Office/Unit/Section/Geographic Location: Oakland
Position Number (13 Digit): 413-214-6017-901	Conflict of Interest Position: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
Employee Name:	Effective Date:

BASIC FUNCTION:

Under the general direction of the Deputy Commissioner, Administration and Licensing Services Branch, the incumbent serves as the Supervising Administrative Law Judge (ALJ) for the California Department of Insurance (CDI), and oversees the operation of the Administrative Hearing Bureau (AHB), which consists of quasi-judicial, legal, and clerical staff. The incumbent presides over quasi-judicial hearings involving the interpretation and application of provisions of the Insurance Code, Administrative Procedures Act and other applicable statutes and regulations; renders proposed decisions; directs and trains staff; establishes and supervises the master hearing calendar; and accomplishes other assignments as required to support of the goals of the CDI.

Some travel is required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.). Travel may include overnight stay(s).

This position is designated under the Conflict-of-Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.

ESSENTIAL FUNCTIONS

35% Coordinates the scheduling of quasi-judicial hearings in connection with property and casualty insurance rates. Assigns ALJs and reviews proposed decisions regarding rate hearings; acts as subject matter expert on hearing issues and decisions. Presides over the most complex and/or sensitive quasi-judicial rate hearings. Conducts legal research, as required. Issues subpoenas for the attendance of witnesses and production of documents at hearings. Presides at pre-hearing conferences. Rules on discovery disputes.

20% Examines records of hearing. Prepares proposed decisions containing findings of fact, a determination of the issues presented, and proposed actions; submits them to the Insurance Commissioner. Supervises the forwarding of files and other necessary information to the proper parties when appeals are carried to higher authorities.

ESSENTIAL FUNCTIONS DUTY STATEMENTHRM-025

- 20% Assesses bureau policy, develops methods to resolve policy issues, and plans long-range strategies for the bureau for implementation with the support of the Deputy Commissioner. Confers with superior officers and officials with organizational oversight responsibility for the AHB on matters of policy, procedure, and interpretation to the extent possible without violating *ex parte* rules and other applicable statutes, regulations, and codes of ethics and conduct as they relate to non-judicial functions, and makes recommendations on such matters to the appropriate authority.
- 20% Accumulates and tracks performance measures and provides to Deputy Commissioner. Monitors monthly status report and workflow. Provides direction and training to staff of the AHB. Evaluates professional and clerical staff and prepares performance reports. Reviews and approves inter-office and intra-departmental documents and reports (personnel, absence, etc.).

MARGINAL FUNCTIONS

- 5% Completes all assignments, such as special projects assigned by the Insurance Commissioner or designee, within the time frames established, which can include drafting and analyzing legislation or proposed regulations, planning or participating in training and staff meetings. Performs other job-related duties as required.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Work in a shared internal office and/or in a high-rise office building (e.g., artificial lighting, controlled temperature).
- Daily use of computer keyboard, mouse, camera for virtual meetings, standard office equipment, telephone, and related software applications at a work station.
- Lift, carry or otherwise transport documents to court, meetings, conferences, and other appearances.
- The incumbent may telework in accordance with CDI's Telework Policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies may exist for those who qualify.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

Employee Signature

Date

Printed Name

ESSENTIAL FUNCTIONS DUTY STATEMENT

HRM-025

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name