State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:	POSITION NUMBER:
Administrative Law Judge (ALJ)	800-411-6016-VAR
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
State Hearings Division	NORTHERN REGIONAL OFFICE
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
Kristin Adeniji / Douglas DiCicco	Supervising Administrative Law Judge (SALJ)

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- ☑ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
- ☐ None
- ☑ Other *(Explain below)*

Fingerprint clearance required.

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED *(Check one)*:

☑ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

We provide timely, independent and impartial due process hearings and produce timely, legally correct decisions. We maintain the integrity of the state hearing process, provide efficient administration of the state hearing process, communicate with counties, claimants, and others to achieve an efficient and effective state hearing process and identify and influence various issues that arise in the state hearings process that appear inconsistent with existing law or policy.

CONCEPT OF POSITION:

Under the direct supervision of the Supervising Administrative Law Judge (SALJ), the Administrative Law Judge (ALJ) presides over hearings relating to the administration of public benefits, across California Department of Social Services (CDSS) and Department of Health Care Services (DHCS) Programs statewide, including but not limited to CalWORKs, CalFresh, Medi-Cal, Scope of Benefits, Resource Family Approval, In-Home Supportive Services (IHSS) and Covered California, among others.

A. RESPONSIBILITIES OF POSITION:

70% Presides over hearings in CDSS and DHCS Program areas, which may include program areas such as CalWORKs, CalFresh, Medi-Cal, IHSS, Scope of Benefits, Resource Family Approval, and Covered California, among others. Handles all types of hearings, which may include complex and/or sensitive cases. Interprets and applies various provisions of federal and state statutes, regulations and department policies. Rules on objections and subpoena requests raised during the process of hearing a case, addresses postponement requests, sets continued hearings, and addresses other case management issues to maintain proper flow of cases assigned by the Supervising Administrative Law Judge (SALJ). Submits timely and legally correct final and proposed decisions as delegated, at a rate and quality consistent with State Hearings Division (SHD) standards.

20% By virtue of hearing primarily, CalWORKs, CalFresh, and Medi-Cal cases, becomes a subject matter expert with ability to consult with and answer questions for other ALJs on cases or various points of law; serves as a source of referrals to legal sources, prior decisions/samples, and other resources. May serve as reviewer of proposed decisions submited by other ALJs, and/or as duty judge who reviews /rules on pre-hearing matters such as requests for expedited hearings, bifurcations, subpoena request, postponement and reopen requests, among other pre-hearing issues. Participates on special projects as assigned, including but not limited to implementation of best practices identified from any special projects, and attends SHD internal meetings and external meetings as assigned.

5% May occasionally be asked to provide guidance to ALJs or staff in directing or redirecting cases; and, investigate compliance requests.

5% Performs other duties as required by the SALJ in support of the SHD, including reassignment to perform any other type of workload when necessary to meet Divisional needs, legal timeliness requirements, and to avoid monetary penalties for late decisions.

B. SUPERVISION RECEIVED:

The ALJ receives direct supervision from the SALJ.

C. ADMINISTRATIVE RESPONSIBILITY:

The ALJ is responsible for case management, normal reporting, travel claims and other state required trainings.

D. PERSONAL CONTACTS:

The ALJ has frequent contacts with state and county government staff; legal aid groups and recipients of and applicants for public assistance programs.

E. ACTIONS AND CONSEQUENCES:

The ALJ presides over hearings which impact benefits for recipients of public social services. Some of the hearings may require expedited processing and/or involve difficult and/or sensitive issues. The ALJ must exercise judgment in recognizing sensitive issues that arise in the course of handling their caseload, and keep the SALJ informed of any potential issues. The ALJ must hear and timely issue legally correct decisions in all assigned cases. Poor judgment affects recipients, impacts the administration of public welfare programs, the state budget, and the consistent interpretation of state and federal policies and regulations governing such programs.

F. OTHER INFORMATION:

The ALJ must exhibit tact, judicial demeanor and temperament. Travel may be required. The ALJ is expected to prepare decisions with minimal assistance and submit final or proposed decisions at a rate and quality consistent with general SHD office standards, and in accordance with department policy and state law.