

DUTY STATEMENT

Classification: Administrative Law Judge	
Working Title: Administrative Law Judge	
Program:	
Division: Office of Administrative Hearings and Appeals	
Section: Formal Administrative Appeals	
Branch:	
Unit:	
Office Location: 3831 North Freeway Boulevard, Sacramento, CA 95834	
COI Position: ☒ Yes ☐ No	Telework Eligible: ☒ Yes ☐ No
CBID: R02	Position Number: 803-034-6016-XXX
Bilingual Position: ☐ Yes ☒ No	Specify Language: Not Applicable
This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.	
Job Summary: Under the direction of the Presiding Administrative Law Judge, the incumbent presides over quasi-judicial hearings on difficult, complex, and sensitive matters as provided under the Administrative Procedure Act and other state and federal statutes; confers with and assists less experienced Administrative Law Judges with challenging cases and provides guidance; and assists with the development and implementation of new office policies and procedures and the improvement of existing policies and procedures.	

Job Summary (cont):

The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:	
% of Time	Essential Functions
50%	Preside over and conduct quasi-judicial hearings for the Department of Health Care Services (DHCS) and other departments with which DHCS contracts. The cases heard by the incumbent are difficult, complex, and sensitive cases and include fiscal audits, renewal, suspension or revocation of licenses, propriety of fiscal sanctions and fines, and hardship waiver appeals. The incumbent must control the administrative hearings to ensure that they are conducted efficiently, that a clear, concise and well-organized record is produced, and that the rules of evidence are observed and complied with, including the proper administration of oaths, questioning of witnesses, and issuing rulings on the relevance and admissibility of evidence. In addition, the incumbent must review the record and the submitted evidence to prepare written proposed or final decisions that contain findings of fact and conclusions of law.
25%	Confer with and provide guidance and assistance to less experienced administrative law judges. This includes being available to consult on difficult legal issues, providing guidance on case management, helping promote uniformity of decisions where appropriate in dealing with commonly heard legal issues, reviewing draft decisions, and providing feedback to help ensure the highest quality written product with a clear and concise legal analysis.
15%	Conduct or oversee legal research on matters related to the mission of the Office of Administrative Hearings and Appeals. Assist with developing and implementing continued improvement in policies and procedures in the office.
5%	Prepare and maintain statistical and narrative reports on the status of assigned cases and time expended.

Description of Duties:	
% of Time	Essential Functions

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Other duties as required.

Supervision Received: Under Direction by the (enter supervisor classification):

Presiding Administrative Law Judge.

Supervision Exercised: (check all that apply)

☒ Non-Supervisory Classification / None

☐ Clerical Staff

☐ Analytical Staff

☐ Technical Staff

☐ Professional Staff

☐ Supervisory Staff

☐ Managerial Staff

Special Requirements:

☐ Medical Evaluation /Clearance

☐ Typing Certificate

☐ Valid Driver's License

☐ Background Check / Finger Printing Clearance

☒ Valid Professional License (please specify): California State Bar License

Desirable Qualifications:

The skill to understand the testimony of expert witnesses in complex matters; identify and analyze relevant facts and complex legal issues; determine the relevance of evidence presented at the hearing; preside over and maintain control of proceedings; recognize and protect the confidentiality of oral and written information; determine the appropriate credibility and weight given to testimony offered; prioritize one's workload with varying degrees of importance, taking into consideration statutory timelines; and draft logical, well-written decisions. The ability to act without supervision or assistance in conducting hearings, ruling on issues presented, and preparing written decisions; maintain a fair and impartial attitude, without bias or prejudice, in all matters; analyze, evaluate, and apply legal principles and evidentiary rules to the facts of a case; communicate effectively in writing with a high level of attention to detail; complete assignments efficiently and on time; accurately summarize evidence; conduct relevant legal research; communicate effectively orally; work well under pressure and in stressful situations; establish cooperative and positive relationships in the workplace; set a positive example and be flexible in response to change. The knowledge of the California Administrative Procedure Act and other principles related to administrative litigation.

Working Conditions (Check all that apply):

Prolonged Periods of:

☐ Standing ☒ Sitting ☐ Kneeling ☐ Bending

Travel May be Required:

☒ Occasional ☒ Over Night

Requires Lifting of Heavy Objects up to: _____

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement.

Analyst Name:

Analyst Signature:

Date:

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:

Employee Signature:

Date:

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:

Supervisor Signature:

Date: