

**SUPERVISING ADMINISTRATIVE LAW JUDGE
STATE PERSONNEL BOARD
Duty Statement**

Employee Name	Classification Title	Position Number
	Supervising Admin. Law Judge	590-111-6017-XXX
Division/Unit	Effective Date	Prior Pos # (if applicable)
Appeals Division		

Under the general direction of the Chief Administrative Law Judge of the State Personnel Board, the incumbent will plan, coordinate, and direct the work of SPB Administrative Law Judges in conducting hearings and other proceedings within the Appeals Division. The incumbent will also be an expert of the California Whistleblower Protection Act advising the Executive Officer on procedural and substantive matters for complex litigation brought before the SPB.

Description of the Essential Functions

- 40% Serves as the direct supervisor of approximately 13 Administrative Law Judges conducting annual performance evaluations and overseeing all personnel matters related to those staff members; reviews the findings and the drafts of proposed decisions and notices of findings resulting from administrative hearings for consistency and uniformity with the policies and decisions of the SPB; evaluates the workload and assigns cases to the Administrative Law Judges within the Appeals Division of the Board; directs and advises the Administrative Law Judges in the conduct of hearings and reviews the findings and the proposed decisions for conformity with the policies and decisions of the Board; applies policy and procedures for the conduct of hearings; assists, trains, orients, and gives input into the evaluation of Administrative Law Judges within the Appeals Division for the SPB.
- 25% Maintains expertise in appeals from discipline, rejections from probation, medical actions, as well as discrimination complaints and complaints of whistleblower retaliation filed before the SPB under the Civil Service Act. Conducts hearings on the most difficult and complex hearings brought under the California Whistleblower Protection Act. Advises the Executive Officer on the most difficult and complex matters pending their issuance of a Notice of Findings.
- 15% Reviews and rules on motions, conducts hearings on law and motion matters, prehearing and settlement conferences, and evidentiary hearings; prepares orders and resolutions for consideration by the Board.
- 10% Performs the administrative work of Evidentiary Appeals; plans, implements, and gives input on the programs for continued improvement of the administrative hearing process, efficiency of the Hearing Office, and quality of the work product.

Description of the Marginal Functions

- 10% Performs other duties as required consistent with the specifications of this classification.

Supervision Received

The Supervising Administrative Law Judge receives direct supervision from the Chief Administrative Law Judge.

Supervision Exercised

The Supervising Administrative Law Judge has managerial/supervisory responsibility for approximately 13 Administrative Law Judges.

Administrative Responsibility

The Supervising Administrative Law Judge position requires excellent computer skills (Word and Excel) writing and analytical skills; the ability to work independently and to communicate (verbal/written) clearly, concisely and accurately; to reason logically and creatively in resolving problems; skill in dealing effectively with others; willingness and ability to accept responsibility and meet deadlines; and ability to manage multiple projects with multiple time frames.

Personal Contacts

The incumbent has contact with the SPB Executive team, SPB Management team and other SPB employees, as well as, Board Members, Governor's Office, Agency representatives, and the public and must therefore be diplomatic, organized, professional, and exercise impeccable judgement and discretion.

Typical Working Conditions

This position requires prolonged sitting, use of the telephone, use of a personal computer, copier and frequent contacts with SPB staff and individuals from other agencies. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. Hearings are scheduled Monday through Friday. Evidentiary hearings normally begin at 9:00 a.m. and conclude at 5:00 p.m. A full day of prehearing and settlement conferences normally begin at 8:30 a.m. and conclude at 5:30 p.m. Position requires infrequent travel to hearings and prehearing and settlement conferences throughout the state and may report to headquarters' office in Sacramento for training and/or meetings. This position allows for partial remote work opportunities on a consistent schedule as approved by management.

Actions and Consequences

Failure to use good judgment in handling sensitive and confidential information could result in sensitive information being released to unauthorized persons and/or incorrect information used to make personnel management decisions.

The statements contained in this duty statement 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.

Individuals may perform other duties as assigned, including work in other functional areas to cover absence, to equalize peak work periods, or otherwise balance the workload.

I have read and understand the statement presented. Furthermore, I maintain that I can perform the essential functions of this position with or without reasonable accommodation.

Employee's Name

Employee's Signature

Date

Supervisor's Name

Supervisor's Signature

Date