

Classification Title: Career Executive Assignment (CEA), Level B	Branch/Division/Bureau: Special Counsel to the Commissioner/Administrative Hearing Bureau
Working Title: Chief Administrative Law Judge	Office/Unit/Section/Geographic Location: Oakland
Position Number (13 Digit): 413-214-7500-XXX	Conflict of Interest Position: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
Employee Name:	Effective Date:

Under the general direction of the Deputy Commissioner, Special Counsel to the Commissioner Branch of the California Department of Insurance (CDI), the Career Executive Assignment (CEA, B) will serve as the Chief Administrative Law Judge and administratively oversees the Administrative Hearing Bureau (AHB), which consists of quasi-judicial, legal, and clerical staff. The incumbent will be responsible for planning, organizing, and providing strategic leadership through a subordinate supervisor, the Supervising Administrative Law Judge. The incumbent will be responsible for the critical policy implementation, strategic planning, and management of the AHB. The incumbent encompasses critical functions, including overseeing the implementation of key policies, driving strategic planning initiatives, and ensuring the effective management and operational success of the AHB. The incumbent will guide the development and execution of AHB objectives, ensuring alignment with organizational goals and statutory mandates while fostering a collaborative and high-performing team environment.

These policies include first and foremost, supporting the Insurance Commissioner’s responsibility to protect California consumers from insurance rates that are excessive, inadequate or unfairly discriminatory. The incumbent is responsible for oversight of rate hearings, which can be technical and require insurance expertise. Secondly, the creation of the AHB by the Legislature in 2001 was to support the Insurance Commissioner’s enforcement of insurance violations under Insurance Code section 790.03 which involve unfair methods of competition and unfair and deceptive acts or practices in the business of insurance. The incumbent is charged with having the knowledge and expertise to hear and decide such matters in support of the above policies, as well as identify emerging trends that need to be raised to the level of executive management for further decision-making. This position is responsible for ensuring that duplication of efforts and contradictory results are avoided if such matters were otherwise sent to the Office of Administrative Hearings.

Occasional travel may be 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% Manages and provides strategic leadership to a diverse team of professional and technical staff through a subordinate supervisor, the Supervising Administrative Law Judge. Oversees and ensures ALJs adjudicate proceedings in compliance with the law, rules, and statutory deadlines. Monitors the Supervising Administrative Law Judge to ensure fulfillment of all supervisory responsibilities including mentoring, coaching, supervising, etc. Ensures ALJs are meeting statutory deadlines, calendaring requirements and overall AHB expectations, and addressing performance gaps. Regularly monitors and evaluates workload assignment or reassignments for efficiency and productivity.

- 25% Assists in overseeing and directing the ALJs in the conduct of hearings in conjunction with the Supervising Administrative Law Judge to ensure proceedings are carried out with professionalism and legal standards are adhered to. Reviews the most complex findings and proposed decisions to ensure conformity with due process requirements, applicable regulations, and departmental policies, and may submit proposed decisions to the Insurance Commissioner on behalf of the Supervising Administrative Law Judge. Ensures the AHB workforce is thoroughly trained, stays abreast of changes in law and practice, and evaluates staffing needs. Reviews and tracks performance metrics.

- 15% Collaborates effectively to resolve the most complex and sensitive proceedings, ensuring outcomes are consistent with the law, rules, and statutory deadline. Leads the development and implementation of new policies and procedures to enhance the efficiency and effectiveness of the AHB. Administers existing policies and procedures guiding the operation of the bureau. Provides expert advice and strategic policy direction to the Insurance Commissioner, Chief Deputy, and Executive Staff regarding quasi-judicial and legal issues impacting the AHB.

- 10% Oversees special projects as assigned by the Insurance Commissioner and Chief Deputy Commissioner, to include monitoring statistical data and workload measures.

- 10% Oversees the AHB staff and ensures compliance with labor contracts, equitable employee appraisals, and consistent enforcement of departmental policies and procedures, and consults with Human Resources Management Division, as appropriate. Conducts budget reviews and budget preparation, and ensures that AHB is operating within budget allocations. Develops and administers the AHB budget, conducts budget reviews and preparation, and ensures operating within budget allocations.

MARGINAL FUNCTIONS

- 5% Represents the department as requested at conferences, meetings with stakeholders, and manages outside contract counsel, including expert consultants.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Eligible for telework in accordance with CDIs 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 do exist for those who qualify.
- Work in a high-rise office building in an open space environment (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 workstation.

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

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