

DUTY STATEMENT
ADMINISTRATIVE LAW JUDGE
FIELD OPERATIONS BRANCH

As assigned by the Chief Administrative Law Judge of Field Operations Branch or the Supervising Administrative Law Judge (ALJ), the ALJ presides over a full range of hearings including the most difficult or sensitive matter as provided under the California Unemployment Insurance Code.

ESSENTIAL FUNCTIONS

<u>Percentage</u>	<u>Function</u>
75%	Under general direction of the Supervising ALJ, working both in-office and remotely, the ALJ presides over quasi-judicial hearings and renders final decisions on the most complex and sensitive cases in the agency to include Disability Insurance (DI), Tax, and Unemployment Insurance (UI). The ALJ would also handle trade disputes, multiple claimant cases, and master calendar including, but not limited to, the duties listed below: • Conducts the most difficult DI cases that involve complicated and sensitive issues. The typical case involves taking testimony and considering numerous reports from medical examiners and treating physicians. • Conducts most difficult tax cases involving payroll taxes, that is, personal income tax and state disability insurance withholding and the unemployment insurance and employment training taxes. The ALJ also conducts cases that involve audits, extensive testimony from numerous witnesses and voluminous documentary evidence. • Conducts trade disputes involving hundreds or even thousands of claimants, which normally contain controversial issues. These are unemployment cases that involve several unions, each of which will be represented by its own counsel. • Conducts multiple claimant cases involving numerous claimants who have factual circumstances in common, such as the Los Angeles Unified School District concerning the status of thousands of classified and certificated employees who are between terms or in holiday periods requiring board knowledge in many fields of law. • Conducts master calendars regarding UI and DI cases. Masters calendars are used in high workload areas and involve scheduling several judges to a single, compressed calendar. They are assigned to those judges who possess the most highly developing hearing and dictation skills. • Travels to outstation hearing facilities and to Office of Appeals elsewhere in the state.
10%	Presides over quasi-judicial hearings and renders final decisions on the more routine quasi-judicial hearings and other cases resulting from new programs.
5%	Acts as lead person in the absence of the Supervising ALJ to assure conformity with office procedures and policies and established policies of the Board and acts as resource person for the lower level or less experienced ALJs to provide guidance in problem cases.
5%	Performs administrative and advisory duties as needed. Reviews legislation and advises Supervising ALJ of potential legislation that may affect the CUIAB.

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NONESSENTIAL FUNCTIONS

<u>Percentage</u>	<u>Function</u>
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5%	Attends periodic meetings; participates in regional and annual training; writes letters and reports, and performs other duties as assigned.
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I have discussed the duties of the position with my supervisor and have received a copy of the duty statement.

_____ EMPLOYEE'S PRINTED NAME	_____ EMPLOYEE'S SIGNATURE	_____ DATE
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I have discussed the duties of this position with the employee.

_____ SUPERVISOR'S PRINTED NAME	_____ SUPERVISOR'S SIGNATURE	_____ DATE
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